

2026-2027



Crestview Champion Walk
Crestview Robotics Team
Riverview Archway Dedication
Riverview Robotics Team

Student Handbook

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HCCS MISSION

Creating World-Class Learning Results by Focusing On:

- Literacy
- Academic Standards
- Safe learning Environment
- Stakeholder Satisfaction
- Career & Life Readiness

A STUDENT CREED

I pledge myself:

- To cooperate with my teachers and fellow students at all times.
- To comply with the rules and regulations of my school.
- To take pride in my school and help promote the spirit of friendship, cooperation, and good sportsmanship.
- To be loyal to my school at all times.
- To maintain high scholarship to the best of my ability.
- To uphold the ideas and traditions of my school.

**1415 Flaxmill Rd.
Huntington, IN 46750
260-356-8312**

Parents and Students:

Welcome to our school where excellence in education, courtesy to all, pride in our school, and sportsmanship means that we challenge each of you to do your best work in each of your classes, support your school to the best of your ability, and take pride in keeping your school looking great.

To all "veteran" students, we are glad that you are back for another rewarding year, and to our new 6th graders, we say "welcome" and we hope you will soon become involved in our total school program.

Always remember, please make every effort to set an example as a good citizen by your actions and consideration of others. The school is your school; a clean and bright school, a fantastic school, so take pride in it, because we have the highest caliber of educators available to assist you, work with you, and guide you in all of your curricular and extracurricular activities.

Parents are most welcome to visit school at any time. A scheduled appointment is convenient, but not necessary. 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. For your convenience, please call the school for the time that the teacher with whom you wish to confer will be on his/her plan period. It is our wish that every parent would visit our school a minimum of once each year.

Please review this handbook and feel free to contact us at school should you have any questions at all. We will be most happy to help!

Exterior doors open at the following times:

7:05 a.m.	Monday, Tuesday, Thursday, Friday
7:35 a.m.	Wednesday
9:05 a.m.	Two Hour Delays

Building	Administrator	Phone Number
Central Office	Chuck Brimbury <i>Interim Superintendent</i>	(260) 356-8312
	Jay Peters <i>Director of Elementary Education</i>	
Crestview Middle School	Rachel Yarger <i>Principal</i>	(260) 356-6210
	Randy Hawkins <i>Assistant Principal/Athletic Director</i>	
	Deputy Don Whitney <i>School Resource Officer</i>	
Riverview Middle School	Jaymee Wappes <i>Principal</i>	(260) 356-0910
	Zach Baker <i>Assistant Principal/Athletic Director</i>	
	Officer Daniel Lowes <i>School Resource Officer</i>	

GENERAL INFORMATION

CLOSING SCHOOL

In the event of snow or any weather condition which causes school to be delayed or canceled, an announcement will be made on various radio/TV stations. The release of such information is made to the media as soon as such a decision is reached. Do not call the school! Lines need to be open to remain in contact with Central Office and the Transportation Department.

Radio stations with closing information include:

- WOWO (1190 AM), WMEE (97 FM), WMRI (107 FM), WBTU (93.3 FM)

Television stations with closing information include:

- WANE (15), WPTA (21), WKJG (33), WFFT (55)

HCCS web page: www.hccsc.k12.in.us

ParentSquare

BREAKFAST AND LUNCH PROGRAM

HCCS Food Services 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 explicit permission from a staff member on a specific occasion.

HCCS Food Services adheres to the motto: "Every Student. Every Day." One important facet of this for guardians to note is that our caring staff will always ensure that your student receives a quality breakfast and lunch, regardless of whether they have adequate funds in their lunch account to cover the cost of the meal. This also means that your student may end up with extra (or "a la carte") items on the tray that are not a part of the typical breakfast or lunch meal – even if they qualify for free or reduced-priced meals. **When this happens, the student's meal account will be charged for those items, and their account may accrue a negative balance. Our servers and cashiers will not remove items from a student's tray unless their guardian has previously contacted the Food Service Department and given specific instruction to do so.** This can be done with a simple phone call to 260.356.6104 x1652 and only takes a few minutes.

Adult visitors who come to lunch must have an approved Limited Criminal History Check. Fast food is not allowed in the cafeteria.

When there is a 2-hour delay, breakfast will not be served at school.

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

HOMEROOM/GUIDED STUDY

Homeroom/Guided Study is scheduled time when teachers have the opportunity to meet with students. This time can be used to make up a test, quiz, review material from class, ask questions, or receive enrichment in a particular class. The goal of this time is to provide extra time for students to enhance their education so that they achieve academic success. Students should report to their appropriate class and only those students that have received a pass ahead of time, will be released to visit a teacher. Students should stay with that teacher for the remainder of the period.

Clubs and Organizations will meet periodically during this time. Students who are participating in an activity will be excused to attend a club or organizational meeting until the end of Homeroom/Guided Study. Students who do not attend a club or organization meeting will remain in their Homeroom/Guided Study class and use this time to study. Any student found in the halls without a pass and not attending an activity can be assigned a detention or other disciplinary action and may risk restrictions to attend their club and organization meetings.

IDENTIFICATION BADGES

Each Middle School will provide each student with an Identification (I.D.) card. This card will be used for checking out books and materials from the media center and in the cafeteria. Students must be able to produce this card at any time upon request.

MEDIA RELEASE

By signing the "Receipt of Student Handbook" page of the Middle School student handbook, I (parent/guardian) authorize officials of the Huntington County Community Schools to release information about my child and to permit school officials to respond to media inquiries involving my child that promote the school corporation, and are of a non-disciplinary nature. I further permit news media representatives to release this information to the public. This may include pictures or information in articles or interviews.

FLAG ETIQUETTE

The United States flag shall be displayed in each classroom of every school in a corporation. The governing body of each school corporation shall provide a daily opportunity for students at each middle school to voluntarily recite the Pledge of Allegiance in each classroom or on school grounds. 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.

