



Hanover EDGE

(Excellence in Digital Education)

Student Handbook

2026-2027

Hanover EDGE Mission & Vision

Mission Statement

Hanover EDGE provides an accepting environment where innovation and flexibility go beyond traditional schooling to empower individualized learner success.

Vision Statement

Hanover EDGE envisions a leading educational program in which staff:

- Provide a collaborative culture where a student's unique abilities are strengthened for individual success.
- Focus tiered supports on graduation and life beyond school.
- Seek innovative approaches in the pursuit of alternative learning methods for change.
- Demonstrate a foundational belief that a student's past does not determine their future.

Admission

A student seeking admission to the EDGE must meet all residency, academic, age, immunization and other eligibility prerequisites for admission as set forth in State law, Board Policy, and administrative regulations. Students and their families should contact EDGE for admission requirements and enrollment information. The enrollment process and list of required documents is also available online at <https://www.hanover.k12.in.us/EDGE>. A member of the EDGE staff will contact you to schedule an orientation session to complete enrollment. Final enrollment occurs after successful completion of the registration process, review of student records, and completion of orientation.

Key considerations of EDGE:

- Families seeking admission into the EDGE at grades 6-8 need to be aware that enrollment indicates at least a **semester** commitment to the program.
- High school students are asked to make a year-long commitment due to graduation requirements.
- Once enrolled in EDGE, students may continue without additional application as long as they maintain good academic standing within the program.
- Applications for enrollment will remain open until 10 school days into the start of the semester to allow time for application review, orientation, and scheduling.
- Families should be aware that **students will be required to complete onsite** in-person assessments at various times throughout the school year for local and state mandated testing.
- Strict adherence to the handbook will be required. Failure to follow attendance guidelines and remain current in coursework will result in removal from the virtual program.
- High school seniors who are enrolled in the program will receive a Hanover Central EDGE diploma.

Students Without Legal Settlement

Based on Board Policy 5111 students without legal settlement may attend EDGE. Families should contact the HCHS office and complete all online and in-person steps for enrollment and attend orientation to be considered for enrollment.

Additional meetings may be required for high school students to address all graduation pathway requirements.

Board Policy 5111

Students without legal settlement in the Corporation may be accepted into the EDGE program operated by the Corporation even if the Corporation does not otherwise accept transfer students. Students who are enrolled under this section are not eligible to participate in co-curricular or extracurricular activities. The Board shall comply with I.C. 20-26-11-32(g), (h), (j), (k) and (l) with respect to those students.

EDGE Logistics and Responsibilities

STAFF RESPONSIBILITIES

A designated School Counselor/Social Worker along with the EDGE Administrator will oversee placement of students, course schedules and provide social and emotional learning support.

FAMILY RESPONSIBILITIES

We appreciate the key partnership that must exist between home and school to make a virtual learning experience have success. This partnership works best when:

- families have access to reliable WIFI and technology capabilities every school day;

- families provide a secure and safe study environment for their student to engage in online instruction;
- families supervise the student's work and make sure the student is complying with attendance procedures and attending required live remote (Zoom, Google Meet, etc.) instruction with camera on;
- families keep in close communication with EDGE Staff and Edmentum teachers about academic progress;
- families commit to making students available to attend required in-person local and state assessments;
- families commit students to be placed in EDGE for a minimum of one semester at grades 6-8 and one year at grades 9-12.

In order to keep parents informed of their student's progress in school, parents are provided with academic progress information on a continuous basis. Parents will be provided an orientation on how to access this information at any time, therefore always being informed of their student's academic progress. Parents are encouraged to build a two-way link with EDGE staff by informing them of suggestions or concerns that may help their student better accomplish his/her educational goals.

STUDENT RESPONSIBILITIES

Students enrolled in EDGE will be expected to abide by all EDGE policies outlined here as well as all Hanover Community School Corporation rules and regulations. It is required that:

- students have access to reliable WIFI and technology capabilities every school day;
- students follow their online teacher's lesson planning and calendar, and that they log in as assigned;
- students keep in close communication with EDGE Staff and Edmentum teachers;
- students must have their camera on for all live teaching/Zoom;
- students must attend all required in-person testing;
- students follow the teacher's virtual classroom rules.

Success in the EDGE program relies heavily on the fact that students take accountability and ownership of their education, regardless of their grade level.

