

2025-2026

Fun Run



Etiquette Meal



Storybook Walk



Boys Basketball



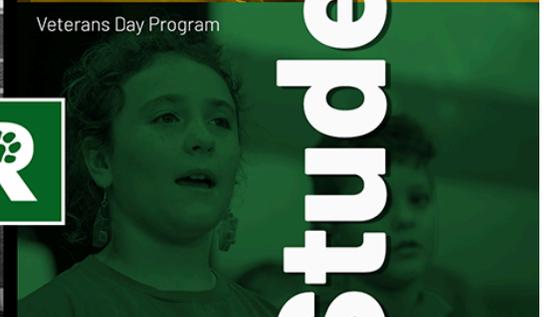
Veterans Day Program



Donuts with Grownups



Student Handbook





MISSION

HCCSC is committed to operating as a unified team in educating all students to high standards; preparing them to succeed.

VISION

HCCSC is dedicated to fostering an environment where every student has the opportunity to excel and the freedom to create their own future.

ONE TEAM

ONE GOAL

STUDENT SUCCESS FOR ALL

Dear Elementary HCCSC Families,

Welcome to another exciting school year filled with possibilities, growth, and discovery! We are thrilled to have you as part of our school community, and we look forward to a year of engaging learning experiences and meaningful connections. This handbook serves as your guide to the policies, procedures, and resources that will enhance your child's educational journey. Together, let's create a supportive and enriching environment where every child can thrive.

Building	Administrator	Phone#
Central Office	John Trout, Superintendent	(260) 356-8312
Central Office	Jay Peters, Elementary Director of Curriculum	(260) 356-8312
Central Office	Chuck Brimbury, Secondary Director of Curriculum	(260) 356-8312
Andrews Elementary	Melissa Ross	(260) 786-3021
Flint Springs Elementary	BreAnne Dyer	(260) 356-7612
Horace Mann Elementary	Mindy Reust	(260) 356-5464
Lincoln Elementary	Jeni Yarger	(260) 356-2914
Roanoke Elementary	Jami Craft	(260) 672-2806
Salamonie School	Elizabeth Kitchen	(260) 468-3093

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STUDENT COUNCIL

Membership in the Student Council is one of several honors a student may attain in our school. The council shall act as the voice of the students. Meetings are held at the discretion of the president and sponsor.

SAFETY DRILLS

Safety drills will be held periodically throughout the school year. Instructions are posted in each classroom. Make sure you become familiar with the posted procedure. If unsure of procedure, make sure you check with the classroom teacher. Drills are serious responsibilities and are not to be thought of as a joke.

COUNSELING SERVICES

School counseling services are planned to help each student obtain the most out of the school experience. All students are encouraged to come to the school counselor's office and talk with a counselor regarding any concerns. A counselor helps students with life skills, personal and home concerns, health problems, social questions, career awareness, academic success, and decision making. Students should feel free to discuss their interests, plans, and difficulties with a counselor. The counselors will also make classroom presentations on topics of interest to all students that will enhance the development of proper school and social growth. Students may have the opportunity to become members of small groups that meet on a regularly scheduled basis. Students may attend individual sessions whenever a counselor can be of assistance to the student.

MEDIA CENTER

The purpose of the instructional media center is to provide a variety of materials and services to assist staff and students in the teaching - learning process. Any materials borrowed from the media center must be checked out — materials usually have a two-week loan period. Please remember, you are responsible for the items you check out. Magazines, newspapers, and resource materials should be returned to the proper place. A fine may be assessed for overdue materials and you may be asked to pay replacement costs for items lost.

GYM CLASSES

Non-marking gym shoes shall be worn in all gym classes. If, for any reason, a child should be unable to participate (for more than one day), we require a signed excuse from your physician. We need a release from the doctor for the student to participate in gym classes again.

LOST AND FOUND

Throughout the school year, many items are turned in to the office as lost and found items. Valuable items which have been found will be kept in the office and need to be identified for collection. Other items such as: clothing, lunch boxes, and recess equipment will be placed in a collection area designated by school personnel. At the end of each nine weeks, any items which have not been claimed will be taken to charitable organizations or used in our clinic/health office. Owners may regain lost articles by checking the collection area or calling at the office and identifying the items.

OFFICE AND TEACHERS' ROOMS

Students shall not be behind desks/counters in the office except by permission. Likewise, the teachers' room is for the use of teachers and staff members only.

GRADES AND PARENT TEACHER CONFERENCES

HONOR ROLL

As a student at our elementary school, you work very hard to achieve the goals you have set for yourself. Your teachers, counselors, and principals would like to honor you for your diligent efforts.

Students in grades 2-5 must receive a "B" or above in all reported subjects to earn the distinction of being placed on the honor roll. The names of honor roll students are posted and published in the newspaper each nine weeks.

REPORT CARDS

Elementary report cards are issued every nine weeks to provide comprehensive insights into your child's academic progress, highlighting their achievements and areas for growth. Access PowerSchool to easily view and stay updated on your child's grades, ensuring you have real-time information about their academic performance.

RETENTIONS:

Parent and teacher recommendations will be considered when determining retention of a student, but the final decision rests with the school administration. In addition, the Indiana's Learning Evaluation Assessment Reading Network (ILEARN) test, the Indiana Reading Evaluation and Determination (IREAD) and/or NWEA test will have a major influence on the decision.

PARENT-TEACHER CONFERENCES

Conferences are held at the request of the teachers or parents to confer about the student's progress. Teachers are available for conferences at a time to be mutually arranged and also during their plan period. Teachers' plan periods are scheduled for various hours of the school day. Conference appointments requested by parents should be made 24 hours in advance.

GOAL SETTING CONFERENCES

Each fall the elementary schools provide the opportunity for parents and students to set a social goal and academic goals in language arts and math. Children are a critical component of this valuable experience. Our goal is 100% parent participation. Please do not hesitate to contact your child's teacher anytime concerns necessitate a meeting.

LUNCH PROGRAM AND TREATS

BREAKFAST AND LUNCH PROGRAM

HCCSC Food Service strives to serve nutritious, high quality meals in a clean, caring and friendly environment. Each school has a breakfast and lunch program for all students. All lunches brought from home are to be eaten in the cafeteria area. No glass containers, soft drinks or red dye-based fruit drinks are allowed.

Food is not to be taken from the cafeteria, or consumed at any time other than lunch, without specific explicit permission from a staff member on specific occasion. Fast food and/or carbonated beverages are not allowed in the cafeteria.

TREATS

Treats provided by students and parents for classroom celebrations must be either prepackaged items or items prepared by an approved kitchen (Kroger or Walmart Supermarket bakery). The school corporation strongly encourages healthy snacks for celebrations. Please see HCCSC School Board Policy 8510 for more information on the district's wellness policy.

VISITORS AND VOLUNTEERS

VISITORS

Parents are welcome to visit the school or the classroom. It is always a source of better understanding for parents, teachers, and administrators to become better acquainted. Please call the office or contact the teacher (other than class time please) 24 hours in advance to make arrangements for an extended visit or conference. Classroom visits should be limited to 45 minutes unless prior arrangements have been made with the teacher. Since the safety of all our students and staff is our primary concern, we require that you always report to the office immediately upon your arrival. All volunteers and chaperones must have an approved Limited Criminal History check.

VOLUNTEERS

Our schools are very fortunate to have many community members who are willing to give of their time and talents. Volunteers are very key people in our efforts to provide a quality education. All volunteers are required to report to and sign-in at the front office. We ask that you wear a name tag so our staff members will have the opportunity to get to know you.

CLOSING SCHOOL

In the event of school closures, we will be utilizing Parent Square for all announcements regarding Synchronous Learning. Parent Square is our designated platform for communication, ensuring that you receive timely updates and information regarding your child's education. Please make sure that your Parent Square account is active and that you have notifications enabled to stay informed.

School delays and cancellations will also be posted on the HCCSC website at www.hccsc.k12.in.us.

TEXT MESSAGING

Huntington County Community School Corporation uses a text messaging system through Parent Square for employees, parents and guardians. You must be listed in PowerSchool as an employee, parent or guardian and have your cell phone number associated with your information.

DISMISSAL

JUST IN CASE FORM FOR EARLY DISMISSAL

Each year we distribute an Early Dismissal Form as part of online registration. This form is to be completed by the child's parent or guardian and informs the school as to what a child should do in the event of an early dismissal. It is vital that you and your child have prearranged what he/she should do. The information should indicate what your child should do if it is different from his/her regular routine. **Please do not indicate who he/she should call.** Under the best of circumstances, we would not have time to call for individual students, and there is always the possibility of the phones not working.

RECESS

RECESS

Recess will be held outside unless weather demands it be inside. **If the temperature or wind chill factor is below 20 degrees, inside recess will automatically be in effect.** Other possible reasons for inside recess are rain, excessive snow, ice, etc. If for any reason a child should be unable to go outside for recess for more than 3 days, we require a signed excuse from your physician. Parents/visitors are not allowed to attend recess.

GOOD CITIZENSHIP

CITIZENSHIP

It is each student's responsibility to display qualities of good citizenship. Your best conduct is expected in the halls, in the cafeteria, on the playground, in the classroom, and when leaving school grounds. Teachers desire that students become good citizens, and therefore, will give special emphasis to honesty, morality, and courtesy. Obedience to law, respect to our country's flag, appreciation of the Constitution of the United States, respect for parents and home, and recognition of the dignity and necessity of honest labor are characteristics expected of all our students.

FLAG ETIQUETTE

The Flag represents the hard work and sacrifice of millions of Americans who have helped make the United States one of the greatest powers in the world's history. The Pledge of Allegiance and the National Anthem have deep meaning for all Americans. Saying the Pledge and singing the Anthem are traditional ways for all people to state their loyalty and love for the United States and its Flag as well as their beliefs in its Democratic principles. A student is exempt from participation in the Pledge of Allegiance and may not be required to participate if the student chooses not to participate or the student's parent chooses to have the student not participate. The Pledge of Allegiance will be followed by a moment of silence. (I.C. 20-30-5-0.5)

CHILD ABUSE/NEGLECT: SCHOOL BOARD POLICY 8462

As an agency of the State, the School Board is concerned with the physical and mental well-being of the children of this Corporation and will cooperate in the identification and reporting of cases of child abuse in accordance with law.

Each staff member employed by this Corporation shall be responsible for reporting immediately every case, whether ascertained or suspected, of abuse, abandonment, cruelty, or neglect resulting in physical or mental injury to a student by other than accidental means. The staff member or appropriate administrator in the presence of the staff member, if possible, shall immediately call the Huntington County Child Protective Services or the local law enforcement agency and shall secure prompt medical attention for any such injuries reported.

Information concerning alleged child abuse of a student is confidential information and is not to be shared with anyone other than the administration or the reporting agency. A staff member who violates this policy may be subject to disciplinary action.

Building administrators should be mindful of the possibility of physical or mental abuse inflicted by a staff member. Any such instances, real or alleged, should be dealt with in accordance with the administrative guidelines established by the Superintendent.

Legal

I.C. 31-33-1 et seq.

STUDENT RECORDS

WITHDRAWALS

To withdraw from school, a parent must notify school personnel so records can be completed and sent to the school where

the student is transferring.

CHANGE OF ADDRESS/PHONE

It is very important that all students notify the office immediately of any change of address or telephone number. If a student moves outside the school district, he/she should attend school in the district in which he/she resides or complete a cash transfer request in order to stay with HCCSC.

NOTIFICATION OF PARENTS AND STUDENTS OF THE IMPLEMENTATION OF THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

TO PARENTS AND STUDENTS:

On August 21, 1974, the United States Congress adopted the “Family Educational Rights and Privacy Act of 1974” dealing with student records. In broad outline, this act provides for the following:

1. The act concerns the student records of both elementary and secondary schools.
2. The parents’ right under this act extends until the student is 18 years of age or is enrolled in a post-high school institution; thereafter, only the student may exercise the rights.
3. Parents have the right to examine their children’s records at reasonable times.
4. The parent has a right to have a record corrected if it is inaccurate, misleading, or is otherwise in violation of the privacy or other rights of students.
5. A record must be kept for each student showing who examined it, the date on which it was examined, and the purpose of the examination.
6. Certain persons may examine student records without parent’s consent. School officials, including teachers who have legitimate educational interests, officials of other schools or school systems where a transfer is made, and certain representatives to the State and Federal Government, with various limitations.
7. Any person may receive the records, if the parent(s) execute a written consent specifying the records to be released, the reasons for such release, and the person to whom they are to be released. A copy will be sent to the parents in such case if requested. Parent(s) may also request and receive a copy of any student record forwarded to another school or school system with a transfer.
8. A copy may also be furnished pursuant to a court order or subpoena, but only if a reasonable effort is made to provide the parents and/or student with advance notice. The Board of School Trustees has adopted a policy implementing this act. A copy of this policy and the act are available for inspection at the Office of the Superintendent of Schools or online at www.hccsc.k12.in.us (click on Board Policies; School Board Policy 8330).

PARENTAL ACCESS TO EDUCATION RECORDS

Indiana Code 20-33-7-2 provides for the following: SEC. 1. As used in this chapter, “education records” means information that:

1. Is recorded by a nonpublic or public school; and
2. Concerns a student who is or was enrolled in the school.

SEC. 2(a) except as provided in subsection (b), a nonpublic or public school must allow a custodial parent and a noncustodial parent of a child the same access to their child’s education records. (c) A nonpublic or public school may not allow a noncustodial parent access to the child’s education records if:

- (1) A court has issued an order that limits the noncustodial parent’s access to the child’s education records; and
- (2) The school has received a copy of the court order or has actual knowledge of the court order.