Legal Reference: I.C. 20-30-5-0.5

P.L. 78-2005

VIDEO CAMERAS

The Huntington Community School's Board of School Trustees has authorized the use of video cameras on its premises and on school district buses. The video cameras will help promote and maintain a safe environment for the students and employees by monitoring student behavior. Students and parents are hereby notified that the content of the video footage may be used in a student disciplinary proceeding. The content of the video footage constitutes a confidential student record and will be retained, filed, and maintained with other student records if necessary for use in a student disciplinary proceeding, or for use in other matters as determined necessary by the administration. Without the consent of the parents or guardians of all other students depicted in the video footage, the school district may not, under federal regulation, release video footage that is maintained by the school district. "Depicted" refers to the capture on the video of any personally identifiable information of a present or former student, or any information by which the identity of a student could be easily traceable (including, but not limited to, clothing, facial features, and voice). In those situations, the school district may comply with federal regulations and satisfy the parent/guardian request for viewing by reviewing the video footage and informing the requesting parent or guardian about the contents of the video.

VISITORS

All visitors must check in with the school office personnel before going to any part of the school during the school day. Visitors must have their driver's license or valid ID on hand to check in. It is helpful to call and make an appointment if the nature of the visit requires a conference. The schools request a minimum of 24 hours notice for classroom visits. Visits are limited to 45 minutes unless other arrangements have been made with the building principal.

FIRE AND TORNADO 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. During both drills, be sure to move quickly and quietly to assigned areas.

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. When entering our building, to help us, please sign in at our Main Office. All volunteers are required to submit to a limited criminal history check by trained office personnel. The form is found on the HCCS website. We would like for you to wear a name tag so our staff members will have the opportunity to get to know you.

CHILD ABUSE/NEGLECT

The Indiana Juvenile Code requires any individual who has reason to believe a child is a victim of child abuse or neglect to report it to Child Protective Services. All school personnel are obligated under this law. Any staff member who has reason to believe that a child is a victim of abuse or neglect should file a report immediately with the Child Protection Services. The concept of privileged communication does not apply where child abuse and neglect are concerned. Reporting sources are provided immunity from criminal and civil liability as long as reports are made in good faith. Reporting sources remain anonymous during investigations but may be required to testify in court if court action becomes necessary.

In the event that any staff member has reason to believe that a child is being physically or sexually abused by an employee of a public or private institution, the staff member will follow the same reporting procedure outlined above.

COUNSELING SERVICES

Guidance counseling services are planned to help each student obtain the most out of the school program. All students are encouraged to come to the guidance counselors' office and talk with a counselor regarding any concerns they might have. Often, a counselor helps students with educational program planning, study habits, personal and home concerns, health problems, social questions, career plans, 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. At times during the year, some students may be asked to become members of small groups that meet on a regularly scheduled basis with a counselor. Students may also be asked to attend individual sessions whenever a counselor can be of assistance to the student.

INSTRUCTIONAL 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 taken from the IMC 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.

PROJECTS

Any student selling items for a fundraising project (other than our own school) must be approved by the principal.

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 TEACHER ROOMS

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

TELEPHONE

Students are not to use the office phone without the consent of the principal or his/her representative. You will be called from your class to answer calls only of an emergency nature.

TARDINESS

Each student should be in an assigned seat when the bell rings at the start of each period. If the tardiness is at the beginning of the school day, the student must report first to the attendance office. If the tardiness occurs at other times, the student should report directly to the class. Excessive tardiness will be dealt with on an individual basis through the teacher and/or the assistant principal.

HONOR ROLL

As a student at our middle 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 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(s) each nine weeks.

GRADING SYSTEM

The following system has been suggested to the teachers for grading:

- A -- Superior Work
- B -- Above Average Work
- C -- Average Work
- D -- Below Average Work
- F - Failure
- I -- Incomplete Work

Incomplete work must be completed within two (2) weeks or the grade becomes an F. It is the teacher's responsibility to see that incomplete grades are changed to either failing or passing grades. The final grade in a subject shall be determined by averaging the four (4) nine-weeks grades and the two (2) semester exams, if given.

REPORT CARDS

Report cards are issued every nine weeks. Generally, they are given to the student to take home on Wednesday following the end of the grading period.

PROGRESS REPORTS

These are notices sent to parents from teachers informing them about their child's achievement. It is usually a warning that the child may receive a failing mark unless the quality and/or quantity of work improves. It may also be a complimentary message relating good things about your child. Progress reports are completed by all teachers and sent home at the midpoint of each grading period.

PROMOTIONS

Parent and teacher recommendations will be considered, but the final decision rests with the school administration. In addition, the "Indiana Statewide Testing for Educational Progress" (ILEARN) and/or other school wide standardized assessment will have a major influence on our decision.

SOCIAL EVENTS

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

PARENT-TEACHER CONFERENCES

Conferences are held at the request of the teachers or parents to confer about the student's progress. Conference appointments requested by parents should be made 24 hours in advance.

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. Assignment notebooks will be required for all students.

Homework requests must be received by 10:00 a.m. (through the main office). We will make every effort to accommodate homework requests the same day.

EARLY DISMISSAL

If you must leave school early for some permissible reason, for example, a doctor's appointment, an approved person on the student's PowerSchool must enter the office with a valid ID to sign out the student.

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. For more information, please find enclosed the complete HCCS Attendance Policy.

HCCS POLICY 5200

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); 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);
- F. 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 12 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 officer 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).

Truancy Prevention

Truancy Prevention Measures shall mean actions designed to address truancy before a student becomes a habitual truant and to minimize the need for referrals to a voluntary truancy prevention program or reports to a juvenile court.