VIRTUAL LEARNING SUCCESS TIPS

The following tips are provided to help students and families be successful in an online learning environment:

- **Check email and messages every day Monday - Friday**
- Login into the school platform, Edmentum, at least five (5) days per week.
- Login and complete work daily
- Attend live sessions
- Watch recorded lessons
- Watch the tutorials
- Stay on pace
- Utilize the tools available in the course (i.e. complete the study guide)
- Communicate often with Edmentum teachers and EDGE personnel for support

AT HOME LEARNING ENVIRONMENT

Students are asked to dedicate a space in their homes for online learning. **Hanover reserves the right to remove anyone from the EDGE program whose behavior impedes or disrupts the online learning environment.**

Curriculum & Programming

EDGE Grades 6-12

EDGE is taught by Indiana certified teachers who utilize Edmentum's catalog of over 400 courses that meet the graduation needs of students earning an Indiana Diploma as outlined by the Indiana Department of Education.

Edmentum's curriculum provides a learning experience that is based on real-world skills and aligned to state and national standards. This rigorous and engaging content is designed to meet each child at his or her proficiency level through the use of media-rich and interactive experiences.

EDGE allows for the following benefits:

- Independently Paced Format (pending administrative approval)
- Full Schedule with 6-7 classes including electives
- Flexible class times outside typical school hours
- Options for Advanced Placement
- Individualized schedule and plan for each student
- Mastery Learning approach allows students multiple tries to demonstrate content proficiency.

Attendance, academic progress, and updates to families will be provided.

Device Requirements

All EDGE courses are delivered online. All instructional content and interaction takes place over the internet. Enrollment in EDGE requires students to have a reliable computing device and consistent access to high speed internet. Students in EDGE and have legal settlement within the Hanover Community School Corporation boundaries have the option to be issued a Dell Chromebook to complete their online coursework. These devices need to be maintained and will be required for onsite assessments. Students may opt to use their own personal device for coursework as well.

Students without legal settlement are asked to use their personal device for daily work.

Recommended Personal Device Requirements

- Chromebook
 - Intel or AMD processor
 - Minimum 4GB of RAM (8GB recommended)
 - Functioning speakers, microphone, and web camera
- PC or Mac (laptop or desktop)
 - Intel i5 processor or better
 - Minimum 4GB of RAM (8GB recommended)
 - Functioning speakers, microphone, and web camera
 - Ability to install applications required for EDGE courses

Device Technical Support

Families/students in need of technical support with their Hanover Community School Corporation assigned device should submit an email requesting support by emailing edgegs@hanover.k12.in.us. Please be sure to include your name/students name, an email address, callback number, and a description of the problem. Hanover Community School Corporation will only assist with technical issues for school issued devices.

If a problem cannot be resolved remotely the technology department reserves the right to request that the device be brought onsite for additional troubleshooting.

Technology staff are onsite from 7:30-3:30 PM Monday through Friday during scheduled school days.

Exceptional Learning (Special Education)

EDGE students (who reside in a district serviced by NISEC) who need a teacher of record will be assigned one. A review of the student's IEP will take place and a case conference will take place to determine a student's least restrictive environment, including whether an online school is the best option for a student, prior to acceptance into EDGE to clarify service options and identify who will be providing services.

School Calendar

EDGE will follow the [Hanover Community School Corporation school calendar](#). **Families should be aware that the Edmentum system does not accommodate designated days off school.** Students should complete work upon return when taking a planned vacation to stay on pace.

Special Events

EDGE students are allowed and encouraged to attend any HCSC event which is open to the public including performances and sporting events. Students fully enrolled in EDGE and have legal settlement within HCSC boundaries are only allowed to participate in additional special events such as dances or banquets **at the invitation by a current Hanover in-person student and have completed appropriate paperwork as a student from another school.**

Prom: Students enrolled in EDGE may not participate in Hanover Central High School's Prom, even if the student resides within the HCSC boundaries. Those students wishing to attend prom, must be invited as a guest by a Hanover Central High School student and must complete all paperwork required by HCHS administration prior to attending.

Withdrawing from EDGE

Enrollment in EDGE is at least a semester commitment at grades 6-8 and a full year 9-12. EDGE students who have legal settlement within HCSC boundaries will only be able to transfer at designated times. Families who are interested in transferring back to in-person learning in the Hanover Schools should contact the EDGE Office no later than one month prior to the start of the next semester/year to allow time for course completion, alignment of schedules, and transfer of records.

Special Notes:

- High school students looking to return to Hanover Central High School will need to complete withdrawal paperwork with EDGE and then complete enrollment paperwork at HCHS.