CLINIC/HEALTH AND MEDICATION POLICY

CLINIC/HEALTH SERVICES

A health clinic is available for students who need care during the school day. Students with contagious illnesses or fevers should not be sent to school. Students with a temperature of 100.4 degrees or above will be sent home. Students must be fever free without the use of fever-reducing medications for 24 hours before returning to school. Health information including a new diagnosis, sports physical or new health concern should be updated as needed during the school year. Emergency information including cell and work numbers should also be current. It is helpful to discuss the name of your current primary care provider, hospital preference, and how to reach a parent or guardian with your child in the case of an illness or accident.

Clinic facilities are open to all students. If a student frequently uses the clinic, parents will be contacted to discuss additional support the student may need.

If medication is to be taken at school, either prescription or over-the-counter (OTC) medications such as Tylenol or Ibuprofen, a medication administration form must be signed and returned to the clinic. Medication may only be dispensed after following the requirements outlined in this form. No medication, including OTC medication, is ever to be in the possession of a student during school hours or when participating in after school activities. A parent or representative over the age of 18 years must deliver and pick up all medications in school for administration.

Annually, the health service department is responsible for overseeing and reporting vision and hearing screening for students in the elementary grades.

MEDICATION POLICY:

Procedure for dispensing medication at schools:

1. No prescription medication shall be given or dispensed unless the dispensing school personnel has on file a medication authorization form signed and completed by the legal custodian of the child. Such consent shall be valid for no more than one (1) year. Parents may withdraw consent (in writing) at any time.
2. At each school, two (2) delegated individuals should have the sole responsibility of giving or dispensing all medication. One (1) should normally do the dispensing with the other available if needed.
3. All medication prescribed for an individual child should be kept in the original container bearing the original pharmacy label and the child's name. The pharmacist will provide an additional bottle with the proper label, upon request.
4. All medication should be kept in a secure place, inaccessible to students.
5. All medication should be destroyed or returned to the legal custodian when no longer useful or needed. Destruction of the medication should be done in such a manner as to ensure no other student can obtain possession of it. **The school corporation can no longer, under state law, send home medication with a student. Medication that is kept at the school for administration during school hours or at school functions for a student in grades kindergarten through grade 8 five may be released only to:**
 - A. The student's parent; or
 - B. A physician or medical provider states in writing that an individual who is at least 18 years of age; and designated in writing by the student's parent to receive the medication.
6. Students with a chronic disease or medical condition may possess and self-administer medication for the chronic disease or medical condition during school hours or at school functions if the following conditions are met:
 - A. The student's parent has filed an authorization with the school for the student to possess and self-administer the medication.
 - B. A physician states in writing that:
 1. the student has an acute or chronic disease or medical condition for which the physician has prescribed medication.
 2. the student has been instructed in how to self-administer the medication; and the nature of the disease or medical condition requires emergency administration of the medication.
 - C. The authorization and statement described in subsections A and B must be filed with the student's school annually.

IMPORTANT INFORMATION REGARDING MENINGOCOCCAL DISEASE

What is Meningococcal Disease?

Meningitis, an infection of a person's spinal cord fluid and the fluid that surrounds the brain, is a very dangerous disease that can strike children and youth. The disease may be caused by a virus or bacterium. Viral meningitis is generally less severe and goes away without specific treatment. Bacterial meningitis, on the other hand, can be very serious and may lead to hearing loss, brain damage, learning disabilities, or death. The disease can progress rapidly and within hours of the first symptoms.

What are the symptoms of this disease?

Symptoms of meningococcal disease include high fever, headache, and stiff neck. These symptoms can develop in a few hours or a couple of days. Other symptoms may include nausea, vomiting, discomfort looking into bright lights, confusion, and sleepiness. Because some of the symptoms of this disease resemble those of influenza, meningitis may be difficult to diagnose.

How is Meningitis diagnosed?

Early diagnosis and treatment are very important. Anyone who may have the disease should see a doctor immediately. For

bacterial meningitis, the doctor must grow bacteria from a sample of spinal fluid. A number of effective antibiotics can be used to treat those who have been diagnosed with bacterial meningitis. Recovery can depend on how early treatment began.

How does a person get Meningococcal Disease?

The bacteria that cause meningococcal disease are transmitted through airborne droplets and by direct contact with an infected person. Bacteria that cause meningitis are not as contagious as diseases like the common cold or flu and are not spread by casual contact with others. Sometimes the bacteria can spread between people who have close or prolonged contact with one another. Those in the same household, daycare centers, college dormitories, and those who may come into contact with an infected person's saliva are at risk.

How can a person protect himself/herself?

There are safe and effective vaccines available and recommended for children eleven or twelve years of age. For older teenagers and young adults, immunization is recommended upon entry into high school and college.

Where can I find out more information about vaccines and meningococcal disease?

More information about this disease may be obtained from your physician or through the following organizations:

- Huntington County Department of Health..... (260) 358-4831
- Indiana State Department of Health..... (317) 233-1325
- Centers for Disease Control and Prevention..... (800) 311-3435

IMMUNIZATIONS

All students are required by law to be immunized against certain childhood diseases (Indiana Code 20-34-4-2). A copy of the immunization record should be on file within 20 school days of notification. The **minimum** immunizations requirements for children enrolling in or currently enrolled in grades K-5 are:

Five (5) doses of diphtheria-tetanus-pertussis, or tetanus-diphtheria vaccine (DTaP/DTP/DT/Td). Four doses are acceptable if the 4th dose was administered on or after the child's 4th birthday.

Four (4) doses of polio vaccine, 3 doses are acceptable if the 3rd dose was given on or after the 4th birthday and the three doses are all IPV or all OPV.

Two (2) doses of Measles Mumps, Rubella (MMR). The initial dose is to be given on or after the 1st birthday.

Three (3) doses of Hepatitis B vaccine. There must be 6 months between the initial and final dose of the series.

Two (2) doses of Varicella (chickenpox) vaccine. The initial vaccine must be given on or after the 1st birthday.

If the child had the disease, month and year of chickenpox disease and physician's signature are required.

Two (2) doses of Hepatitis A vaccine. 1st dose should be given after 1st birthday and then a 6 months interval between doses.

The Indiana State Department of Health Immunization Division has specific requirements in place as to the timing of the administration of vaccines. As mentioned above there are vaccines that are not to be given before the 1st birthday, 6 months apart, etc. Live viruses (MMR, Varicella and others) are to be given on the same day if not they must be given at least 28 days apart. You may receive information from the school if there is a question of the timing of a vaccine received. If you do receive a notice, please take the information provided to you from your physician or facility where you received the questioned vaccines. Return any updated vaccine information to your school. Please feel free to contact the school clinic if you have questions about your student's immunization record.

STUDENT ATTENDANCE POLICY

ATTENDANCE & DISCIPLINE GUIDELINES

ATTENDANCE

In order to receive a complete and well-rounded education, it is essential that students be present in school on a regular basis. Consequently, every child between the ages of seven (7) and sixteen (16) is required to attend school unless legally sufficient reasons exist for nonattendance pursuant to Indiana's Compulsory Attendance Statute. (I.C. 20-33-2-3.2)

The School Board, as an agency of the State, is required to enforce regular attendance of K-12 students. The Board recognizes that being present in the classroom enables students to participate in instruction, class discussions, and

other related activities. As such, regular attendance and classroom participation are integral to instilling incentives for the student to excel.

Attendance shall mean being physically present in a school or at another location where the school's educational program is being conducted during regular school hours on a day on which the educational program in which the student is enrolled is being offered.

Attendance shall be required of all School Corporation students, except those exempted under other provisions of Federal or State law, during the days and hours that school is in session or during the sessions to which the student has been assigned.

Attendance need not always be within Corporation facilities, and a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

The Board shall consider each student assigned to a program of other guided learning experiences, authorized under Policy 2370, to be in regular attendance for the program provided that s/he reports daily to such staff member s/he is assigned for guidance at the place in which s/he is conducting study, and regularly demonstrates progress toward the objectives of the course of study.

Exceptions to Compulsory Attendance/Excused Absences

Exceptions to compulsory attendance that shall be recognized by the Corporation as provided by State statute are:

- A. service as a page or honoree of the general assembly (I.C. 20-33-2-14);
- B. service on a precinct election board or helper to a political candidate or a political party on the date of an election (I.C. 20-33-2-15);
- C. subpoena to appear in court as a witness in a judicial proceeding (I.C. 20-33-2-16);
- D. service in active duty with the National Guard for not more than ten (10) days (I.C. 20-33-2-16);
- E. participating as a member of the Indiana wing of the Civil Air Patrol for not more than five (5) days (I.C. 20-33-2-17.2);
- F. exhibiting or participating in the Indiana State Fair for educational purposes by a student or member of the student's household for not more than five (5) school days provided that the student is in good academic standing as determined by the Corporation, the student's parent has requested the absence in writing, and the school principal has provided written approval for the absence (I.C. 20-33-2-17.7);
- G. participating in an educationally related non-classroom activity that is consistent with and promotes the educational philosophy and goals of the Corporation and the State Board of Education, facilitates the attainment of specific educational objectives, is part of the goals and objectives of an approved course or curriculum, represents a unique educational opportunity, cannot reasonably occur without interrupting the school day, and is approved in writing by the school principal (I.C. 20-33-2-17.5).

For any of these exceptions a student shall not be recorded as absent from school.

Additionally, the Board shall allow a student to attend a school for religious instruction that is conducted by a church, an association of churches, or an association that is organized for religious instruction and incorporation under Indiana law for not more than 120 minutes per week for the student to receive religious instruction if the student's parent makes a written request for such absence to the school principal, as provided in Board Policy 5223 - Released Time for Religious Instruction. A student who is receiving religious instruction as indicated herein shall not be recorded as absent from school.

The Superintendent shall require, from the parent of each student or from an adult or emancipated student who has been absent for any reason, a verbal statement or written statement of the cause for such absence. The Board reserves the right to verify such statements and to investigate the cause of each.

The Board considers the following as reasons for excused absences:

- A. illness verified by a phone call from the parent
- B. illness verified by a note from a physician
- C. recovery from accident
- D. required court attendance
- E. professional appointments – Parents are encouraged to schedule medical, dental, legal, and other necessary appointments other than during school hours. When appointments are necessary during the school day, the student shall report back to school immediately after the appointment with a signed statement from the doctor, dentist, lawyer, counselor, etc., as applicable
- F. death in the immediate family or of a relative
- G. observation or celebration of a bona fide religious holiday verified by a note from the parent
- H. such other good cause as may be acceptable to the Superintendent or permitted by law

Unexcused Absences

Unexcused Absence shall mean any absence not covered under the definition of excused absence or an exception to compulsory attendance as stated above. An out-of-school suspension shall not be considered an unexcused absence.

Repeated instances of unexcused absences may result in disciplinary action up to suspension or expulsion of a student.

Truancy and Habitual Truants

Truancy shall mean an absence from school that is not an excused absence as stated above or that is not an absence under a parent request that has been filed with the school.

According to the laws of the State of Indiana (I.C. 20-18-2-26.5), that was updated effective July 1, 2024, now states that an "absent student" is a student in Kindergarten through Grade 6 who is absent from school five (5) days within a ten (10) week period without a valid excuse is considered truant. A valid excuse is a notification from a parent/guardian, a note from the student's doctor, therapist, or other authorized professional requesting absences. In accordance with the new update to the Indiana Code we are required to hold an attendance conference to establish a plan for your child to prevent future absences.

The Superintendent, Corporation attendance officer, a security police officer appointed under I.C. 36-8-3-7, or a Corporation police officers appointed under I.C. 20-26-16 shall report a child who is a habitual truant to the prosecuting attorney in the county in which the student resides by filing an affidavit as provided in I.C. 20-33-2-26. Each of the aforementioned individuals has an independent duty to file such an affidavit under State law. The Superintendent or Corporation attendance officer also shall report a student who is habitually absent from school in violation of the compulsory school attendance law to an intake officer of the juvenile court of the Indiana Department of Child Services (DCS).

Extended and Chronic Illness- Students who have a chronic illness may be absent at various times throughout the year, due to the nature of the illness. Students with a chronic illness must submit a **Certificate of Incapacity**, completed by a physician. Contact an administrator to obtain a Certificate of Incapacity.

Opportunities to Make up Work- Students will be given the opportunity to make up work missed due to exempt and parent/guardian reported absences. The length of time for completion of make-up work will be commensurate with the length of the absence.

Tardiness- Students who are not in their assigned locations at the beginning of the school day must report to the office to sign-in. When school personnel detain a student, preventing him/her from reporting to class without being late, they are to issue a pass or otherwise communicate such circumstances to appropriate staff to prohibit the student from being classified as tardy. Students who arrive at school two (2) or more hours after the beginning of the day will be counted as absent for a half day, rather than tardy. Students will be considered excessively tardy when they have been tardy four (4) or more times in a semester. Students who are excessively tardy may be assigned reasonable consequences as determined by the building administration. Tardies other than at the start of the school day or the student's arrival to school will be handled by the classroom teacher.