For purposes of the Corporation's truancy prevention measures, **absent student** shall mean a student in Kindergarten through Grade 6 who is absent from school five (5) days within a ten (10) week period without being excused or absent in conformity with a note on file from the student's doctor, therapist, or other authorized professional requesting frequent absences be excused under the student's individualized education program (IEP), service plan developed under 511 IAC 7-34, choice scholarship education plan developed under 51 IAC 7-49, or Section 504 plan. When a student is identified as an absent student under this policy, the school that the student attends shall:

- A. Immediately provide written notification to the student's parent that:
 - 1. The student has been identified as an absent student based on the student's school attendance.
 - 2. The parent is responsible for monitoring the student's school attendance and ensuring the student attends school, in accordance with compulsory attendance laws.
 - 3. The school will be initiating truancy prevention measures for the student.
 - 4. The parent is required to attend an attendance conference regarding the truancy prevention measures that the school will be implementing for the student.
 - 5. If the student meets the definition of a habitual truant:
 - a. the Superintendent or Corporation attendance officer is required to report the student to an intake officer of the juvenile court or DCS in accordance with I.C. 20-33-2-25
 - b. the juvenile court may determine that the student is committing a delinquent act as provided under I.C. 31-37-2-3; and
 - c. the student's parent may be subject to prosecution under I.C. 35-46-1-4.

- B. Hold an attendance conference with at least the following individuals to discuss the student's absences and establish a plan for the student to prevent future absences:
1. A representative of the school.
 2. A teacher of the student.
 3. The student's parent.
 4. A representative chosen by the student's parent who may provide insight into the student's absenteeism if the student's parent makes a request to the school that the representative attend and provides notice to the school regarding the identification of the representative at least forty-eight (48) hours before the attendance conference.

The attendance conference shall be held not more than five (5) instructional days after the student's fifth absence in a ten (10) week period regardless of whether the parent or the parent's chosen representative is able to attend the conference. The school shall make all reasonable efforts to hold the attendance conference on a date and at a time that works with the schedule of the student's parent.

- C. At the attendance conference, establish a plan for the student to prevent future absences that may include the following:
1. Any wraparound services that are able to be provided to the absent student to ensure the absent student attends school.
 2. A specific description of the behavior that is required or prohibited for the absent student.
 3. The period for which the plan will be effective, not to exceed forty-five (45) instructional days after the date it is established.
 4. Any additional disciplinary action the school will take if the absent student does not comply with the plan.
 5. If applicable, a referral to counseling, mentoring, or other services for the student.
 6. If applicable, whether a parent is expected to attend the counseling, mentoring, or other services with the student.
 7. The school representative shall ask the absent student's parent to sign the plan indicating the parent's agreement to comply with its terms.
- D. Offer additional counseling services to an absent student if the school determines that the student's absences are related to any of the following:
1. The student's pregnancy.
 2. The student is in foster care (as defined in I.C. 31-9-2-46.7).
 3. The student is homeless.
 4. The student has a severe or life-threatening illness or related treatment.

The Superintendent shall develop administrative guidelines for the attendance of students which:

- A. provide a school session that is in conformity with the requirements of the law;
- B. permit students absent for any excusable reason to have an opportunity to make up work they missed;
- C. govern the maintenance of attendance records in accordance with the rules of the State Board;
- D. provide that any student who, due to a physical or mental impairment, exceeds or may exceed the Corporation's limit on excused absences is to be referred for an evaluation to determine eligibility under either the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973 (Section 504).

Such guidelines shall provide that a student's grade in any course is based on performance in the instructional setting and is not reduced for misconduct. If a student violates the Corporation's attendance policy or other school rules, the student shall be disciplined appropriately for the misconduct, but grades shall be based upon what the student can demonstrate has been learned.

Such guidelines also shall provide for reporting to the Bureau of Motor Vehicles those students who have been suspended for the second time during a school year, are expelled, or are considered dropouts under I.C. 20-33-2-28.5.

The Superintendent shall develop administrative guidelines on attendance that properly address the matter of truancy by including a process which:

- A. identifies the habitual truant, that is, a student who has been absent ten (10) days or more from school within a school year without being excused or without being absent under a parental request that has been filed with the school;
- B. investigates the cause(s) of the student's truant behavior;
- C. considers, when appropriate, modification of the student's educational program to meet particular needs that may be causing the truancy;

- D. provides for the discipline of truant students in accordance with the Corporation's policies and administrative guidelines on student discipline;
- E. provides for reporting to the Bureau of Motor Vehicles those students who are habitual truants as provided in I.C. 20-33-2-11.

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 for 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 shall be commensurate with the number of school days missed.

TARDINESS

Students who are not in their assigned locations at the beginning of the school day must report to the Attendance 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

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 work or attend extracurricular functions later the same day. This also includes students who participate in our cooperative programs. All special requests should be directed to the principal or assistant principal. Failure to abide by this policy may result in an unexcused/truant absence.

DISCIPLINE

SCHOOL BUS RULES

1. Cooperate with the driver.
2. Observe the same conduct as in the classroom – follow the handbook rules and policies.
3. Bus drivers are authorized to assign seats.
4. Stay in your seat. Move only as directed by the driver.
5. Keep head, hands, arms, and feet inside the bus.
6. Do not be destructive.
7. Do not eat or drink on the bus unless permission is given by the bus driver.
8. Be courteous, use no profane language.
9. Do not use tobacco.
10. The driver has the authority to deny busing privileges.

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 (I.C. 20-27-10-2). 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 (I.C. 20-33-2). The law states the school corporation may provide transportation to school; it does not say the corporation shall (I.C. 20-27-9). 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).