Should a family outside of HCSC boundaries wish to discontinue enrollment they will need to complete the proper withdrawal student process. Their original home school of attendance will be notified of their withdrawal as well.

ACADEMIC DISHONESTY, PLAGIARISM & COPYRIGHT

1. A student must not submit substantial portions of the same academic work for credit more than once without permission of the instructor.
2. A student must not allow others to conduct research or to prepare any work for them without advance authorization from the instructor. This prohibition includes (but is not limited to) commercial term-paper companies and past papers of other students.
3. Plagiarism—A student must not intentionally or unintentionally adopt or reproduce ideas, words, or statements of another person without giving acknowledgment;
 - a. Whenever he/she quotes another person's actual words, including Internet sources.
 - b. Whenever he/she uses another person's idea, opinion, or theory;
 - c. Whenever he/she borrows facts, statistics, or other illustrative material-unless the information is common knowledge.
 - d. A student must not steal, change, destroy, or impede another student's work. Impeding another student's work includes (but is not limited to) the theft, defacement, or mutilation of common resources to deprive others of the information they contain.
4. Facilitating Academic Dishonesty - A student must not intentionally or knowingly help or attempt to help another to commit an act of academic dishonesty. This includes sharing answers with another student and/or the use of artificial intelligence.

Students caught cheating will be subject to the appropriate discipline of the teacher's classroom management plan. A second instance of academic dishonesty will result in a referral to the administration for disciplinary consequences and a parent meeting. This may result in disciplinary action, and/or loss of credit for the semester.

Online courses use copyrighted materials that have been licensed or developed by their vendor. These materials are the property of the respective developer and are provided only for the use of students. You may not distribute, publish, or reuse the materials, audio files, images or design of any of the curriculum. You are authorized to view, copy, and print documents contained within the portal and courses, subject to the agreement that:

- Your use is for the performance of coursework as required by the instructor teaching the course for which you are registered.
- All copyright or proprietary notices are displayed on all copies
- You will not reuse any material contained on the portal or courses, including the functionality of the courses delivery system
- You will not copy the course delivery system for any commercial or noncommercial purpose. You will not copy any codes or graphics contained in the site, except those graphics used in courses, subject to the above terms.

ASSESSMENTS (STANDARDIZED TESTS)

Hanover Schools follow the state mandates for testing. Other tests are chosen locally to complement the state tests.

All students will be required to take all mandatory state and local testing in compliance with state law/code. Students will take tests in-person. Full-time students must comply with the HCSC Student Testing guidelines listed in the code of conduct. Testing calendars for grade levels will be communicated as they become available.

All standardized testing must be completed on a Hanover Community School Corporation issued device. If a student has not been issued a device for at home use a school owned device will be available onsite for testing. Students who have been issued a device are responsible for bringing it to school fully charged and ready for standardized testing

At this time, students must meet in person to take the following standardized assessments:

- ILEARN - Grades 6th-8th (and 9th graders taking Biology)
- PSAT/SAT(taken in the Fall/Spring) - Grade 11
- PSAT(taken in the Fall/Spring) - for students in grades 9 & 10
- Naturalization Exam - Grade 12 (during the semester they are enrolled in Government)

Students may also be asked to take the following either remotely or in person:

- ILEARN Checkpoints

BUILDING ACCESS

Students in EDGE may be requested to be onsite at various locations within the school district to complete testing, evaluations, or participate in required in-person programming. In such instances, EDGE students are asked to sign-in upon arrival. Virtual students may also have access to public events hosted by Hanover Schools.

Students in need of academic support should contact EDGE staff. EDGE students are enrolled in a separate school and as with any student enrolled in another school building access is limited.

During all onsite visits, EDGE students are expected to comply with EDGE Handbook policies, HCSC Corporation policies, and comply with directives of school staff.

As students of a separate school, failure to comply with these procedures could result in school discipline, being issued a no trespass order and/or removal from virtual school programming.

ASSESSMENTS ATTENDANCE

Hanover EDGE, an Indiana public school, must follow the rules and regulations set by the Indiana Department of Education (IDOE). According to IDOE, **all students are required to participate in state testing**. Being a part of EDGE means that some travel to the testing location may be required. In accordance with state law, students refusing to attend assigned state testing days or any scheduled make-up testing sessions will be reported as an unexcused absence and subject to Habitual Truancy laws. Specific testing dates and locations will be published no later than two weeks prior to the testing window.