Recording and Reporting Requirements- An accurate daily record of attendance must be kept in each school. IC 20-8.1-3-25

REQUEST TO LEAVE SCHOOL

A request to have a child excused from school early should be sent with the child on the morning of the early dismissal. **The time and reason for leaving should be included.** A child will be released only to the parents unless the school has been notified by the parents that they have granted permission for someone else to pick up their child. All students will be dismissed through the office. **All visitors must report to the office immediately upon entering the school and are not to report to classrooms. The person picking the child up will need to sign him/her out.** This gives the school an up-to-the-minute account of all students in the event of an emergency. **If one parent has been awarded custody of the student by the courts, the parent of custody shall provide the school in writing of any limitations in the rights of the non-custodial parent.**

ATTENDANCE REVIEW COMMITTEE

All schools shall have an attendance review committee. This committee will review special cases and make recommendations to the principal. The principal is the official attendance officer of the school and his/her decision is final.

ATTENDANCE/PARTICIPATION

The school assumes that a student who is unable to attend school because of illness will also be unable to attend extracurricular functions later the same day. **Note:** Perfect attendance is defined as: Present and on time for each class. The only exceptions would be in the case of a school related function, such as a field trip.

AFTER SCHOOL EVENTS

Events are for members of the organization only. Students are to be picked up after the function by a member of their family or someone authorized by them.

HOMEWORK REQUESTS

Homework is an out-of-school assignment that contributes to the educational development of the student. It should be an extension of the class work and related to the objectives of the curriculum presently being studied. Homework may include additional practice exercises, reading of material on a specified subject or unit, an in-depth extension of classroom activities, or independent project work.

Homework requests must be received by 10:00 a.m. (through the main office) in order to receive the assignments at the end of the school day. We will make every effort to accommodate homework requests the same day.

IDEAS FOR HELPING YOUR CHILD WITH HOMEWORK

1. Communication between home and school will make homework more effective.
2. Provide your child with suitable study conditions (desk or table, adequate lighting, books, and supplies).
3. Reserve a time for homework and provide an area free from distractions.
4. Encourage your child to do his/her personal best.

RESTRAINT AND SECLUSION

As a part of the emergency procedures in place in our schools, no student will be restrained and/or placed in seclusion by school staff unless the student's behavior poses an imminent risk of injury to him/herself or others. However, significant violations of the law including assaults on students and staff will be reported to the police. As soon as possible after any such use of restraint and/or seclusion, the parents or guardian will be informed when any of these actions have occurred and will be provided with a detailed account of the incident including the circumstances that led to the use of restraint and or seclusion. More information can be found in HCCSC School Board Policy 5630.01.

CUSTODIAL AND MAINTENANCE

ANNUAL LETTER OF NOTIFICATION FOR ASBESTOS

The Huntington County Community School Corporation has had asbestos management plans prepared for all school buildings in the district. These plans are available for your inspection Monday through Friday, during regular school days, and normal school hours at the Administrative Service Center, and with five (5) days' notice Monday through Friday at each school office. Quite often, the local school office copy will be made available upon your request.

Should you have any further questions, you may contact the Custodial and Maintenance Supervisor who is the designated person for asbestos, located at the Administrative Service Center, 1360 North Warren Road, Huntington, Indiana. The telephone number is (260) 356-7812.

SPRAYING POLICY:

The Huntington County Community School Corporation follows strict guidelines when spraying for pests and weeds. The entire policy "PEST CONTROL REGULATIONS GUIDELINES" is available on the district website and in each school office. Parents can request to have their child put on a list to receive advanced notice of spraying for pests or weeds. The advance notice would include the following information: name of the active ingredient, location of the application, date of the application, approximate time and length of the application, and the name and telephone number of the administrator who can be contacted for additional information. Please contact your school office if you would like such notification for your child.

DRESS CODE

Students are allowed to wear clothing that does not disrupt the learning process and is in good taste. Throughout life, many social responsibilities dictate appropriate attire and appearance. In keeping with this concept, faculty and staff expect students' appearance at school to reflect neatness, cleanliness, and appropriate dress. In addition, students should consider the temperature-controlled environment of some buildings and the current weather conditions in choosing appropriate dress that will not only comply with dress code regulations but will also make provision for the students' health and comfort.

Violators of the dress code will be sent to the principal or assistant principals' office. The building principal is the final judge of appropriate attire. Students will be asked to wear clothing the school has available. If appropriate attire cannot be obtained, the students will be assigned to supervised study for the remainder of the day. Repeated violations of the dress code will subject a student to further disciplinary action.

School attire should conform to the following general regulations which are not intended to be all inclusive:

A. Health and Safety

1. Unsafe clothing or wearing apparel should not be worn during the school day or at school activities.
2. Shoes must be worn.
1. Outdoor jackets/coats are not to be worn to class.

B. Appropriate Dress

1. Students will not be permitted to display on their person, binders, books, handbooks, and other like items — or to wear clothing/apparel that glorifies, advertises, or promotes the use of or engagement in alcohol, tobacco, illegal substances, sexual conduct, violence, gang symbols and/or signs, or related activities.
2. Students will not be permitted to wear clothing or apparel depicting or expressing obscenities.
3. Students will not be permitted to wear apparel, jewelry, or any other item(s), including unnatural coloring of hair, glitter, and stickers/tattoos, that disrupts the learning atmosphere, is not in good taste, or could prove injurious to oneself or other students. This could include facial piercings, body rings, chains attached to such rings, or chains attached to pocket watches or billfolds.
4. Skirts and shorts may be worn but must be long enough to reach the end of the students' fingers when his/her arms are down to the side in an erect standing position. Shorts will be allowed at appropriate times (times will be announced by administration). Biking shorts, short shorts, or similar types of shorts (to those already

- listed) are not allowed.
5. Clothing that has been cut, ripped, torn, manufactured with holes above the fingertip length, presents a safety concern, or consists of see-through materials is not permitted.
 6. Extremely baggy and/or sagging pants will not be allowed. This may include other types of clothing that may be very large or baggy in nature.
 7. Tank tops, blouses, shirts, or dresses with open backs, low necklines, thin straps, strapless, open down the sides, or of bare midriff design are not allowed. All blouses, shirts, or dresses must have a sleeve which covers the shoulders.
 8. Tight-fitting, leotard-like pants are not permitted unless a dress or long top is worn over the pants. The length of the dress or long top will be determined by the length of the fingertips when extended. If the dress or long top does not meet the end of the fingertips, it will be determined to be too short and the student will be required to change into more appropriate attire.
 9. Students are not allowed to wear hats, hoods, sunglasses, or visors in the building.
 10. For students' safety, footwear must provide a firm walking surface and good balance. Shoes must be secured to the front and back of the foot by strap or full enclosure.

C. Maintenance of School Plant

1. Footwear or items of clothing that would damage furniture, floors, or walls are in violation of the dress code.

BASIC CONDUCT RULES

A few fundamental rules are essential for the successful operation of any organization. If everyone obeys these few rules, which are not intended to be all-inclusive, your hours at school will be more enjoyable:

1. Running, shouting, loud-talking, whistling, and boisterous laughing in halls will not be tolerated.
2. Always remove hats upon entering the building.
3. No one is to be in the halls during class time without permission.
4. Lockers and other storage areas provided remain the property of the school and are subject to inspection. Further information can be found in the search and seizure section of the handbook.
5. No possession/use of tobacco in the building or on the school grounds at any time.
6. There will be no snowballing at any time on school grounds.
7. No gum/candy unless provided by the teacher.
8. Do not deface or damage school property.
9. No radios, headphones, cellular phones, electronic games, or other pieces of electronic equipment that may disrupt the learning atmosphere (unless specifically requested by teachers). It should be noted that the school is not responsible for lost, stolen, or damage to electronic devices.
10. No baseball cards or other types of collectibles (unless specifically requested by teachers).
11. Use of profanity and/or other objectionable language will not be tolerated.
12. Fighting will not be allowed — you can expect stern disciplinary action if you are involved.
13. Spitting will not be tolerated.
14. Students are to only be in supervised areas throughout the school day and at school functions.
15. Disruption in the classroom, of any type, is a violation of school rules and the Indiana Code.
16. No toy guns, knives, or weapons of any kind should be brought to school.
17. Bullying and other forms of harassment are prohibited. Parents or students that believe a bullying situation is taking place should contact the Principal's Office and complete the Students/Parent Bullying Report Form.

DISCIPLINARY ACTION

The following are possible disciplinary actions to school personnel. When administering discipline, the student's age, severity of the offense, and any previous misconduct will be considered. In all cases, it is deemed important that student safety is preserved and that consequences correspond with the considerations listed above. Consequences available to school personnel in matters of discipline include, but are not limited to, the following actions:

- Counseling with a student or group of students
- Conferences with a parent or group of parents
- Assignment of additional work
- Rearrangement of class schedule
- Requiring students to remain in school after school hours to do additional school work or for counseling
- Restriction of extracurricular activities
- Removal from class

- Assignment of a special course of study or to an alternative education program
- Removal from school-sponsored transportation
- Referral to juvenile authorities
- Suspension from school
- Expulsion from school

REMOVAL OF STUDENTS FROM CLASS:

Each teacher shall, when students are under his/her charge, have the right to take any action reasonably necessary to prevent an interference with the educational function of which he/she is in charge.

GROUNDS FOR SUSPENSION OR EXPULSION (I.C.20-33-8-14)

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. Examples of student misconduct and/or substantial disobedience for which a student may be suspended or expelled include, but are not limited to:

1. **BULLYING:** Bullying is prohibited at any Huntington County School. “Bullying” (per IC 20-33-8-2) 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, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other targeted student and create for the targeted student an objectively hostile school environment.
2. **INTERFERENCE WITH SCHOOL PURPOSES:** 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 these rules:
 - A. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
 - B. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
 - C. Setting fire to or damaging any school building or property.
 - D. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or of any meeting or assembly on school property.
 - E. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the educational function under their supervision.
3. **CAUSING DAMAGE OR STEALING:** Causing or attempting to cause damage to school property, stealing or attempting to steal school property. (I.C. 35-43-4-2) Causing or attempting to cause damage to private property, stealing or attempting to steal private property. (I.C. 35-43-4-2)
4. **DISORDERLY CONDUCT:** Disorderly conduct by a student(s) which interferes materially or substantially with the operations of the school by defacing or destroying school property by rioting, breaking-in, sitting-in, lying-in, smashing-in, or picketing to force students not to cross picket lines. Disorderly conduct shall mean any unlawful student assemblage; or group act of violence, disruption, vandalism, or any building seizure; or interference with the functioning of school personnel or any student or group of students. (I.C. 35-45-1-3)
5. **PHYSICAL INJURY:** 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 rule. (I.C. 35-42-2-1)
6. **THREATENING OR INTIMIDATING:** Threatening or intimidating any student or staff member for any purpose, including obtaining money or anything of value from the student or staff member.
7. **ACT OF INITIATION:** Performing any act of coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm.

8. **DRUGS:** 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 any drug authorized by a medical prescription from a physician for the individual using the drug is not a violation of the rule. Further information regarding the school's policy with regard to violation of the above can be found in this handbook under the title "Student Assistance Policy." (I.C. 35-48-4-4.6 and I.C. 35-46-1-10.5)
9. **CONTROLLED SUBSTANCE:** 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. Knowingly possess, use, provide, or transmit to another person or be under the influence of any substance which is, looks like, or which is or was represented to be a tobacco product, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, CBD/THC products, alcoholic beverage, substance containing alcohol, heavily-based caffeine product, substance containing phenylpropanolamine (PPA), steroid, stimulant, depressant, or intoxicant of any kind. Use of a drug authorized by a medical prescription from a physician is not a violation of the above policy.
10. **FAILURE TO COMPLY:** 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. (I.C. 31-37-2-4)
11. **FORBIDDEN BY THE LAWS:** Engaging in any activity, on or off school grounds, forbidden by the laws of Indiana, that constitutes an interference with school purposes or an educational function.
12. **VIOLATING REASONABLE RULES:** Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are established in accordance with Indiana Law, including, but not limited to:
 - A. Disobedience of administrative authority.
 - B. Willful absence or tardiness of students. (I.C. 20-33-2-6)
 - C. Use of abusive and/or vulgar language, indecent language, or language which can reasonably be foreseen as likely to cause a substantial disruption or interference with school purposes or an educational function. Engaging in speech or conduct, including clothing, jewelry, or hairstyle which is profane, indecent, lewd, vulgar, or offensive to school purposes.
 - D. Refusing to identify him/herself to any teacher, member of the administration staff, or any other authorized person.
 - E. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana/THC product, alcoholic beverage, stimulant, depressant, or that can be used to produce an effect similar to a drug or controlled substance (e.g. K2, Spice), any non-tobacco or electronic smoking device, including but not limited to vapor pens, e-cigs, and-hookah pens., or intoxicant of any kind. (I.C. 35-48-4-10.5)
 - F. Possession or use of tobacco products in any form; including but not limited to lighters, matches, electronic-smoking device cartridges/liquid, etc.
 - G. Possessing, using, transmitting, or being under the influence of caffeine-based substance, substance containing phenylpropanolamine (PPA), or stimulants of any kind, available with or without a prescription (see Student Assistance Policy).
 - H. Possessing a raw material, an instrument, a device, or other object that the person intends to use for introducing a controlled substance into the person's body.
 - H. Throwing objects on school grounds, at or from a school bus, or in buildings, in such a way as to be threatening to the general safety of students, others, and school personnel.
 - I. Engaging in voluntary or consensual sexually related activity on school property may result in suspension or expulsion; **public displays of affection will not be allowed.** Engaging in harassment of another person, which includes sexually related statements, gestures and/or physical contact, as well as racial/ethnic remarks.
 - J. Using, selling, or possession of a tobacco product(s) on school property. (I.C. 35-46-1-10.5)
 - K. Cheating or plagiarizing, including forgery, unauthorized copying or sharing of information or use of Artificial Intelligence (AI) Technology, may result in failing grades on the assignment or test, failing the course for the nine-weeks, or in severe cases, removal from class with loss of credit, supervised study, out-of-school suspension or expulsion.
 - L. Writing unauthorized passes/notes, possessing blank or forged passes/notes or distributing blank or forged passes/notes to other students who could use the passes/notes in an unauthorized manner may result in the following penalties: supervised study, out-of-school suspension, or recommendation for expulsion. (I.C. 35-43-5-2)
 - M. Knowingly possessing or using on school grounds, during school hours, an electronic device in a situation not related to a school purpose or educational function. Do not take pictures or videos without permission. Any electronic device confiscated may be kept by the school administration until the conclusion of the school year. The elementary school is not financially responsible for confiscated electronic devices not claimed by the rightful