BUS POLICY: EXPECTED CONDUCT OF STUDENTS

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 one's self or peers, is considered inappropriate. All students are expected to:

- 5.03a Report to their loading locations five (5) minutes prior to scheduled pick-up times.
- 5.03b Stay off roadways while waiting for their buses and remain off roadways until buses come to a complete stop.
- 5.03c Be seated and remain in their seats, facing forward, while riding.
- 5.03d Use voices that are respectful and not disturbing.
- 5.03e Keep windows closed unless given permission to open them by their bus drivers.
- 5.03f Keep hands and feet to themselves.
- 5.03g Carry only permissible items on the bus that can be held in their laps.
- 5.03h Ride the buses to which they are assigned.
- 5.03i Not throw objects of any kind, within the bus or from the bus.
- 5.03j Put trash in waste baskets and not leave refuse on the bus.
- 5.02k Move away from the roadway and directly onto a sidewalk or toward their houses after disembarking.
- 5.03l Cross streets and roadways only in FRONT of buses, and do so at least ten (10) feet from the front.
- 5.03m Not damage or deface any part of school buses or the property of others.
- 5.03n Not use profane, indecent, or lewd language or gestures.
- 5.03o Keep all parts of their bodies within their school buses.
- 5.03p Not eat or drink, and keep all objects out of their mouths.
- 5.03q Use electronic games and radios only with the permission of their drivers. *
- 5.03r Act respectfully toward their drivers and obey their driver's directives.
- 5.03s Not to be in possession of drugs, alcohol, tobacco, or weapons of any kind.
- 5.03t Cell phones or other electronic devices may not be used to take photos, record videos, or cause disruptions while on the bus.

*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.

BUS POLICY: DISCIPLINARY ACTIONS FOR MISCONDUCT

Through student handbooks, parents of all students will be advised that school bus transportation is a privilege, provided by Huntington County Community Schools. In addition, parents and students will be advised of the expectations for behavior, consequences for misbehavior, and that school bus drivers are the sole authorities while students are under their charge.

The following consequences are customary. School administrators, working cooperatively with bus drivers, reserve the right to issue more serious consequences, if warranted by the nature of a student's misconduct. Procedure for addressing misconduct are to be initiated as described in Section 5.04.

First Offense:	Misconduct Report sent to parents.
Second Offense:	One-day suspension of riding privileges.
Third Offense:	Three-day suspension of riding privileges.
Fourth Offense:	Five-day suspension of riding privileges.
Fifth Offense:	Suspension of riding privileges for one or two semesters at the discretion of administration, depending on the seriousness of the offenses.

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. Suspension of riding privileges from one bus includes all other buses to which the student is assigned, and shall include extracurricular activities.

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, 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.

TRANSPORTING LIVE ANIMALS

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 or present a safety risk to other riders. It is suggested that animals and insects be taken to and from school in private vehicles.

TRANSPORTING DANGEROUS MATERIALS FORBIDDEN

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.

ELIGIBLE PASSENGERS

Only students who are enrolled in the Huntington County Community Schools and personnel from the school corporation are authorized to ride school bus routes. Homeless students have the right to be transported to the schools in which they were enrolled before becoming homeless.

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 spots 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.

BULLYING/HARASSMENT

Bullying is prohibited at HCCS Middle Schools. Bullying is defined by the Act as "overt, repeated acts or gestures, including verbal or written communications transmitted; physical act committed; or any other behaviors committed by student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student." This rule will apply when a student is on school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group; off school grounds at a school activity, function or event; traveling to or from school or a school activity, function, or event; or using property or equipment provided by the school. While literally, the latter phrase means that when a student is using an electronic device (i.e.

computer, laptop, ipad, etc) issued by the school at his home and another student bullies the student using the device, it would violate the rule. Indiana Code 20-33-8-0.2, Indiana Code 20-33-8-13.5 Parents or students that believe a bullying situation is taking place should contact school administration. An investigation will then take place and consequences will be determined.

SEXUAL AND OTHER FORMS OF HARASSMENT

I. THE POLICY

HCCS is committed to maintaining a learning and working environment that is free from employment/education-related discrimination, including a prohibition against sexual harassment. It shall be a violation of this policy for any employee or student of the Huntington County Community Schools to engage in sex discrimination and/or sexual harassment of another employee or student through conduct or communications described in Section II. EEOC Guidelines (29 CFR 1604.11(g) define sexual harassment. In the context of both the employment and education setting, unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
2. Submission to or rejection of such conduct by an individual is used as a basis for education or employment decisions affecting that individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's educational or professional performance or creating an intimidating, hostile, or offensive employment or educational environment.

EEOC Guideline (29 CFR 1604.11(g) also provides that unlawful sex discrimination may exist where a qualified student is denied an educational opportunity or benefit or a qualified employee is denied an employment opportunity or benefit because another student or employee is granted such opportunities or benefits because of submission to sexual advances or requests for sexual favors.

Conduct of a sexual nature may include unwelcome verbal or physical advances and/or unwelcome communications regarding physical or personality characteristics of a sexual nature.

The U.S. Supreme Court has commented that such conduct is against the law when it is sufficiently severe or pervasive to alter the conditions of the victim's employment (or education) and create an abusive working (or learning) environment, and that such an environment may exist where the conduct is such that a reasonable person finds it objectionable and the victim subjectively finds it objectionable. As such, any person who may have initially welcomed such conduct must give specific notice to the alleged harasser that such conduct is no longer welcome. This notice by the employee or student may assist in case investigation and help prevent or eliminate prohibited conduct.

Examples of sexual harassment may include but are not limited to the following: Unsolicited and unwelcome verbal communications or jokes and physical gestures or actions of a sexual nature toward another employee or student (for example, touching, patting, pinching, indecent exposure, or profane jokes) or displaying sexually suggestive photographs or other materials.