According to Indiana's Assessment Policies absence from mandatory state testing cannot be considered an excused absence. Indiana Code (IC) 20-32-5.1-7 requires every student enrolled full-time in a public school corporation, charter school, state-accredited non-public school, or Choice-participant school in Indiana to participate in statewide assessments. Pursuant to IC 20-33-2, it is a violation of Indiana's compulsory school attendance laws for a parent/guardian to refuse to send their child to school for the purpose of avoiding tests, including statewide assessments. Additional consequences for failing to participate in a statewide assessment and procedures to manage students who refuse to participate are determined at the school level. (Refusal to take required assessments could result in withdrawal from the online school.)

ATTENDANCE POLICIES

EDGE is a virtual education school under Indiana Code 20-19-9-4. This policy includes requirements listed in Indiana Code 20-19-9-5. Additionally, Indiana Public Law and federal legislation set a 95% benchmark for a school's minimum attendance rate. Attendance rate is one of the factors that is considered when public schools are placed in performance categories and compared to other public schools.

HCSC believes that EDGE students will attain the educational benefits of learning and the fulfillment of academic and career goals through engagement and attendance. EDGE will provide students and families support with attendance, online schooling, work completion or life circumstances to have the opportunity to succeed in a virtual setting.

While an online school provides for a flexible learning environment for the student, it still maintains a basic expectation of student attendance and performance.

Notification of Absences

- Students are expected to stay on pace and complete assignments at all times. Should extenuating circumstances arise that may keep a student from meeting goals and thus regular attendance, the EDGE office should be notified.

Pacing

While study time is flexible, students MUST demonstrate consistent progress toward completion of the coursework to be noted as being "on pace" and in good standing.

 **Good Standing Status** - Students will be marked in attendance and considered in Good Standing if any of the following occurs:

- The student is on pace in 75% or more of their classes.
- The student logs in to Edmentum or Schoology works and completes assignments daily.

 **Warning Status (Tier 2 Attendance Intervention)** - Students who are not on pace in 75% or more of their classes will be designated as Warning Status. These students will be notified via email of this change in status. Depending on the time of year, the course grade and current grade may also be taken into consideration.

Students in Warning Status have the following guidelines:

- A Warning Status Intervention Plan will be developed that includes:

- An attendance requirement: Students are required to log in three out of five days and complete work in all courses Monday through Friday.
- Identification of courses that need the most attention.
- Attend a weekly virtual meeting with a Hanover staff member or Edmentum Advisory Coach. If the student misses the meeting, they will be counted absent for the day.
- When a student returns to being on pace in 75% of their courses they will be returned to Good Standing Status.
- If a student remains in Warning Status for two weeks they will be moved to ● Probationary Status.

● **Probationary Status (Tier 3 Attendance Intervention)** - Students who have not successfully addressed ● **Warning Status** additional interventions (Tier 3) will be placed on Probationary Status. These students will be notified via email and phone call of this change in status. Depending on the time of year, the course grade and current grade may also be taken into consideration.

Students in Probationary Status have the following guidelines:

- A Probationary Status Intervention Plan will be developed that includes:
 - An attendance requirement: Students are required to log in every day (five days) and complete work every day in **all courses each day** Monday through Friday.
 - Identification of courses that need most attention and target deadlines to address them.
 - Attend a weekly virtual meeting with a Hanover staff member and/or Edmentum Advisory Coach. If the student misses the meeting, they will be counted absent for the day.
 - Depending on the severity of being off pace a student may be required to attend in person during EDGE Office Hours.
- Any day a student does not log in and complete work they will be marked with an unexcused absence.
- When a student returns to being on pace in 75% of their courses or less than 20 assignments behind pace they will be moved to ● Warning Status.
- Students who have been repeatedly placed in Probationary Status and in the same semester will be withdrawn from EDGE and transferred back to their originating school at the beginning of the next grading period or semester depending on the grade level.

PLEASE NOTE:

- As long as a student is logging in, completing activities, and attempting to make progress, if a student's attendance or pacing drops from good status to probation or warning status, they will remain in EDGE for the current semester and may be required to attend school onsite. However, they must withdraw at semester and enroll in-person at their school of legal settlement. If the attendance and pacing issues are not addressed and do not improve, it could lead to the student being withdrawn from the school corporation's virtual education program. A student who is removed from the EDGE program will not be able to apply to return to the program for the remainder of the school year. Individual circumstances may be considered.
- If the student fails to log in, complete activities, and attempt to make progress, if a student's attendance or pacing drops from good status to probation or warning status, they may be withdrawn from EDGE.
- The EDGE staff may also be required to refer students to probation or other local authorities based on attendance related issues. See section TRUANCY for more information.
- Per IN Code § 20-19-9-5 Sec. 5. A school corporation that operates a virtual education program must require that if a student who attends a school corporation's virtual education program accumulates the number of unexcused absences sufficient to result in the student's classification

as a habitual truant, the student must be withdrawn from enrollment in the school corporation's virtual education program.