- owner on the last day of school.
- N. Preventing Criminal organization activity - presence of gangs or criminal activities can cause a substantial disruption to school and school activities. A “gang” is defined as any group of students who are perceived as a distinct group (not an approved organization), which prompts a disruptive response in the school community. The following rules act to prevent disruption and to prohibit gang activities by restricting those actions which foster such activities or which, because they may be performed in relation to gang activities, endanger even those students who do not intend to show gang membership or affiliation.
- O. Computer or IPAD Device Misuse: Students are expected to abide by all rules and guidelines covering technology use. A violation of technology rules could result in disciplinary consequences including suspension.
13. **GANGS:** No student on school property or at any school activity:
- Shall wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, drawing, graffiti, or other items which may be viewed as evidence of membership or affiliation in a gang.
 - Shall commit any act or omission, or use any speech, either verbal or nonverbal (gestures, handshakes, drawings, graffiti, other written communications, etc.) showing membership or affiliation in a gang.
 - Shall use any speech or commit any act or omission in promoting the interests of any gang or gang activity, including but not limited to soliciting others for membership in any gangs, intimidating or threatening any person, and violating any other rules as stated in the handbook.
- Violating any of the above criminal organization prevention rules may result in suspension or expulsion. Please see HCCSC School Board Policy 5840 for more information about the district’s policy on criminal organization. (I.C. 35-45-9-5)
14. **WEAPON:** Possessing, handling, transmitting, or failure to report knowledge of a weapon or object represented to be a weapon. A weapon means any object which, in the manner in which it is used, intended to be used, or represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to firearms, guns of any type— including loaded or unloaded air and gas-powered guns—knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives. A knife is defined as an instrument that: (1) consists of a sharp edge or sharp pointed blade capable of inflicting cutting, stabbing, or tearing wounds; and (2) is intended to be used as a weapon. A student who must use a knife as part of an organized activity held by an organization that has been approved by the principal of the school is exempt so long as the knife is used as part of or in accordance with the approved organized activity. (I.C. 35-41-1-8)
15. **FIREARMS:** Possessing a Firearm:
- No student shall possess, handle, or transmit any firearm on school property.
 - The following devices are considered to be a firearm under this rule:
 - Any weapon that 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 similar device.
 - Any weapon that will, or that may be readily converted to, expel a projectile by action of an explosive or other propellant, and that 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.
 - An antique firearm.
 - A rifle or a shotgun which the owner intends to use solely for sporting, recreational, or cultural purposes.
 - The penalty for possession of a firearm:
Suspension up to ten (10) days and expulsion from school for at least one (1) calendar year with the return of the student to be at the beginning of the first semester after the one (1) year period. 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 the above stated rule.
16. **DEADLY WEAPON:** Possessing a Deadly Weapon:
- 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, laser, or electronic stun weapon, equipment, 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.
- C. The penalty for possession of a deadly weapon: Up to ten (10) day suspension and/or 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.

17. **LEGAL SETTLEMENT:** Student's Legal Settlement not in Attendance Area: 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. As added by IC 20-33

The Grounds for Suspension or Expulsion listed above apply when a student is:

- A. 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;
- B. Off school grounds at a school activity, function, or event; or
- C. Traveling to or from school or a school activity, function, or event.

In addition to the grounds listed above, a student may be suspended or expelled for engaging in unlawful activity, on or off school grounds, 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. This includes any unlawful activity meeting the above criteria which takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

SUSPENSION PROCEDURES

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

1. A meeting will be held prior to the suspension of any student.
At this meeting, the student will be entitled to:
 - A 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 or her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. Following the suspension, the parent or guardian of a suspended student will be notified in writing. The notification will include the dates of the suspension, describe the student's misconduct, and the action taken by the administrator (or designee).

OUT-OF-SCHOOL SUSPENSION

1. Students receiving out-of-school suspension (OSS) will be able to make up work missed.
2. During the OSS period, students are not permitted on school property.
3. Students may not participate in any extracurricular activities for the entire duration of the suspension period.
4. The parent/guardian must contact the school to discuss the necessary procedures for the student's re-entry into school.

EXPULSION PROCEDURES

When an administrator (or designee) recommends to the superintendent (or designee) that a student be expelled from school, the following procedures will be followed:

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
 - A. Legal counsel.
 - B. A member of the administrative staff who did not expel the student during the current school year and was not involved in the events giving rise to the expulsion.
2. An expulsion will 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 parent to request and to appear at this meeting will be deemed a waiver of right administratively to contest the expulsion or to appeal it to the school board.
3. The notice of the right to an expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the procedure for requesting the meeting.
4. At the expulsion meeting, the administrator (or designee) will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student and to present evidence to support the student's position.
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the

evidence heard at the meeting, including a recommendation regarding the expulsion, and submit both to the superintendent.

The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the school board within ten (10) days of the receipt of notice of the action taken. The student or parent's appeal to the school board must be in writing. If an appeal is properly made, the board must consider the appeal unless the board votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of both the school administration and the student and/or the student's parents. The board will then take any action deemed appropriate. Legal Reference: (I.C. 20-33-8)

EXPECTED CONDUCT OF STUDENTS ON SCHOOL BUSES

To be sure that students are transported safely, certain behavior is expected of all students. Any behavior that interferes with a driver's ability to operate his/her bus safely, or behavior that jeopardizes the safety or property of oneself or peers, is considered inappropriate. All students are expected to:

1. Report to their loading locations five (5) minutes prior to scheduled pick-up times.
2. Stay off roadways while waiting for their buses and remain off roadways until buses come to a complete stop.
3. Be seated and remain in their seats, facing forward, while riding.
4. Use voices that are respectful and not disturbing.
5. Keep windows closed unless given permission to open them by their bus drivers.
6. Keep hands and feet to themselves.
7. Carry only permissible items on the bus that can be held in their laps.
8. Ride the buses to which they are assigned.
9. Not throw objects of any kind, within the bus nor from the bus.
10. Put trash in wastebaskets and not leave refuse on the bus.
11. Move away from the roadway and directly onto a sidewalk or toward their houses after disembarking.
12. Cross streets and roadways only in FRONT of buses and do so at least ten (10) feet from the front.
13. Not damage or deface any part of school buses or the property of others.
14. Not use profane, indecent, or lewd language or gestures.
15. Keep all parts of their bodies within their school buses.
16. Not eat nor drink and keep all objects out of their mouths.
17. Use electronic games and radios only with the permission of their drivers.
- *It should be noted that the school is not responsible for lost, stolen, or damage to electronic devices.**
18. Act respectfully toward their drivers and obey their drivers' directives.
19. Not to be in possession of drugs, alcohol, tobacco, or weapons of any kind.

*At times, it may help students' behavior if they stay engaged in a portable game or listening to music. When approved to do so, games are to be played with the sound off and portable stereos are to be used with headphones, so as not to disturb the driver or other passengers.

Any violation of the bus rules may result in disciplinary action as follows:

- 1st Offense – Verbal Warning (behavior form goes to student)
- 2nd Offense – One day suspension from riding the bus
- 3rd offense – Three-day suspension from riding the bus
- 4th Offense – Five-day suspension from riding the bus
- 5th Offense – Suspension for the rest of the semester. Parents will be contacted before any suspension begins.

It is important to realize that if the child is suspended from one bus, he/she cannot ride another bus during the time of the suspension.- This includes buses for extracurricular activities. Days absent due to illness during the suspension do not count towards the days suspended.

Determination as to whether the suspension will include study trips is to be made by the student's school administrator. If a child is allowed to participate in a study trip while suspended from the bus, the school must ensure that the child is closely supervised and adheres to all bus conduct expectations. Students are expected to attend school throughout the suspension period, with parents providing alternative transportation.

In addition to the above, parents are responsible for any damage done to school buses by their children and may be liable for corresponding reparations.

For the safety of our students, students can only have one designated pick up spot and one designated drop off spot. Changes in pick up or drop off spot will only be allowed if the student moves to a new residence. If a parent or guardian will be picking up a child who normally rides the bus, they must send in a written note to the school office.

Students in Preschool to grade 2 must have an adult visible during the afternoon bus drop off to ensure someone is home to care for the child. Administration and authorities may be contacted if an adult is not visible to ensure the safety of our young students.

TRANSPORTING LARGE AND DANGEROUS ITEMS

Students may transport on school buses, only those items that can be secured out of the aisle and do not obstruct the view of the bus driver. Balloons, large display boards, and other sizable items should be transported to and from school in private vehicles, unless arrangements can be made to accommodate them safely on a bus. Bus drivers have the right to make a determination as to what items may be transported.

Students may transport live animals or insects only with prior approval from their school bus drivers. Before such permission is granted, students must ensure that the animals/insects being transported are contained in such a way that they will not escape nor present a safety risk to other riders. It is suggested that animals and insects be taken to and from school in private vehicles.

Any items that pose a danger to other occupants or impair the driver's ability to safely operate the school bus may not be transported on the bus by students. Glass containers, flammable liquids, dangerous animals, alcoholic beverages, drugs, ammunition, explosives, firearms, knives, and any object that can reasonably be construed to be a weapon are examples of items that are forbidden. Notwithstanding the above, if a student, upon boarding a bus notifies his/her driver that he/she is unintentionally in possession of a legal object which is forbidden on the bus or at school, the driver, if practical, will take possession of the object and convey it to the principal upon arriving at school. Consequences, if any, shall be at the discretion of the principal.

SCHOOL BUS DISCIPLINE

Students riding a school bus are under the jurisdiction of the school authorities the same as if they are in the classroom. This gives the driver of the school bus the same authority as a teacher in the classroom. A bus driver does not have to put up with abusive language, threats, or other misconduct of students and is not required to transport a student that will not conform to the rules and regulations.

Indiana Law states a student must attend school between the ages of seven and sixteen. The law states the school corporation may provide transportation to school; it does not say the corporation shall do so. If a student loses his/her school bus privileges, it then becomes the responsibility of the parent or guardian to see that the student attends school or he/she becomes truant and the parent can be prosecuted under the Compulsory Attendance Law. (I.C. 20-33-2-6)

ELIGIBLE PASSENGERS ON SCHOOL BUSES

Each student must ride the bus to which he/she has been assigned.

LOCKER POLICY

CARE/PROTECTION OF SCHOOL/PERSONAL PROPERTY

Students are responsible for the proper care of all books, supplies, and furniture supplied by the school. Students who disfigure property or equipment will be required to pay for the damage done. Do not bring things of great value from home. Do not bring large sums of money from home. Secure all personal property in lockers during the school day (If available).

Locker Rules:

1. Students are to use only the locker assigned to them. Students who share lockers are in violation of this policy and are subject to disciplinary action.
2. Locker damage will be assessed, and appropriate fees will be assessed to students.
3. If a locker is not functioning properly, please notify the office.
4. Students are discouraged from bringing valuables (watches, necklaces, rings, etc.) and large amounts of money to school. The school does not assume responsibility for lost or stolen articles.

5. Students are held responsible for the contents of their assigned lockers.
6. It is the student's responsibility to clean out his/her locker at the close of each school year. Lockers will be cleaned and inspected immediately. All items left in the lockers will be discarded and students will be assessed a fine for lockers that are in less than acceptable condition.
7. Students are expected to keep lockers in an orderly fashion and free of debris, stickers, etc.
8. Items can only be attached to the inside of lockers with magnets. Do not use tape or any other products that might stick permanently.

Search and Seizure:

All lockers and other storage areas provided for student use on school premises remain the property of the school corporation and are provided for the use of students subject to inspection, access for maintenance, and search pursuant to this policy.

Lockers are subject to search at any time. Anything found in the course of a search, which is evidence of a violation of student conduct standards or the law, may be seized and:

- Admitted in evidence in a suspension or expulsion hearing.
- Turned over to a parent or guardian.
- Destroyed. and/or
- Turned over to any law enforcement officer.

The following is the policy of the Board of School Trustees of the Huntington County Community School Corporation concerning search of student lockers and storage areas, students, and motor vehicles. It represents a sincere effort to balance students' right to privacy with our need to find and remove things which threaten their health, safety, or the learning atmosphere in our schools.