42 U.S.C. 1983, Civil Rights Act
42 USC 2000d et seq
42 USC 2000e et seq
29 USC 621 et seq 29
USC 749 42 USC 12101 et seq
20 USC 1681 et seq

Reporting Requirements- Persons who believe they are victims of sexual harassment or other discriminatory conduct are encouraged and have a responsibility to seek help promptly, and reports by non-victims are also encouraged. School administrators and supervisors who receive complaints of sexual harassment or other discriminatory conduct have an affirmative obligation to report such complaints or awareness to the superintendent or superintendent's designee in a timely fashion. If a student reports an incident of sexual harassment to a teacher, counselor, media specialist, school nurse, or another employee that employee shall immediately report that incident to a proper authority.

II. COMPLAINT PROCEDURES

A. Informal Investigation

1. Any person who alleges sexual harassment or other discriminatory conduct by any employee or student may elect that the matter be treated under this section regarding informal investigation. The alleged sexual harassment shall be brought to the attention of any principal, assistant principal, superintendent, or the superintendent's designee (herein collectively and individually referred to as the proper authority or proper authorities). These proper authorities shall investigate and attempt to resolve the matter in a confidential and informal manner. If the matter is resolved informally to the satisfaction of the complainant and/or victim, as the case may be, documentation regarding the complaint and resolution shall be kept in a separate file at the superintendent's office.
2. The informal adjustment procedure can only be elected on one occasion when the allegation involves the same victim and alleged perpetrator.

B. Formal Investigation

1. Any person who alleges sexual harassment or other discriminatory conduct by any employee or student may file a complaint with any of the proper authorities. A meeting with the superintendent or a designated administrator may always be requested. Filing a complaint or otherwise reporting sexual harassment or discriminatory conduct will not reflect upon the complainant's status nor will it affect future employment, grades, or work or learning conditions, unless such complaint constitutes a false reporting as defined in this policy.

C. Complaints of sexual harassment shall be handled in the following manner:

1. All complaints of sexual harassment shall be investigated by a proper authority, excluding any proper authority who may be the subject of such investigation.
2. Except for informal investigations, complaints must be submitted to a proper authority in writing on forms which can be obtained from any proper authority.
3. The proper authority who receives a complaint shall promptly investigate the complaint and shall take timely and appropriate action consistent with due process, state law, and the collective bargaining agreement.
4. No person shall be subjected to any adverse treatment for having made a complaint of sexual harassment and all complaints will be treated in a confidential manner as is appropriate given the need to investigate properly.
5. All documents related to complaints of sexual harassment which are determined to be unsubstantiated shall be kept in the superintendent's office in a separate file, shall not be a part of the employee's personnel record, and shall not be open to public inspection.

D. Sanctions for Misconduct - A substantiated complaint against an employee shall subject such employee to disciplinary action including but not limited to warning, reassignment, suspension and/or discharge. The discipline shall comply with state law, due process, and the collective bargaining agreement. A substantiated complaint against a student in the school corporation shall subject that student to disciplinary action including suspension and/or expulsion consistent with P.L. 218.

E. False Reporting - Any person who knowingly or recklessly files false charges against an employee or a student with intent to demean, harass, abuse, or embarrass that individual shall be subject to disciplinary action including but not limited to warning, reassignment, suspension, expulsion and/or discharge. The discipline shall comply with school policy, P.L. 218, state law, due process, and the collective bargaining agreement. A complaint which is ultimately determined to be unsubstantiated, but is made with the good belief that the allegations are true, will not be the subject of disciplinary action.

F. Notification of this Policy - This policy will be placed on file in the administrative office of all schools and departments of the Huntington County Community Schools, and incorporated in each employee and student handbook or folder. Adopted by the Board of School Trustees, April 24, 1995

CIVIL RIGHTS COMPLIANCE AND NOTICE OF NONDISCRIMINATION

HCCS will comply with the policy of the Indiana Department of Education not to discriminate on the basis of race, color, religion, sex, national origin, age or handicap as required by the Indiana Civil Rights Act (I.C. 1971, 22-9-1), Public Law 218 (I.C. 1971 Title 20), Title VI and VII (Civil Rights Act 1964), the Equal Pay Act of 1973, Title IX (1972 Education Amendments), and Section 504 (Rehabilitation Act of 1973).

HCCS does not discriminate on the basis of race, color, national origin, sex (including transgender status, sexual orientation and gender identity), disability, age, religion, military status, ancestry, or genetic information which are classes protected by Federal and/or State law (collectively, "Protected Classes") occurring in the Corporation's educational opportunities, programs, and/or activities, or, if initially occurring off Corporation grounds or outside the Corporation's educational opportunities, programs, and activities, affecting the Corporation environment. HCCS is also committed to providing a free and appropriate education to special education students in accordance with the Individuals with Disabilities Education Act (IDEA) and Indiana's Article 7. Article 7 and the IDEA require schools to provide parents of students who receive, or may be

evaluated for, special education with a copy of the Notice of Procedural Safeguards which explains the rights a parent of a child who has or may have a disability has under federal and state laws governing special education. This notice must be provided annually to parents of special education students, upon initial referral or request for evaluation of a student for special education, upon the filing of the first complaint or due process hearing during a particular school year, on the date of any disciplinary action constituting a change of placement under Article 7, and at a parent's request. The notice is available here in several languages: <https://www.in.gov/doi/students/special-education/laws-and-resources/>.

HSSC also does not discriminate on the basis of Protected Classes in its employment policies and practices as they relate to students and does not tolerate harassment of any kind. Equal educational opportunities shall be available to all students, without regard to the Protected Classes, age (unless age is a factor necessary to the normal operation or the achievement of any legitimate objective of the program/activity), place of residence within the boundaries of the Corporation, or social or economic background, to learn through the curriculum offered in this Corporation. Educational programs shall be designed to meet the varying needs of all students.