- If a student is withdrawn from the virtual education program, the student is not prohibited from otherwise receiving instructional services from the school corporation in which the student has legal settlement.

Monitoring Student Pacing

Families can monitor the current status of their student's pacing by reviewing the course tiles when the student logs into Edmentum. On the home screen the following is true

- Yellow Text - student is behind pacing
- Green Text - student is on pace
- Blue Text - student is working ahead of pacing

Families should focus on the information on this screen only when communicating regarding pacing. Students in grades 6-12 should work to submit assignments 2-3 days before the due date so that all pacing screens are aligned.

Families should be aware that the color of pacing (yellow, green, and blue) does not equate to passing the class.

STUDENT BEHAVIORAL EXPECTATIONS AND CODE OF CONDUCT:

All EDGE students receive digital curriculum and direct instruction online, which may be supplemented with in-person learning opportunities. Students are subject to any applicable HCSC policies regarding conduct and discipline. As a virtual learning student, there are additional rules and expectations regarding online etiquette

to protect all students and all staff members. Access to remote learning must be used in a responsible, safe, efficient, ethical, and legal manner. The following behaviors are unique to the online learning setting and may result in disciplinary action:

- Sending or posting discriminatory, harassing, or threatening messages or images.
- Stealing, using, or disclosing someone else's login code or password without authorization.
- Participating in the viewing or exchange of obscene materials.
- Sending or posting messages that defame or slander other individuals.
- Jeopardizing the security of the organization's electronic communications systems.
- Sending or posting messages disparaging EDGE or another organization's products or services.
- Engaging in any illegal activities.
- Disturbing or disrupting the virtual Learning Environment.
- Refusing to follow the rules of the specific Online Learning Classroom.
- Recording any class session, teacher, or classmates without direct permission.
- Not appropriately dressed for class (examples: dressed in revealing clothes, dressed in clothes with inappropriate sayings, etc.)
- Participation in cyberbullying and/or harassment.
- Cheating and/or Plagiarism.

COMMUNICATION

SCHOOL CLOSINGS & DELAYS

Should Hanover schools be closed or closing/opening with altered times (2 hour delay) because of weather conditions or other circumstances beyond the school's control, there is no impact on EDGE students. EDGE students will still be expected to conduct their virtual learning as previously assigned. Any planned onsite visits will be rescheduled.

HOME-TO-SCHOOL COMMUNICATION - PARENTSQUARE

Hanover Community School Corporation (HCSC) uses a school-to-home communication called ParentSquare. This unified communications platform is designed to keep parents and guardians informed and encourage greater engagement and connection with HCSC.

[Parents—Getting Started Video](#)

CONFERENCES

Conferences involving the student, teacher and parent are an integral part of the HCSC process of reporting individual student progress to parents. At any time, parents/guardians may request to meet with school personnel to discuss their student's progress. In addition, the school may also request to meet with families to discuss a student's progress or lack thereof. EDGE students on Watch and Probation may have more frequent conferences to assist with supporting student success and progress.

GRADING

Families will be provided with regular status reports approximately twice a month with updates on attendance and academic status. Families also have access to their student's courses in Edmentum to check progress. All report cards are available online through PowerSchool.

For letter grades, the following points are awarded (for grade point average purposes, a year course is composed of two semester courses):

EDGE does not offer class rank and class rank is not reported on EDGE Transcripts.

INCOMPLETE GRADES

Students who have had an extended absence may receive an incomplete grade for a grading period or semester. Incomplete grades are given for other reasons such as projects not finished, papers not complete, or tests not taken. All work must be made up within ten (10) school days or fourteen (14) calendar days following the end of the grading period or semester. Each student circumstance is different, and special consideration will be given in extenuating circumstances. Incomplete assignments/tests not made up in the allotted time will be given a grade of zero (0) and the final quarterly or semester grade will be determined.

GRADUATION

GRADUATION REQUIREMENTS

IDOE establishes graduation requirements. Information about graduation requirements can be found [IDOE: Diploma Requirements](#). New graduation requirements were approved by the Indiana Department of Education (IDOE) and take effect with the Class of 2029.