**SEARCH AND SEIZURE ON SCHOOL PREMISES
OR DURING A SCHOOL ACTIVITY**

Pursuant to School Board Policy 5771, the following guidelines shall be used when school administrators have reason to suspect that an illegal or dangerous substance or object or stolen property may be in the possession of a student:

- A. All requests or suggestions for the search of a student or his/her possessions shall be directed to the principal or the person in charge of the students while out of the Corporation.
- B. Wherever possible, before conducting the search, the building administrator shall notify the student, request his/her consent to the inspection if other than his/her locker, and inform the student that s/he may withhold consent. Such consent, if offered, shall be given voluntarily and with the knowledge that it could have been withheld. The principal shall conduct the search, however, with or without the consent.
- C. Wherever possible, an adult third party shall be present at any search of a student or his/her possessions.
- D. The principal may conduct a student search upon reasonable suspicion to suspect the presence of an illegal or dangerous substance or object, or anything contraband under school rules.
- E. The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student, whether during a student search or otherwise.
- F. Wherever possible, the student shall be present at any search of his/her possessions.
- G. The principal shall be responsible for the prompt recording of each student search. The record shall be in writing and shall include the reasons for the search, the persons present, the objects found, and the disposition made of them, and shall be kept in a secure location in his/her office.
- H. Whenever the search is prompted by the reasonable suspicion that possession of a substance or object immediately threatens the safety and health of the student or others, the principal shall act with as much speed and dispatch as is required to protect persons and property in the school while keeping clearly in mind the student's rights and the potential consequences of inappropriate or hasty action.

Reasonable Suspicion

As used in this section, "reasonable suspicion for a search" means grounds sufficient to cause an adult of normal intellect to believe that the search of a particular person, place, or thing will lead to the discovery of evidence that the student:

- A. has violated or is violating a rule or behavioral norm contained in the student handbook;
- B. has violated or is violating a particular law;
- C. possesses an item or substance which presents an immediate danger of physical harm or illness to students and staff or Corporation property.

Lockers and Other Storage Areas Provided for Student Use

- A. All lockers and other storage areas provided for student use remain the property of the Corporation. These lockers and storage areas are subject to inspection, access for maintenance, and search pursuant to these guidelines. A student using the locker or storage area has, by statute, no expectation of privacy in that locker or storage area or the contents contained therein (See Form 5771 F1). No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by the principal. Unapproved locks will be removed and destroyed.
- B. The principal may search student lockers and storage areas and the contents contained therein at any time for any justifiable reason.
- C. The principal may, at any time, request assistance of the law enforcement agency having jurisdiction over the facilities of the Corporation. The law enforcement officer must have probable cause, however, to conduct a search of the lockers and storage areas and the contents contained therein.

Desks and Other Storage Areas

A desk or any other storage area in the school provided for student use as well as the contents contained therein, may be searched when the principal has reasonable suspicion for a search.

HCCSC STUDENT ASSISTANCE POLICY 5331

In keeping with its concern for the safety and well-being of both students and staff and for maintaining a school environment that is conducive to learning, the School Board has adopted policies related to student conduct in the school setting and has authorized disciplinary measures for the violation of these policies.

The Board seeks to maintain a balance between maintaining a proper educational environment and a compassion for students who suffer from or are victims of intemperate, immoral, or illegal behavior. Educational programs have been established to promote healthful, productive living and discipline shall be maintained to protect students and staff from actions that disrupt teaching and learning. However, the Board recognizes that students may experience difficulties that education programs and sound discipline do not prevent, and that other forms of assistance need to be available through the school.

The Superintendent is authorized to establish one (1) or more assistance programs for students which provide for effective intervention in areas such as substance abuse, crisis situations, and other situations which may impact the emotional, mental, and/or social well-being of the students and affect their ability to benefit from the educational program.

Administrative guidelines are to be prepared which will ensure that:

A.	the rights of both parents and students are protected;
B.	a steering committee is established which is chaired by a central office administrator and includes administrators, staff members from all academic levels, counselors and/or other clinical resource people, and parents and other members of the community;
C.	staff members are properly trained for their roles and participate in ways that comply with their certification or licensing;
D.	outside resource people and agencies are properly licensed to provide services and have a history of effective

	assistance;
E.	assistance activities, whether provided by the Corporation or by an outside resource, are properly supervised by Corporation personnel.

SMOKE FREE POLICY:

The Board recognizes that the use of tobacco presents a health hazard that can have serious consequences both for the user and the nonuser and is, therefore, of concern to the Board.

For purposes of this policy, use of tobacco shall mean all uses of tobacco, including cigar, cigarette, pipe, snuff, or any other matter or substance that contains tobacco, as well as electronic, "vapor," or other substitute forms of cigarettes.

In order to protect students who choose to use tobacco from an environment that might be harmful to them, the Board prohibits the use and/or possession of tobacco by students at all times within any facility owned or leased or contracted for by the Board.

The Board also prohibits the use and/or possession of tobacco anywhere on the campus of any facility owned or leased or contracted for by the Board, including, but not limited to, practice fields, playgrounds, football fields, baseball fields, softball fields, pool areas, soccer fields, tennis courts, and all open areas and will remain in effect at all times. Furthermore, the Board prohibits the use and/or possession of tobacco in all vehicles owned or operated by the Board, including, but not limited to, school buses, special purpose buses, vans, trucks, and cars.

The administration of each school building will take appropriate action in cases involving students who use and/or possess tobacco in violation of this policy.

I.C. 16-41-37

20 U.S.C. 6081 et seq., 20 U.S.C. 7182

Revised 8/13/12

Revised 10/27/14

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HCCSC ELEMENTARY AND MIDDLE SCHOOL ATHLETIC AND EXTRA-CURRICULAR POLICY

ACADEMIC ELIGIBILITY

- (1) Students must maintain a grade of "D-" or better for all classes in which grades are given.
- (2) If a student receives a failing grade on a mid-term report or report card, that student will be declared academically ineligible. During the ineligible time, the student may practice for, but not participate in, competitions, games, or programs.
- (3) Student grades will be reviewed to determine eligibility by the coach or sponsor at the mid-term progress reports and report cards.

AGE ELIGIBILITY

- (1) Students in grade 5 may participate in a sport as long as they do not reach the age of 13 before the last scheduled contest in that sport.
- (2) Students in grade 6 may participate in a sport as long as they do not reach the age of 14 before the last scheduled contest in that sport.
- (3) Students in grade 7 may participate in a sport as long as they do not reach the age of 15 before the last scheduled contest in that sport.
- (4) Students in grade 8 may participate in a sport as long as they do not reach the age of 16 before the last scheduled contest in that sport.

ATTENDANCE AND CONDUCT ELIGIBILITY

- (1) Students must attend the last one-half (1/2) day of school before participating in an extracurricular activity on that day.
- (2) Students serving supervised study or out-of-school suspension may not practice or participate in extracurricular activities on suspension day(s).
- (3) Attendance for ineligible students is mandatory at curriculum-related performances during non-school hours.
- (4) Participation in extracurricular activities may be suspended by the principal due to conduct, scholarship, and/or attendance.

Physician Certificate — To participate, even in the first practice, the student athlete must have the form signed and approved by the parent and physician.

HCCSC POLICY ON SEXUAL AND OTHER FORMS OF HARASSMENT

I. THE POLICY

The School Board recognizes that a student has the right to learn in an environment untainted by sexual or other forms of harassment or discrimination. Offensive conduct which has the purpose or effect of unreasonably interfering with learning performance or creating an intimidating, hostile, discriminatory, or offensive learning environment disrupts the educational process and impedes the legitimate pedagogical concerns of the Corporation. Sexual and other forms of harassment will not be tolerated.

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature. Other prohibited harassment includes conduct which has the purpose or effect of creating an intimidating, hostile, discriminatory, or offensive learning environment on the basis of gender, religion, race, color, national origin or ancestry, age, disability, and/or any other legally protected characteristic.

The harassment by a student of a staff member or fellow student of this Corporation or third party (e.g. visiting speaker, athletic team member, volunteer, parent, etc.) is strictly forbidden. Any student who is found to have harassed a staff member, or third party, or student will be subject to discipline in accordance with the Code of Conduct. Any visitor who is found to have harassed a staff member or student will be reported to the appropriate civil authorities.

The Superintendent shall establish administrative guidelines which address the conduct prohibited by the policy and describe a reporting procedure. The Superintendent shall ensure that explanations of the prohibited conduct and reporting procedure are available to all students and are posted in appropriate places throughout the Corporation.

HCCSC POLICY PARENT PARTICIPATION IN TITLE I PROGRAMS (2261.01)

2261.01 - PARENT PARTICIPATION IN TITLE I PROGRAMS

In accordance with the requirement of Section 1118 of Title I, as amended by Section 1010 of Every Student Succeeds Act (ESSA), programs supported by Title I funds must be designed and implemented in consultation with parents and family members of the students being served.

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

- A. the School Corporation's expectations and objectives for meaningful parent and family involvement in the program, including their participation in jointly developing the Corporation Title I plan and the development of support and improvement plans;
- B. how the Corporation will provide coordination, technical assistance and how other support necessary to assist and build the capacity of all participating schools within the Corporation in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance, which may include meaningful consultation with employers, business leaders, and philanthropic organizations or individuals with expertise in effectively engaging parents and family members in education;
- C. an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of all Title I schools to be conducted with meaningful involvement of parents and family members that includes identifying any barriers to greater parental involvement (such as limited English proficiency, limited literacy, economic disadvantage, disability, racial or ethnic minority background, etc.), determining the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers, and devising strategies to support successful school and family interactions.
- D. how the Corporation will coordinate and integrate parent and family engagement strategies under Title I with parent and family engagement strategies, to the extent feasible and appropriate, under other Federal, State, and local laws and programs;
- E. use of the findings of the annual evaluation referenced above to design evidence-based strategies for more effective parental involvement and to revise, if necessary, the parent and family engagement guidelines;
- F. involvement of parents in the activities of Title I schools, which may include establishing a parent advisory board comprised of a sufficient number and representative group of parents or family members served by the Corporation to

adequately represent the needs of the population served by the Corporation for purposes of developing, revising and reviewing the parent and family engagement guidelines; and

- G. other activities to be conducted as appropriate to the plan and State or Federal requirements.

The Superintendent shall also require that each Title I participating school develops a specific plan, with parent and family engagement, to:

- A. convene an annual meeting at a convenient time to which parents of low-income students are invited and encouraged to attend, to inform the parents that the school receives Title I funds, receipt of these funds subjects the school to certain requirements, and the parents have a right to be involved;
- B. offer a flexible number of engagement meetings at convenient times for families and describe assistance to encourage parental involvement, such as childcare, transportation, home visits, or similar aid;
- C. involve parents in an organized, on-going and timely way in the development, review, and improvement of parent involvement activities;
- D. provide parents and families with:
 - 1. timely information about the Title I programs;
 - 2. an explanation of the curriculum and achievement levels the school uses;
 - 3. opportunities for regular meetings, upon request, to participate in decisions relating to their student's education;
- E. develop jointly with parents of low-income students a school-parent agreement which outlines the responsibilities of families, the school, staff, and students for improved student academic achievement and develop a partnership to help students achieve State standards, including:
 - 1. a description of the school's responsibility to provide high quality curriculum, and instruction in a supportive, effective learning environment that enables students to meet the academic achievement standards and the ways in which each parent will be responsible for supporting learning, including volunteering in their child's classroom and participating in decisions related to the education of their children;
 - 2. the importance of communication between families and staff through, at a minimum, parent-teacher conferences in elementary schools, at least annually, during which the agreement/compact will be discussed as it related to the individual child's achievement; frequent progress reports to the parents; and opportunities to volunteer in or observe their student's class;
 - 3. the importance of communication between families and staff through, at a minimum, parent-teacher conferences in elementary schools, at least annually, during which the agreement/compact will be discussed as it related to the individual child's achievement; frequent progress reports to the parents; and opportunities to volunteer in or observe their student's class.
- F. ensure the effective involvement of parents and support a partnership among the school, parents and the community to improve student academic achievement by the following activities:
 - 1. providing assistance to parents in understanding the State's academic standards, State and local academic assessments, the requirements of Title I, and how to monitor a student's progress and work with educators;
 - 2. providing materials and training to help parents to work with their students to improve their achievement;
 - 3. educating school personnel, with the assistance of parents, in the value and utility of the contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners;
 - 4. integrating engagement strategies with other Federal and State programs, including preschool programs;

5. ensuring that information related to programs, meetings, and other activities is sent to parents in a format and a language the parents can understand;
6. providing other reasonable support for engagement activities;
7. providing opportunities for the informed participation of families with limited English proficiency or disabilities and families of migratory children in a format and language they understand;
8. providing reasonable support for parental involvement activities as parents request them.

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Legal

20 U.S.C. 6318 et seq., Elementary and Secondary Education Act of 1965
 Section 1010 of Every Student Succeeds Act (ESSA)
 34 C.F.R. Part 200 et seq.

HCCSC ADMINISTRATIVE GUIDELINES **SUGGESTIONS AND COMPLAINTS (5710)**

The primary purpose of these procedures is to clarify channels of communication available to parents/students when they have complaints about certain actions, policies, or procedures and to provide ways for parents/students to present suggestions for the improvement of the system.

Suggestions

Parent/student suggestions, in contrast to complaints, should be of a constructive nature and contribute toward the realization of the educational goals of the Corporation.

Staff members should be open to the opinions of parents/students who seek to contribute toward the betterment of the school.

Parents/students shall be encouraged to approach appropriate staff members directly and offer suggestions. If advisable, and if the suggestion cannot be dealt with at that level, the staff member should relay the suggestion to the principal.

Parents/students may submit a suggestion in writing to the principal who shall consult with the appropriate staff members.