Students and parents are encouraged to promptly report incidents of unlawful discrimination and/or retaliation occurring in the Corporation's educational opportunities, programs and/or activities, or, if initially occurring off Corporation grounds or outside the Corporation's educational opportunities, programs and activities, affecting the Corporation environment to an administrator, supervisor, or other Corporation-level official so that the school corporation may address the conduct. Any administrator, supervisor, or other Corporation-level official who receives such a complaint shall file it with a Compliance Officer within five (5) business days. For more information on the complaint process, see Board Policy 2260 "Nondiscrimination and Access to Equal Educational Opportunity."

FERPA

Notification of Rights under FERPA

The Family Educational Rights and Privacy Act ("FERPA") affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the NAME OF SCHOOL ("School") receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, information technology provider, or therapist); a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures.

FERPA does not ordinarily require the School to make copies of records and, if the School does make copies, it may ordinarily charge for them. Finally, for the avoidance of doubt, records kept in the sole possession of the maker, used as a personal memory aid and not revealed to others are not education records.

Notice for Directory Information

As noted above, FERPA requires that the School, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the School may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the School to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.^[1]

If you do not want the School to disclose directory information from your child's education records without your prior written consent, you must notify the School within thirty (30) days of the start of the school year or enrollment. This notice will remain in effect for the rest of the school year. A new notice must be completed each subsequent school year. A form notice can be found in the student handbook that can be used to notify the School of a request to withhold directory information.

The School has designated the following information as directory information:

- Student's name
- Parent's name
- Address of student and parent
- Telephone listing
- Electronic mail address
- Gender
- Photographic, video, audio, or electronic recording or images of students taken or maintained by the school
- Date and place of birth
- Field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Diplomas, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

^[1] These laws are: Section 9528 of the Elementary and Secondary Education Act (20 USC §7908) and 10 USC §503(c).



FERPA Directory Information Opt-Out Form

Student Name: _____

Parent Name: _____

In accordance with the Federal Educational Rights and Privacy Act of 1974 (FERPA), a student's education records are maintained as confidential and, except for a limited number of special circumstances listed in that law, will not be released to a third party without their parent's prior written consent. The law, however, does allow schools to release student "directory information" without obtaining the prior consent of the parent. If you do not want the release of certain types of directory information without your prior consent, you may choose to "opt-out" of this FERPA exception by signing the form below. Directory information of a student whose parent has opted-out from the release of directory information, in accordance with this policy/procedure for opting out, will remain flagged until the parent requests that the flag be removed.

I request the withholding of the following personally-identifiable information identified as Directory Information under FERPA. I understand that upon submission of this form, the information checked cannot be released to third parties without my written consent or unless the school is required by law or permitted under FERPA to release such information without my prior written consent; and that the checked directory information will not otherwise be released from the time the school receives this form until my opt-out request is rescinded. I understand that I may not opt out of use of my child's student ID number because it is necessary identifying information for the school. I further understand that if directory information is released prior to the school receiving my opt-out request, the school may not be able to stop the disclosure of my directory information. I understand that I may request and challenge how my directory information is used by contacting the school.

____CHECK HERE TO OPT OUT OF ALL DIRECTORY INFORMATION IDENTIFIED BELOW; or

CHECK THE INDIVIDUAL BOXES BELOW TO SELECTIVELY OPT OUT OF INFORMATION SHARING:

- ____ Name
- ____ Address
- ____ Telephone number
- ____ Email address
- ____ Date of birth
- ____ Place of birth
- ____ Photograph
- ____ Dates of attendance
- ____ Grade
- ____ Participation in school activities and sports
- ____ Awards and honors received

Parent Signature: _____ **Date:** _____

DISCIPLINE POLICY FOR STUDENTS WITH DISABILITIES

Students with disabilities are subject to the discipline rules adopted by the Board of School Trustees and, therefore, may be suspended or expelled for any violation(s) of such rules, in accordance with I.C. 20-8.1-5.1 and 511 IAC 7-15. Students will receive services, including discipline when necessary, in accordance with IDEA and Article 7.

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 HCCS School Board Policy 5630.01.

STUDENT DISCIPLINE POLICY

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to discipline a student. In this event and in accordance with the provisions of I.C. 20-8.1-5.1, administrators and staff members may take the following actions:

1. Students will be given the opportunity to make up work missed due to exempt and parent/guardian reported absences. When students return from an excused absence, make-up work will be provided upon the request of the students; be equivalent, but not necessarily identical to the assignment given to students in attendance; and include tests, quizzes, and labs required for class credit. Students shall be given one day to complete make-up work for each excused absence and/or each absence counted as present up to a maximum of seven days. Extended illness shall be handled on an individual basis. Students who receive an out-of-school suspension will receive full credit for their work if they make that work up within the same number of days as the suspension.
2. Detentions: Teachers and administrators may assign students to serve detentions -- time and place will be determined by each school and/or grade level teams.
3. Removal from Class or Activity: Teachers may remove students from a class or activity for a period of one school day if the student is assigned regular or additional work to be completed in another school setting. Administrators may remove students from a class with loss of credit for the semester.
4. Thursday-School: Administrators (or designees) may assign students to serve Thursday School. Times will be determined by each middle school.
5. Individualized Supervised Study: Administrators (or designees) may assign students to supervised study.
6. Suspension from School: Administrators (or designees) may deny a student the right to attend school or take part in any school function for a period of up to ten (10) school days.
7. Expulsion: In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of a violation of Rule 16 listed under the Grounds for Suspension and Expulsion in this policy.