These established requirements from the EDGE are the same as for Hanover Central High School. An EDGE staff member will work with students in Grades 9-12 and will help students create their schedules and guide students with graduation requirements, including planning under the Indiana Graduation Pathway model. Graduation requirements are outlined on the Hanover Central High School handbook and [IDOE Diploma Requirements](#) webpage.

GRADUATION RECORDS

Beginning with the class of 2027, **senior students who are enrolled in the EDGE will graduate from EDGE and not Hanover Central High School.** Transcripts and diplomas will indicate such. All students who graduate from EDGE receive a diploma from Hanover Community School Corporation and the certification of the graduation is approved by the Hanover Community School Corporation School Board.

RETAKING COURSES

The need for EDGE 6-12 students to repeat a failed course will be based on the recommendation of the teacher and/or administrator.

RETENTION OF STUDENTS

EDGE does not practice the process of student retention. In working with Edmentum teachers, school counselors, and administration efforts are made to improve student performance. Other options, including return to a home school for in-person instruction, will be utilized in lieu of retention practices.

TRANSCRIPTS

All transcript requests must be submitted through Naviance

Acceptable Use

[Board Policy 7540.03 - STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY](#)

Google Account

EDGE students will be issued a HCSC Google account which they will use to access their student email (Gmail) and Google productivity suite (Workspace for Education). This included access to Google Drive, Docs, Slides, and Sheets. Students' Google account will be used to login to a variety of third-party platforms.

Username and Password Security

Students are expected to keep their password confidential. Remember that if someone logs into your computer and breaks the Acceptable Use Policy, you are still responsible for all inappropriate items found on your device. It is in your best interest to keep both your device and password secure.

Email

Email accounts will be provided by Hanover Community School Corporation through Google Workspace for Education for all students.

Please take the following into account:

- All emails are archived and filtered by the district and may be viewed at any time by administration if misuse is suspected.
- Emails and documents on school-owned equipment are part of the public domain and are NOT private and ARE subject to inspection.
- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters, or spam.
- Students should maintain a high level of integrity with regard to email content.

Consequences

The student in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. This means if someone else uses your computer to break the rules, you are still responsible. Non-compliance may result in disciplinary action. Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated district staff to ensure appropriate use. The district cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws.

Access to contents of email and network communications may be given to the proper authorities.

Device Return

The school-owned device and power adapter must be returned immediately at the time a student is no longer enrolled at the school. Unreturned devices and chargers will be treated as stolen property. The full replacement cost of the device and power adapter will be charged. All available means to recover the device and power adapter, or the replacement cost, will be sought.

Family Educational Rights and Privacy Act

FERPA, a federal law, requires that the Hanover Community School Corporation (HCSC), with certain exceptions, obtain a parent/guardian's written consent prior to the disclosure of personally identifiable information from a student's education records. However, HCSC may disclose appropriately designated "directory information" without consent, UNLESS A PARENT/GUARDIAN HAS ADVISED HCSC TO THE CONTRARY. The primary purpose of the directory information is to allow the district and its schools to include this type of information in certain publications such as, a playbill or program, yearbook, honor roll or other special recognitions, graduation programs, and sports activity sheets or programs.

If a parent/guardian does not want the HCSC to disclose directory information from his/her student's education records, the parent/guardian must notify each individual school in writing by the first week in October. A complete copy of the FERPA law is available in full at each of the Hanover Schools main offices.

Civil Rights Assurance of Equal Opportunity and Nondiscrimination Statements

Hanover Community School Corporation is committed to equal opportunity and does not discriminate on the basis of age, race, color, religion, sex, handicapping conditions, or national origin including limited

English proficiency, in any employment opportunity. No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational program or student activity.

If you have experienced discrimination in such educational programs or activities, written inquiries about procedures that are available and for consideration of complaints alleging such discrimination should be directed to Hanover Community School Corporation, 14525 Wicker Ave., Cedar Lake, IN 46303, (219) 374-3500. For additional information, please see Board Policy 5517 Anti-Harassment.

Title IX

The Board of the Hanover Community School Corporation does not discriminate on the basis of sex in its education program or activity and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The Corporation's Title IX Coordinator(s) is/are:

Superintendent
14525 Wicker Ave.
Cedar Lake, IN 46303
(219) 374-3500

Any inquiries about the application of Title IX and its implementing regulations to the Corporation may be referred to the Title IX Coordinator(s), the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

The Board has adopted a grievance process that provides for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process is included in Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities, which is available at: ([Board Policy 2260](#)). The grievance process specifically addresses how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the Corporation will respond.