Parents/students suggestions should be given proper consideration and then acted upon.

If the parent/student feels his/her suggestion has not received a satisfactory hearing or is dissatisfied with the action, he/she should use the complaint procedure referred to below.

In all cases, the parent/student shall be informed of the disposition of his/her suggestion. When a suggestion has been offered in writing, the response shall be made in writing.

Complaints

Parent/student complaints generally involve academic matters, disciplinary action, and/or student social, physical, or operational conditions. Parents/students should use the procedures described in Policy 9130 to resolve any complaints.

Title I Complaint Procedure

In the Huntington County Community School District, every effort is made to resolve conflict at the building level.

If an issue is not resolved within the school, and the individual feels a violation of a federal statute or regulation has occurred, they may initiate the following complaint procedure:

1. The individual speaks directly with the staff person involved (*if applicable*).
2. If not satisfied, the individual notifies the Building Level Administrator of the issues surrounding the

complaint. The individual may at this time complete the *Title I Complaint Form Request for Meeting with Principal* to formally meet to discuss the concerns and issues with the Principal in an effort to come to a resolution. (*Complaint Forms are located at the Central Office and in the Main Office at the School*).

3. If the individual continues to feel Federal Requirements are not being met, the individual may complete the *Title I Complaint Form Request for Meeting with Superintendent* to formally meet to discuss the concerns and issues with the Superintendent in an effort to come to a resolution. (*Complaint Forms are located at the Central Office and in the Main Office at the School*).
4. Should the complaint remain unresolved after these meetings, the Title I Coordinator or Program Administrator will forward the *Title I complaint Form Notification State and Board* (Form) to their State Title I Director and their Local School Board for documentation.
5. The Parent or Guardian may follow up with a written complaint to our Local School Board following District's Handbook procedures which are on file at the District Office. Please contact our Central Office for guidance at 260-356-8312.
6. Additionally, the individual may contact the Indiana Department of Education Grants Management Division Title I at the following link and scroll to the bottom of the page for a staff directory for further guidance. <http://www.doe.in.gov/grantsmgmt>

CELL PHONES & WIRELESS COMMUNICATION DEVICES

Students must store their cell phone in their lockers or in coat closets (book bag) during the school day with the phone switched off. Students who choose to bring cell phones to school must acknowledge the following points:

- 1.I acknowledge that having a cell phone on school property is a privilege and not a right. I further understand that students must store their cell phones in their lockers or coat closets (book bag) during the school day. The phone must be switched off.
- 2.I agree that my cell phone or any cell phone I possess will not be used to view, transmit or store photographs, voice or text messages or other communications that constitute a violation of school rules. This includes, but is not necessarily limited to, lewd, vulgar, indecent or profane images, audio or text.
- 3.I acknowledge that taking or displaying pictures utilizing my cell phone without the consent of the student or staff member or in a situation not related to a school purpose or educational function is forbidden and could lead to disciplinary action up to and including suspension/expulsion from school.
- 4.I agree that any cell phone I bring on school property will not be used for the purposes of harassment or the facilitation or furtherance of any violation of rules established in the student handbook or state or federal law.
- 5.I understand and give school officials consent to search my cell phone at any time when the cell phone has been used in contradiction to school policy on school property or at a school sponsored event.
- 6.I understand that my cell phone may be seized by school officials in the event my cell phone is used to violate a criminal law or school rule or provides evidence of a criminal law or school rule violation.
- 7.I understand that if I violate the terms of this agreement my cell phone can be retained by the school until such time as I complete the **necessary steps** as prescribed in my student handbook or until my parent can conference with the school principal or his designee. Repeated violations of this agreement may result in the revocation of this privilege and disciplinary action up to and including expulsion from school.

In an effort to protect the instructional day and the safety and security of the learning environment, use of wireless communication devices during the school's instructional day (the beginning of the first instructional period until the end of the last instructional period) is prohibited. **Phones should remain in the student's locker. Any distraction or use of a wireless communication device may result in disciplinary action.** The use of a wireless communication device to commit a criminal act may result in the imposition of disciplinary action and/or criminal penalties. Telephone calls deemed necessary during the school day may be made at the school office. Parents/guardians are advised that the best way to get in touch with their child during school hours is by calling the school office. **Schools will not be responsible for lost, damaged, or stolen wireless communication devices.** Repeated violations may result in the wireless device being confiscated and kept by the elementary

school administration until the conclusion of the school year.

Elementary school Note: The first time students have cell phones on, or not secured in their lockers per school policy, the device may be kept by school personnel until parents can come in to pick it up. Upon a second violation, the device will be kept by school personnel until parents can come in to pick it up. A third violation will result in the device being confiscated and kept by the administration until the conclusion of the school year.

HCCSC Technology Handbook/ Computer Use Agreement

Mission Statement:

Huntington County Community School Corporation is committed to providing all students with an environment that promotes learning, adapts to the individual needs of each student, and is safe and drug free. Every student has the right to be a productive, self-fulfilled citizen, contributing to the quality of life in his or her community. Therefore, students will be assisted in developing to the fullest potential: a base of general knowledge, critical thinking skills, creativity, and understanding of self and others. Through the use of a wide variety of technology formats, students will be provided with hands-on experiences integrated into the curriculum to develop critical thinking skills and creativity.

Software Acquisition Policy for HCCSC

The purpose of technology in the Huntington County Community School Corporation is:

- 1) To enhance learning
- 2) To improve communications
- 3) To improve productivity

In order to have some form of continuity in such a broad school system, HCCSC has incorporated a Software Acquisition Policy. It is imperative that we follow the attached guidelines when making vital software decisions. Software decisions should be made by one of the following groups or individuals:

- Superintendent
- Director of Curriculum
- Director of Technology
- Building Principal or Assistant Principal with approval from:
 - Superintendent, Director of Curriculum or Dir. of Tech.
 - Building Technology Committee or Department with approval from:
 - Superintendent, Director of Curriculum, or Dir. of Tech.
 - Corporation Technology Committee with approval from:
 - Superintendent, Director of Curriculum, or Dir. of Tech.

Software/Copyright Policy for HCCSC

HCCSC will abide by all state and federal copyright policies in regard to computers and other material. Where investigation confirms any copyright violations, prompt corrective action shall be taken.

Use of Corporation Computers Policy for HCCSC

Corporation personnel authorized to operate a computer on either a building level or district-wide computer network and related terminals shall be assigned a username/password by the district Director of Technology or Network Engineer/Administrator.

- Each user's password shall be changed periodically by the user for security reasons.
- No person (employee, student, or visitor) is to use any computer and/or related equipment without proper authorization.
- In order to become authorized to use the Corporation's building level or district-wide computer network, a person must qualify in at least one (1) of the following categories:
 - be an employee of the Corporation with an assigned username/password;

- be a student in the Corporation with an assigned username/password;
- be an employee or student in the Corporation with an assigned username/password from another school Corporation or nonprofit organization for which the Corporation processes data;
- be a maintenance person from the computer manufacturer providing the corporation with a maintenance contract;
- be a temporary user approved by the Superintendent or his designee.

The purpose for technology in HCCSC is:

- To enhance learning;*
- To improve communications;*
- To improve productivity;*

Any other use of HCCSC Computers is not authorized. Where investigation confirms any unauthorized use, corrective action shall be taken.

Lending of Corporation-Owned Equipment

Policy for HCCSC

The HCCSC School Board believes that Corporation-owned equipment is a valuable resource which may be loaned for community use under certain conditions, provided that such use does not infringe on the original and necessary purpose of the equipment or interfere with the educational program of the Corporation.

The Board may lend specific items of equipment on the written request of the user and approval granted by the Superintendent or his designee. Approval will be based in the following provisions:

- Corporation-owned equipment may be removed from the Corporation property by students or staff only when such equipment is necessary to accomplish tasks arising from their school or job responsibilities. The consent of the Superintendent or his designee is required for such removal.
- Employees or students using Corporation-owned equipment shall be liable for any damage or loss to the equipment.
- Removal of Corporation-owned equipment by employees or students from school property for personal use is prohibited.

HCCSC Network Policy

Members of the HCCSC Network Community have certain network privileges and rights. Infringement of or disrespect for the rights of others may result in the loss of your network privileges. These rights include:

- **Privacy.** All members of the HCCSC Network Community have the right to privacy in their email, documents and files, and management software. However, if a user is believed to be in violation of the guidelines stated in this policy, system administrators or teachers may need to gain access to private correspondence or files. System administrators may need to access private files as part of regular maintenance. An attempt will be made to notify the user of this in advance whenever possible.

- **Equal Access.** All members of the HCCSC Network community will be granted free and equal access to as many network services as the technology allows. Exploration of the Internet is encouraged relative to the purposes of the Network; however, no single user should monopolize a computer or the network they use. You may be asked to remove personal files if total system storage space becomes low.

- **Safety.** To the greatest extent possible, members of the HCCSC Network Community will be protected from unwanted or unsolicited contact.

Any community member who receives threatening or unwelcome

communications should bring them to the attention of a system administrator or teacher. Users must be aware that there are many services available on the network or Internet that could potentially be offensive to certain groups of users.

- **Intellectual Freedom.** The HCCSC Network must be a free and open forum for expression, within corporation guidelines. However, the composer of an opinion should be aware that other community members may be openly critical.
- **Others.** Anyone may request a special account on the Network (school server). These requests will be granted on a case-by-case basis, depending on need and resource availability. Approval will be granted by the Superintendent or his designee.
- **Solicitation.** It is the policy of the School Board that students, staff members, and Corporation facilities not be used for advertising or promoting the interests of any non-school agency or organization, public or private, without the approval of the Board or its delegated representative; and any such approval, granted for whatever cause or group, shall not be construed as an endorsement of said cause by this Board. (HCCSC Bylaw 9700)

Responsibility of Network Community Members

- 1. Never share your password or account with anyone.** Each individual, student or teacher, has the responsibility for the appropriate use of his/her account and will be held responsible for any policy violations that are traced to your account.
- 2. Do not knowingly degrade the performance of the network.** For example, electronic chain letters are prohibited for this reason.
- 3. Honor all rules of copyright and personal property.** Ownership of text, music, software, and other media is protected to the full extent of the law and must be protected.
- 4. Do not quote personal communications in a public forum without the original author's prior consent.**
- 5. Use of the network for any illegal activity is prohibited.**
- 6. Avoid knowingly or inadvertently spreading computer viruses.**
- 7. Use appropriate language.** Profane or obscene language is not permitted under any circumstance.
- 8. Avoid using inflammatory speech.** Be courteous and polite.

Huntington County Community School Corporation

Policy on Corporation-Provided Access to Electronic Information, Services, and Networks

Freedom of expression is an inalienable human right penned in the Constitution. It is the foundation for self-government. Freedom of expression encompasses the right to freedom of speech and the corollary right to receive information. Such rights are influential to the complete spectrum of its citizens. Schools facilitate the exercise of these rights by providing access to information regardless of format or technology. In a free and democratic society, access to information is a fundamental right of citizenship.

In making decisions regarding student access to the Internet, HCCSC considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and employees. Access to the Internet enables students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people from around the world. The Corporation expects that the 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 toward sites which have been evaluated prior to use. While students will be able to move beyond these resources to others that have not been previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives.

Outside of school, families bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possible offensive media.

Use by students of Corporation-provided Internet access is to facilitate communication in support of research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objective of HCCSC. Access is a privilege, not a right. Access entails responsibility.

Users should not expect that files stored on school-based computers will always be private. Electronic messages and files stored on school-based computers may be treated like school lockers. Administrators and faculty may review files and messages to maintain system integrity and insure that users are acting responsibly. The following uses of school-provided Internet access are not permitted:

- A. To access, unload, download, or distribute pornographic, obscene, or sexually explicit material;
- B. To transmit obscene, abusive, or sexually explicit language;
- C. To violate any local, state, or federal statute;
- D. To vandalize, damage, or disable the property of another individual or organization;
- E. To access another individual's material, information, or files without permission;
- F. To violate copyright or otherwise use the intellectual property of another individual without permission.

Any violation of corporation policy and rules may result in the loss of Corporation-provided access to the Internet. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies will be involved.

HCCSC makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing. The Corporation will not be responsible for any damages users suffer, including—but not limited to—loss of data resulting from delays or interruptions in service. The Corporation will not be responsible for the accuracy, nature, or quality of the information stored on corporation diskettes, hard drives, or servers; nor the accuracy, nature, or quality of information gathered through Corporation-provided Internet access. The Corporation will not be responsible for unauthorized financial obligations resulting from Corporation-provided access to the Internet.

Huntington County Community School Corporation

***Policy on Corporation-Provided Access to Electronic Information, Services, and Networks
Letter to Parent or Guardian Regarding Internet
Parents of students in Huntington County Community School
Corporation***

Huntington County Community School Corporation

is pleased to offer its students access to the Internet. The Internet is an electronic highway connecting hundreds of thousands of computers and millions of individual users all over the world. Computer technology will help propel our school through the communication age, allowing students and staff to access and use resources from distant computers; communicate and collaborate with other individuals and groups around the world; and significantly expand their available information base. **The Internet is a tool for lifelong learning.**

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 via the Internet which could result in unwanted financial obligations for which the student's parent or guardian would be liable.

While the corporation's intent is to make Internet access available in order to fulfill its educational goals and objectives, students may find ways to access other material(s) as well. If the Corporation decides to install technical methods or systems to regulate Internet access, those methods could not guarantee compliance with the Corporation's acceptable policy. The Corporation believes the benefits to students having access to the Internet exceeds the disadvantages.

Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, HCCSC makes the Corporation's complete Internet policy and procedures available for review to parents, guardians, and community patrons. HCCSC provides parents and guardians the opportunity to exclude their child from using the Internet. HCCSC also provides parents and guardians the option of requesting for their minor child alternative activities not requiring Internet use.

NOTICE: This policy and all its provisions are subordinate to local, state and federal statutes.

Huntington County Community School Corporation Web Pages

The HCCSC School Board authorizes the creation of web sites by employees and students of the School Corporation to be published on the World Wide Web. The creation of web sites by students must be done under the supervision of the Corporation, its employees, and students. The content of all pages must be consistent with the School Corporation's Mission Statement. The purpose of the web site is to educate, inform, and communicate. The following criteria should be used to guide the development of such web sites:

A. Educate

Content provided in the web site should be usable by students and teachers to support the curriculum and School Corporation Objectives.

B. Inform

Content may inform the community about school, teachers, students, or departments, including information about curriculum, events, class projects, student activities, and departmental policies.

C. Communicate

Content may provide an avenue to communicate with the community. The information contained on the web site should reflect and support the Corporation's Mission Statement, Educational Philosophy, and the Academic Improvement process.

When the content includes a photograph or information relating to a student the Corporation will abide by the provisions of Policy 8330 - Student Records. All links included on the pages must also meet the above criteria. Under no circumstances is a web site to be used for commercial purposes or to provide financial gains for any individual. Pages should reflect an understanding that both internal and external audiences will be viewing the information. School web sites must be located on Corporation affiliated servers.

Huntington County Community School Corporation

Internet Use Agreement

This is an access contract for anyone using Internet connections from the facilities of, or associated with HCCSC. This is a basic contract that simply states:

1. I have read and understand the HCCSC *Policy on Corporation-Provided Access to Electronic Information, Services, and Networks*.
2. Any VPN or outside communication from this facility must be under direct supervision of the HCCSC

Technology department.

3. Any web resource activity must be under the direct supervision of a staff member of HCCSC.
4. Any Internet Connection (Direct or Indirect) must be under the supervision of a staff member of HCCSC.
5. HCCSC does not authorize use of any communication device for any reasons other than educational purposes.
6. HCCSC releases itself from any inappropriate, unfit, and illegal action taken while using the modem or any other communication devices
7. HCCSC supports and respects each family's right to decide whether or not to apply for Internet access. Parents of students who choose not to apply for access will have alternate activities not requiring the Internet.

Parents of students who choose not to apply for access will have alternate activities not requiring the Internet.

Terms and Conditions

- 1) Security - Security on any computer system is a high priority, especially when the system involves many users. If you think you can identify a security problem, you must notify a system administrator in your building or the Director of Technology. Do not demonstrate the problem to other users. Any users identified as a security risk or having a history of problems with other computer systems may be denied access to Internet. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system have access to all mail.
- 2) Privileges - The use of the Internet is a privilege, not a right, and inappropriate use will result in sanctions. Students will be instructed in proper use and will not access the Internet without teacher permission. The system administrators will deem what is inappropriate use and their decision is final.
- 3) Sanctions - Sanctions that may result from violation of this policy include:
 - a) the loss of access.
 - b) additional disciplinary action determined at the building level in line with existing practice regarding inappropriate language or behavior.
 - c) contacting law enforcement agencies when applicable.
- 4) Acceptable Use - While there are many ways to use the Internet to enhance education, unacceptable uses also exist. Student access to the Internet should be only for educational purposes. Practices that are not allowed and will result in sanctions are listed below. It is prohibited to use school corporation Internet resources and accounts to access, upload, download, or distribute pornographic, obscene, or sexually explicit materials. Internet users should refrain from transmitting obscene, abusive, or sexually explicit language. Appropriate use also dictates that users do not violate any local, state, or federal statute. Do not vandalize, damage, or disable the property of another person or organization. This includes accessing another person's materials, information, or files without the implied or direct permission of that person. In the event of any unsolicited on-line contact, users must contact the system administrator. Users must not violate copyright laws, or otherwise use another person's intellectual property without his or her prior approval or proper citation. School resources or accounts may not be used to access the Internet for financial or commercial gain.
- 5) Liability - When using the Internet, individuals need to be aware that the school corporation assumes no liability relative to the following:
 - a) information stored on school corporation hard drives or servers.
 - b) information retrieved through corporation computers, networks, or online resources.
 - c) personal property used to access corporation computers, networks, or online resources.
 - d) unauthorized financial obligations resulting from use of school corporation resources and accounts to access the Internet. Parents or guardians should be aware it is possible to purchase unauthorized goods and services via the Internet for which parents are responsible.
 - e) Network Etiquette - Internet users are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) some of the following: Be polite and use appropriate language. Internet users should safe-guard personal information such as name, address or phone number or those of other students or colleagues. Do not use the network in such a way that you would disrupt the use of the network by other users. All communications and information accessible via the network is private property and should be respected as such.

**AGREEMENT TO ABIDE BY
Huntington County Community School Corporation's
Network/Internet Use Regulations**

I have read, understand and will abide by the Internet Use Regulations approved by the Huntington County Community School Corporation's Board of School Trustees on October 23, 1995. I understand that any violation of those regulations is inappropriate, and some violations would constitute criminal offenses. I understand it is my responsibility to pay for any financial obligations I have incurred without the school corporation's administrative approval. I further understand that should I commit any such violation, my Internet access privileges may be revoked, and additional school disciplinary action and/or appropriate legal action may result.

*(If you are under the age of 18, a parent or guardian must also read the Regulations and read and sign the **Elementary School** student/parent handbook acknowledgement page.)*

Parent/Guardian's Informed Consent and Assumption of Certain Responsibilities

As the parent or guardian of the user student signing the **Receipt of HCCSC Elementary Student Handbook** page, I have read and understand the referenced Internet Use Regulations. I understand that Internet access is a privilege extended for and limited to educational purposes and that it is the joint responsibility of students, parents, and employees of the School Corporation to see to proper use of the Internet when that use is a part of the educational program. The School Corporation has taken precautions with regard to controversial material, but I recognize that this program does not completely avoid the potential for exposure to controversial materials. I agree that the School Corporation shall not be held responsible for the exposure of the student to such materials on the Internet.

I understand it is my responsibility to pay for any financial obligation incurred by the student user unless the school administration has given permission for such expense.

I understand the School Corporation has no responsibility for supervision of the user's Internet use which is not in a school setting or part of the school's educational program.

I hereby grant permission for the student listed on the **Receipt of HCCSC Elementary Student Handbook** page to use the Internet as a part of the School Corporation's educational program, and understand that the School Corporation may rely on this consent for as long as that user is a student within the Huntington County Community School Corporation or until I revoke this assumption and consent in an express written instrument delivered to the principal's office of the school which that user is then attending.



Elementary iPad Damage, Repair, & Replacement

Please see the following policies on student iPad damage, repair, and replacement. Due to safety and security concerns, family-owned devices will not be allowed to be used by students.

I have read and understand the HCCSC's damage, repair, & replacement plan for coverage of theft, loss, or damage of my student's school-owned iPad as outlined below.

HCCSC is offering an **optional** annual \$25.00 K-5 iPad Insurance per student. Parents must select whether to pay the Insurance upon registering their student(s). This optional insurance must be paid by **October 31, 2025, or 60 days after enrollment to receive discounted pricing for repairs each year.**

Students who have their optional Insurance paid will not be charged repair costs for the first two incidents of accidental damage to the device:

Optional K-5 iPad Insurance - PAID	
Damaged iPad – Fee Paid	Lost iPad
1 st Occurrence – No Charge	Any Occurrence – Replacement cost of the device
2 nd Occurrence – No Charge	
3 rd (or more) Occurrence - Full cost of repair	
Damaged Charging Block or Cord	Damaged iPad Protective Case

1 st Occurrence – No Charge	Any Occurrence - \$34.95
2 nd Occurrence – No Charge	
3 rd or more Occurrence – Full cost of charging block and/or cord \$30	

Optional K-5 iPad Insurance - NOT PAID	
Damaged iPad	Lost iPad
1 st Occurrence – \$50	Any Occurrence – Replacement cost of the device
2 nd Occurrence – \$50	
3 rd (or more) Occurrence - Full cost of repair	
Damaged Charging Block or Cord	Damaged iPad Protective Case
1 st Occurrence – No Charge	Any Occurrence - \$34.95
2 nd Occurrence – No Charge	
3 rd or more Occurrence – Full cost of charging block and/or cord \$30	

- **Protective Cases:** Students are **NOT** to remove the iPad from the school issued protective case for any reason. If there is an issue that may require the case to be removed, the student should take the iPad to the Technology Lab Assistant. Damage to an iPad removed from its case may result in a higher repair fee.
- **Failure to return school issued iPad:** Failure to return the device at the end of the school year or upon withdrawal from HCCSC will be turned over to local law enforcement for prosecution for theft or conversion.
- **Lost/stolen iPads:** HCCSC will make every attempt to locate lost and stolen iPads. Any reported theft of an iPad will be fully investigated and reported to authorities. The student will not be charged to replace an iPad that is confirmed to be stolen.
- **Intentional Damage:** Students/Parents are responsible for full payment of intentional damages to the student’s or to another student’s iPad.
- **“Jailbreaking”** the device results in the loss of the Apple warranty through HCCSC. Parents & students will then be responsible for all fees and/or replacement of the iPad.

Elementary Student iPad Usage Guide

1.0 GENERAL INFORMATION

The policies, procedures, and information within this document apply to all student iPads used in the Huntington County Community School Corporation (HCCSC), including any other device considered by the Administration to come under this policy. Teachers may set additional reasonable requirements for use in their classroom.

1.1 Receiving your iPad

iPads will be distributed by classroom teachers at the start of the school year. Parents & students must sign and return the Technology Responsible Usage Policy (RUP), iPad Acceptable Use/Student Pledge (SP), and iPad Damage, Repair, & Replacement Agreement (DRRA) **before** the iPad can be issued to their student. These forms can be signed during registration or the first couple days of school.

1.2 iPads Use at Home

Grades K-5: iPads will primarily be utilized at school. The iPads will remain at school for the first nine weeks of the school year as students learn how to utilize and take care of the iPads. Beginning the second nine weeks, the iPads and charging blocks may be sent home with students to complete assignments or projects at the teacher’s discretion. iPads and charging blocks will also be sent home

for prescheduled eLearning Days for staff professional development or in anticipation for weather related eLearning Days.

1.3 Returning your iPad

iPads will be returned back to HCCSC during the final week of school. If a student transfers out of HCCSC during the school year, the iPad must be returned at that time to the front office. Students who withdraw, are suspended or expelled, or terminate enrollment at HCCSC for any other reason must return their individual school iPad with accessories on the date of termination.

Parents/guardians will be charged the full cost of the iPad if it is not returned upon withdrawal from school. The failure to return the school issued iPad will be considered theft or conversion of the device and this action will be turned over to local law enforcement for prosecution purposes.

Furthermore, the student will be responsible for any damage to the iPad, consistent with HCCSC's iPad Damage, Repair, & Replacement Agreement (DRRA) and must return the device to the front office in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the iPad.

2.0 CARE OF THE IPAD

The iPad is school property, and all users will follow this policy and the HCCSC Responsible Use Policy for this technology. Students are responsible for the general care of the iPad they have been issued by the school. iPads that are broken or fail to work properly must be taken as soon as possible to an HCCSC representative for an evaluation of the equipment.

2.1 General Precautions

Only use a clean, soft, **dry** cloth to clean the screen. Do not use cleansers of any type.

Cords and cables must be inserted and removed carefully into the iPad to prevent damage.

iPads must remain free of any writing, drawing, stickers, or labels that are not the property of the HCCSC.

Students should NOT remove the corporation label at any time.

iPads must never be left in an unlocked locker, unlocked car, or any unsupervised area.

Students are responsible for keeping their iPad's battery charged for school each day regardless of whether they are kept at school or sent home.

Cameras/video tools should only be used appropriately with teacher permission.

Protect iPads from exposure to any liquid (rain, drinks, cleansers, etc.)

2.2 iPad Care

It is required that the iPad be in the school issued protective case **at all times**. iPads may **not** be removed from the school issued case at any time.

Backpacks that hold other objects (such as folders and textbooks), should not be used to carry iPads to avoid

placing too much pressure and weight on the iPad screen

Do not lean on the top of the iPad when it is closed.

Do not place anything near the iPad that could put pressure on the screen.

Do not place anything in the carrying case that will press against the cover.

Clean the screen with a soft, dry cloth or anti-static cloth.

Do not "bump" the iPad against lockers, walls, car doors, floors, etc.

3.0 USING YOUR IPAD AT SCHOOL

3.1 iPads Left at Home

If students leave their iPad at home, they are responsible for getting the course work completed as if they had their iPad present.

3.2 iPad Undergoing Repair

Loaner iPads may be issued from the Technology Lab Assistant to students when their iPads are being repaired. There may be a delay in getting an iPad should the school not have enough to loan.

3.3 Screensavers/Background Photos

Inappropriate media may not be used as a screensaver or background photo. Inappropriate media includes but is not limited to the presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, tobacco, and gang-related symbols or pictures and will result in disciplinary actions.