THURSDAY SCHOOL GUIDELINES

In addition to the rules in the middle school handbook, students will be expected to observe the following:

1. Each middle school will hold/supervise their own Thursday school.
2. Students shall assemble in an area designated by supervising personnel/administrator(s).
3. Students may only use the telephone in case of an emergency.
4. Students must report with the necessary supplies to study...paper, pencil, books, erasers, etc.
5. Students will not be allowed to put their heads down and/or sleep.
6. No food or beverages may be consumed during Thursday school.
7. No recreational articles will be allowed in the room. Magazines (except those assigned by teachers), radios, CD players, cellular phones, beepers (or other types of electronic devices), cards, computer games, etc.
8. A break will be provided for students.
9. Students that attend, fail to attend, and/or comply with Thursday school guidelines must report to the assistant principal, teacher(s), team of teachers, or other person so designated, at the start of school on Monday. Failure to serve according to the guidelines stated above will result in further disciplinary action. Action taken may include one (1) or more days of out-of-school suspension.

INDIVIDUALIZED SUPERVISED STUDY RULES

1. Tardiness will not be tolerated and may result in additional day(s) of supervised study. In some cases, students will be asked to report to the SS room as soon as they enter the building.
2. Each student will be assigned to a specific seat and will not leave that seat without the permission of the supervisor. There will be absolutely no marking on desks, walls, and/or dividers. Students will not place their feet on walls or other chairs.
3. No talking will be allowed unless to answer a question from the SS supervisor.
4. Students are to stay awake and alert at all times. Sleeping or the appearance of sleeping is not acceptable and may result in the student being required to serve additional time.
5. There is to be no eating of candy or food while in the SS room.
6. Each student will bring all his/her school work, books, and/or appropriate study materials with him/her. There will be no reading of private materials (i.e. magazines, novels) or idle drawing. Each student will work only on school-related materials. If a student does not have sufficient work, additional assignments will be requested and/or made. All assignments must be completed before a student is released to his/her regular schedule.
7. Students may be required to complete related supervised study packets, plans of action, substance abuse materials, and/or work with an assigned guidance counselor.
8. All in-coming school assignments will be monitored by the SS supervisor. Completed assignments are to be given to the supervisor who will determine if they have been adequately completed. If work is completed, it is kept and placed in the teacher's mailbox or the student's file folder.
9. Any student who fails to follow SS rules may be suspended out-of-school. Any student who does not adequately complete all assignments may be assigned additional SS time. Insubordination will be referred directly to administration.

STUDENTS ASSIGNED TO ISS WILL BE GIVEN FULL CREDIT FOR THE WORK COMPLETED.

OUT-OF-SCHOOL SUSPENSION (OSS)

1. During the OSS period, students are not permitted on school property.
2. Students may not participate in any extracurricular activities for the entire duration of the suspension period.
3. The parent/guardian must contact the school to discuss the necessary procedures for the student's re-entry into school.

TEACHER SUSPENSION OF STUDENTS

Each teacher shall, when students are under his/her charge, have the right to take any action reasonably necessary to carry out or to prevent, an interference with the educational function of which he/she is in charge. Teacher suspension is interpreted as the teacher's right to suspend from class and send to the office or ISS room for one period any student who interferes with the educational function for which the teacher is responsible.

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. A written or oral statement of the charges;
 - b. If the student denies the charges, a summary of the evidence against the student will be presented; and,
 - c. 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).

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, take any action found to be appropriate, and give notice of the action taken to the student and the student's parents.
6. 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

Date Adopted: June 24, 1996

BOOKBAGS AND BACKPACKS

Book bags, backpacks, and purses are not to be taken from lockers and used during school hours unless a student is traveling to or from physical education class. These items are subject to search and inspection by any middle school staff member who deems this action appropriate in accordance with HCCS Board Policy 5771.

CELL PHONES & WIRELESS COMMUNICATION DEVICES

Students may not possess cell phones or other non-school issued communication devices on school property unless the student and parent have signed and returned the Middle School Receipt of Student Handbook Form (available in the front of the student handbook). Students who bring cell phones or other electronic devices on campus without signing this form are subject to disciplinary action described in the handbook. Students must store their electronic device in their lockers during the school day with the device switched off.

Students who choose to bring electronic devices 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 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 or 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 my Thursday School as prescribed in my student handbook or until my parent(s) 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 administration until the conclusion of the school year.

IMPORTANT NOTICE TO STUDENTS AND PARENTS REGARDING CELL PHONE CONTENT AND DISPLAY

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

COMPUTER DEVICE MISUSE

Middle school students are expected to abide by all rules and guidelines concerning technology use. These guidelines can be found starting on page 45. A violation of technology rules or guidelines could result in consequences ranging from a Thursday School through an Expulsion.

DRINKS

Only water allowed during school hours. Pop, coffee, energy drinks, etc., will not be allowed for student consumption during school hours. Students will be asked to dispose of any beverage other than water.

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 student 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 student's health and comfort.

Violators of the dress code will be sent to the principal or assistant principal's office. Students will be asked to wear clothing the school has available. If appropriate attire cannot be obtained, the students will be assigned to in school suspension 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. No footwear will be allowed to have wheels on it.

3. Outdoor jackets/coats are not to be worn to class.
4. No blankets will be allowed in 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, gang symbols, violence and/or signs, or related activities.
2. Students will not be permitted to wear clothing or apparel depicting or expressing obscenities or any type of costume apparel.
3. Students will not be permitted to wear apparel, jewelry, or any other item(s), 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 gauges, facial piercings, body rings, chains attached to such rings, or chains attached to pocket watches or billfolds.
4. Shorts will be allowed at appropriate times. Skirts and shorts may be worn but must be long enough to reach the end of the student's fingers when his/her are down to the side in an erect standing position. Biking shorts or other types of tight fitting shorts 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 material 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. 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 sleeves.
8. Tight-fitting, leotard-look 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.

C. Maintenance of School

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

LOCKER POLICY

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 and are 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:

1. Admitted in evidence in a suspension or expulsion hearing.
2. Turned over to a parent or guardian.
3. Destroyed.
4. Turned over to any law enforcement officer.