3.4 Home Internet Access

Students are allowed to set up wireless networks on their iPads. Printing at home would require a specific make/model printer at this time, proper settings on the iPad, and the correct app. Home wireless Internet access is not required by HCCSC; while helpful, most educational activities can be completed offline.

3.5 Individual Student Passwords

HCCSC recommends that students set a personal password on their iPad in order to secure the content of the iPad. However, if a student forgets his/her password it is important that the student take the iPad directly to the media center so that the password can be reset. If the student repeatedly incorrectly guesses the wrong password, the iPad will be locked up and will have to be reimaged. This will cause the student to lose content.

4.0 MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving to the iPad/Home Directory

Students may save work directly on the iPad. It is recommended students have a method of backing up their information personally or on an online resource such as skydrive or dropbox service. Storage space will be

available on the iPad—BUT it will NOT be backed up in case of re-imaging. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. iPad malfunctions are not an acceptable excuse for not submitting work. HCCSC makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the Corporation will not be responsible for lost or missing data.

5.0 SOFTWARE ON IPADS

5.1 Originally Installed Software

The software/Apps originally installed by HCCSC must remain on the iPad in usable condition and be easily accessible at all times. From time to time, the school may add software applications for use in a particular course. Periodic checks of iPads will be made to ensure that students have not removed required apps or added apps that are not school appropriate as defined by the student handbook, responsible use policy, and all applicable laws.

5.2 Additional Software

HCCSC will regularly update the iPads so that they contain the necessary Apps. Elementary students may not load their own Apps, music, games, etc. onto the iPad from the App Store. All Apps will be provided by HCCSC. Attempting to load personal Apps, music, videos, etc. may be subject to disciplinary action.

Students must remember the iPad is the property of HCCSC.

5.3 Inspection

Students may be selected at random to provide their iPad for inspection. Individual student's iPads may also be inspected or monitored at any time with reasonable suspicion.

6.0 RESPONSIBLE USE

6.1 Statement of Responsibility

The use of the network is a privilege. The user is responsible for what he/she says and does on the network. Network administrators will make reasonable efforts to maintain reliable service. They cannot, however, absolutely guarantee that the system will always be available or operating correctly. Student users should assume that none of their data is private or confidential. Any communication or data may be subject to review by network or school administration.

6.2 Parent/Guardian Responsibilities

Talk to your student about values and the standards that your student should follow on the use of the Internet just as you would on the use of all media information sources such as television, telephones, movies, and radio.

6.3 School Responsibilities

Provide Internet and e-mail/Learning Management System access to its students.

Provide Internet blocking of inappropriate materials as able.

Provide access to online data storage services. These will be treated similarly to school lockers. HCCSC reserves the right to review, monitor, and restrict information stored on or transmitted via HCCSC-owned equipment and to investigate inappropriate use of resources.

Provide staff guidance to aid students in doing research and help assure student compliance of the responsible use policy.

6.4 Students Responsibilities:

Using computers/devices in a responsible and ethical manner.

Obeying general school rules concerning behavior and communication that apply to network use and according to the HCCSC Responsible Use Policy.

Using all technology resources in an appropriate manner so as to not damage school equipment. This "damage" includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by the students' own negligence, errors, or omissions. Use of any information obtained via HCCSC's designated Internet System is at your own risk. HCCSC specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Helping HCCSC protect our computer system/device by contacting an administrator about any security problems they may encounter.

Monitoring activity on their account(s).

Manage their personal and school issued passwords.

If a student should receive e-mail or other electronic messages containing inappropriate or abusive language or if the subject matter is questionable, he/she should show their teacher or administrator.

Students will return their iPad to the school corporation at the end of each school year. Students who withdraw, are suspended or expelled, or terminate enrollment at HCCSC for any other reason must return their school iPad on the date of termination.

6.5. Student Activities Strictly Prohibited

Illegal installation or transmission of copyrighted materials

Any action that violates existing School Board policy or public law

Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials

Use of sites selling term papers, book reports, and other forms of student work

Use of messaging services and chat rooms (i.e.: MSN Messenger, ICQ, etc.) without prior staff permission

Use of Internet/computer games against corporation policy

Changing of iPad settings/profile (exceptions include personal settings such as font size, brightness, etc.)

Loading any personal Apps, music, video, etc.

Removing the school issued protective case without permission

Jailbreaking (downloading Apps, movies, music, etc. from any site other than I-Tunes or Apple's App Store)

Spamming or sending mass or inappropriate emails

Gaining access to other student's accounts, files, and/or data

Use of the school's Internet/e-mail accounts for financial or commercial gain or for any illegal activity

Use of anonymous and/or false communications

Participation in credit card fraud, electronic forgery, or other forms of illegal behavior

Vandalism (any malicious attempt to harm or destroy hardware, software, or data) of school equipment will not be allowed

Transmission or accessing materials that are obscene, offensive, threatening, or otherwise intended to harass or demean recipients

Bypassing the HCCSC web filter through a web proxy

Other activities deemed inappropriate by HCCSC

6.6 iPad Care

iPad batteries must be charged and ready for school each day.

Students will be held responsible for maintaining their individual iPads and keeping them in good working order.

Only labels or stickers approved by HCCSC may be applied to the device.

iPads that malfunction or are damaged must be reported to the front office. The school corporation will be responsible for repairing iPads that malfunction. iPads that have been damaged from student misuse, neglect, or are accidentally damaged will be repaired with cost being borne by the student.

Students will be responsible for the entire cost of repairs to iPads that are damaged intentionally.

iPad damage: Students are responsible for any and all damage.

iPads that are stolen must be reported immediately to the front office.

6.7 Legal Propriety

Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher, administrator, or parent.

Use or possession of hacking software is strictly prohibited, and violators will be subject to the HCCSC Student/Parent Handbook discipline policy. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the district.

6.8 Student Discipline

The discipline procedure in the HCCSC Student Handbook addresses serious and major offenses such as stealing and destruction of school or personal property; cell phone user policy; possession of improper images on any electronic device; or any other violation of the school discipline policy will apply to the iPad device. Depending on the severity of the offense, students may lose iPad and/or network privileges as well as possible detention, suspension, or expulsion.

7.0 PROTECTING & STORING YOUR IPAD

When students are not using their iPads, they should be stored in their locked lockers or designated area within the classroom. Nothing should be placed on top of the iPad, when stored in the locker or bookbag. Students must take their iPads home every day to be charged when directed by the teacher. iPads should not be stored in a vehicle while at school or at home. If a student needs a secure place to store their iPad, they may check it in for storage with their teacher.

8.0 LOSS OR DAMAGE

Once a school-owned device has been reported as lost or stolen, HCCSC will make every attempt to find the iPad utilizing the GPS feature. Stolen iPads will also be reported to law enforcement.

Huntington County Community School Corporation Student Pledge For iPad Use:

I will take good care of my assigned iPad.

I will never leave my iPad unattended.

I will never loan out my iPad to other individuals.

I will know where my iPad is at all times.

I will charge my iPad's battery nightly.

I will keep food and beverages away from my iPad.

I will not disassemble any part of my iPad and case or attempt any repairs.

I will protect my iPad from damage with my school-issued carrying case. I will never remove my iPad from the school issued case.

I will use my iPad in ways that are appropriate and meet HCCSC expectations.

I will not place decorations (such as stickers, markers, etc.) on the iPad. I will not deface the serial number iPad sticker on any iPad.

I understand that my iPad is subject to inspection at any time without notice and remains the property of HCCSC.

I will follow the policies outlined in the Student iPad Usage Guide while at school, as well as outside the school day.

I will file a police report in case of theft, vandalism, and other acts covered by insurance.

I will be responsible for all damage or loss caused by neglect or abuse.

I agree to return the corporation iPad, power cords, and protective case in good working condition.

Elementary Student iPad Responsible Use Agreement

HCCSC believes that students need access to technology when they act in a responsible, efficient, courteous, and legal manner which supports the district vision and mission. Internet access and other technologies available to students and teachers offer a multitude of global resources. Our goal in providing these services is to enhance the educational development of our students. It is important that users understand their responsibilities and conduct themselves as responsible learners at all times. As part of 21st Century Learning, teachers and students will be using web tools which may include, but not be limited to: blogs, wikis, podcasts, and video casts through appropriate supervision. These technologies improve student communication and collaboration skills, provide a real audience, and extend learning beyond the classroom walls while building digital citizenship skills.

Responsible uses of technology are devoted to activities that support teaching and learning. The following are our agreements about the use of technology.

Make sure you understand your responsibilities:

I Will:

1. Protect my passwords (e-mail, I-Tunes, etc.) and my identity. Keep private information private; do not share them with anyone.
2. Treat others with respect, both online and offline.
3. Strive to be a responsible digital citizen and encourage others to be good digital citizens.
4. Bring your iPad back to school every day when it's allowed to go home. The iPad must be transported in the school issued case. iPads are NOT to be removed from the school issued case at any time.
5. Make sure that your iPad is fully charged every day when you come to school.
6. Make sure you know what your teacher expects in his/her classroom
7. Use my iPad for school-related purposes during school hours.
8. Credit my sources when I am using other people's information, images, or other materials.
9. Respect the work of other students and not copy, alter, or otherwise damage work that is not mine..
10. You are responsible for any damage to your iPad. Immediately report a damaged or lost/stolen iPad to the front office.
11. Remember the school's policy on the transmission of inappropriate materials including pictures, videos,
or text messages.
12. Keep my iPad in the school issued protective case at all times.
13. Keep the iPad free of writing, marks, stickers, or other attachments.
14. Always keep the school's attached label on my iPad.
15. Always keep my iPad with me or in a secure location (locked locker).
16. Do not leave my iPad in a car, with a friend, or unattended.
17. Only visit school appropriate and/or approved websites.
 - * Do not attempt to or intentionally "go around" the school's web filtering system.
 - * Do not use any "hacking software" or attempt to gain access without permission.
18. Notify an adult immediately if by accident I encounter content which violates the rules of responsible use.
19. Leave "push notifications" turned off unless otherwise directed by your teacher.

I will not:

Read another student's private communications and schoolwork without permission.

Use improper language or pictures.

Use any form of electronic communication to harass, intimidate, ridicule, or otherwise harm others.

Pretend to be someone else online.

Give out my full name, password, address, phone numbers, or any other personal information to someone I don't know.

Give out full names, addresses, or phone numbers of others.

Look for, read, view, or copy inappropriate pictures or information.

Load my own software on the district network to use at school, unless I have received permission.

Damage, change, or tamper with the hardware, software, settings, or the network in any way.

Decorate the physical computer with stickers, writing, or other markings.

I Understand:

1. My iPad is like my locker: it can be inspected at any time by a school administrator or designee.
2. I am responsible for any damage to my iPad. Immediately report a damaged or lost/stolen iPad to the front office.
3. All student handbook rules also apply to digital communication.
4. I should be careful to back up important work so that it is not lost.
5. Some things I read on the internet may not be true.
6. The computers, iPads, and network belong to the district and that using them is a privilege, not a right.
7. The computers, iPads, network, and printers may not work every day.
8. It is my responsibility to make sure that any devices I use on the district network are approved.
9. The things I do using a school computer, iPad, or network are not private and that my teachers and district staff may review my work and activities at any time.
10. If I break any of my promises, I might not be able to use technology or may experience other appropriate consequences.
11. It is my responsibility to read and abide by the terms and conditions of and all revisions of this policy.

Potential consequences for violating the expectations listed above:

Losing your iPad for a class period.

Not being able to take your iPad home.

Not being able to have an individual iPad.

Facing other discipline such as detention, in-school suspension, or out of school suspension/expulsion.

HCCSC Elementary Compact

*Families and schools must work together to help students achieve success in school and in life.
We as partners agree to carry out...*

Teacher Pledge:

I agree to carry out the following responsibilities to the best of my ability:

1. Provide a safe and supportive learning environment.
2. Teach classes with an interesting and challenging curriculum.
3. Motivate my students to learn using a variety of Multiple Intelligence pathways.
4. Identify rigorous goals that help every child be successful in meeting the Indiana standards.
5. Communicate frequently and meet with families about student progress to maintain the relationship noted in the HCCSC School-Parent Compact.
6. Provide opportunities for parents to volunteer, participate, and observe in my classroom.
7. Participate in professional development that improves teaching and learning for students.
8. Participate in collaborative decision making with parents to help our school be more welcoming.
9. Respect the school, students, staff and families.

Student Pledge:

I agree to carry out the following responsibilities to the best of my ability:

10. Come to school ready to learn and work hard.
11. Bring necessary materials, completed assignments and homework.
12. Know and follow school and class procedures. Use my LifeSkills and Lifelong Guidelines daily.
13. Communicate regularly with my parents and teachers about school experiences so that they can help me to be successful in school.
14. Limit my TV watching, video game playing, and internet usage.
15. Read every day after school—at least 20 minutes daily; complete ‘study’ assignments when required.
16. Respect the school, classmates, staff and families.

Family/Parent Pledge:

I agree to carry out the following responsibilities to the best of my ability:

17. Seek ways to participate and become involved such as through volunteering.
18. Provide a quiet time and place to support homework completion and monitor TV viewing.
19. Encourage my child to read a minimum of 20 minutes daily, every day.
20. Ensure that my child attends school every day.
21. Ensure my child gets adequate sleep, regular medical attention and proper nutrition.
22. Regularly monitor my child's progress in school.
23. Participate in decisions about my child's education.
24. Attend parent-teacher conferences when needed.
25. Communicate the importance of education and learning to my child.
26. Respect the school, staff, students, and families.