Students are expected to keep lockers in an orderly fashion and free of debris, stickers, etc. Students are asked not to use lockers not assigned to them.

Items can only be attached to the inside of lockers with magnets. Do not use tape or any other products that might stick permanently.

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 administration.
4. For your own protection, keep the door locked and do not tell anyone your combination. 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.

The following is the policy of the Board of School Trustees of Huntington County Community Schools 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.

CARE/PROTECTION OF SCHOOL/PERSONAL PROPERTY

1. 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.
2. Print your name in ink on all books, tablets, gym shoes, and folders for which you are responsible.
3. Do not bring things of great value from home.
4. Do not bring large sums of money.
5. Secure all personal property in locked lockers during the school day. Athletes are to lock all belongings in athletic lockers during practices and contests.

ACADEMIC DISHONESTY

Any act of intentional academic dishonesty, through which a student attempts to gain an unfair advantage through dishonest means. Cheating shall include plagiarism, forgery, unauthorized copying or sharing of information, use of Artificial Intelligence (AI) Technology, and all other forms of academic dishonesty. It is against Crestview and Riverview policy to participate in or knowingly have access to testing materials in the form of answer keys, completed tests or assignments curated from previous students, or other forms of completed coursework. The act of knowing that academic dishonesty has taken place but not reporting it to a teacher or school administrator is punishable in the same manner as actually cheating on any test, quiz, or exam.

- Consequences will follow individual teacher classroom policy.
- Further offenses will result in a progressive form of discipline with administrative involvement.

PLAGIARISM

Plagiarism is defined as: Stealing someone's work or idea; the process of copying another person's idea or written work and claiming it as original. In academic courses, you are continually engaged with other people's ideas: you read them in texts, hear them in lecture, discuss them in class, and incorporate them into your own writing. As a result, it is very important that you give credit where it is due.

To avoid plagiarism, you must give credit whenever you use:

- another person's idea, opinion, or theory
- any facts, statistics, graphs, drawings—any pieces of information—that are not
- common knowledge
- quotations of another person's actual spoken or written words
- a paraphrase of another person's spoken or written words

Intentional Plagiarism – downloading an entire paper online, making up sources, cutting and pasting to make an entire essay, peer copying, substituting words in a sentence

Unintentional Plagiarism – including sources in a bibliography but failing to cite them in text, poor paraphrasing skills, copying from a classmate, cutting and pasting a sentence or two

Penalties for plagiarism will usually be determined by the teacher, and will vary based on the severity of the offense. Consequences can range from redoing the assignment, to loss of credit on the assignment, to loss of class credit in the case of severe violations on major course projects.

SMOKE AND VAPE FREE POLICY: USE OF TOBACCO ON SCHOOL PREMISES

The school board is committed to providing students, staff, and visitors with a tobacco-free environment. The negative health effects of tobacco use for both users and non-users, particularly in connections with secondhand smoke, are well established. Further, providing a tobacco-free environment is consistent with the role modeling responsibilities of teachers and staff to our students.

Accordingly, the board prohibits the use of tobacco including, but not limited to cigarettes, cigars, snuff, and chewing tobacco, electronic smoking devices and smoking paraphernalia on corporation premises, in corporation vehicles, within any facility owned or leased or contracted for by the District and used to provide education or library services to children, and at all corporation-sponsored events.

I.C. 16-41-37

20 USC 6081 et seq.

20 USC 7183

Adopted by the Board of School Trustees – March 24, 2003

Huntington County Community Schools is committed to providing a school environment free of health hazards. The School Board recognizes that the use of tobacco presents a health hazard which can have serious consequences both for the user and the nonuser and is, therefore, of concern to the board. In accordance with United States Federal and Indiana State Law, the use of tobacco products, including cigar, cigarette, electronic smoking devices, pipe, snuff, or any other matter or substance that contains tobacco, is prohibited in any of the buildings, grounds, or vehicles belonging to Huntington County Community Schools.

1. Building administrators and directors are instructed to include information in building handbooks which reflects the Smoke Free Policy to students.
2. Huntington County Community School students will receive education on tobacco health hazards, coordinated by Huntington County Community School nurses, administrators, and health teachers.
3. Middle School HCCS students shall not possess or use any tobacco products or paraphernalia on school grounds.
4. Appropriate supervisory personnel will be provided to enforce the Student Smoke Free Policy at Crestview and Riverview HCCS schools.
5. Violations of the Smoke Free Policy subject students to disciplinary measures consistent with current due process policies.

Pro-Children Act of 1994, I.C. 13-1-13

Adopted by the Board of School Trustees – June 26, 1995

Middle School Note: Knowingly possessing, use, provide, or transmit to another person or be under the influence of any substance which is, looks like, tastes like, smells like, or which is or was represented to be a tobacco product, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, 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 this subdivision.

HCCS STUDENT ASSISTANCE POLICY

The Board of School Trustees supports the concept that students will function at school with greater effectiveness if they are not under the influence or in illicit possession of alcohol, controlled substances, or involved in the abuse or inappropriate use of prescription or over-the-counter drugs. The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. The Board believes that a penalty consisting of suspension or expulsion is appropriate and may act as a deterrent for those who choose to illicitly use, at school or school-related functions, alcohol or other substances in such a manner that is likely to alter one's mood or lead to intoxication or chemical dependency. The Board believes that substance abuse may lead to chemical dependency which is a disease of major proportions in our society. The Board recognizes that chemical dependency is chronic, progressive, but is also treatable.

The unlawful possession, use, or distribution of illicit drugs or alcohol on school premises or as a part of the school's activities is strictly prohibited. Any student who knowingly possesses, uses, provides, or transmits to another person, or is 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, 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 physician is not a violation of this subdivision) while on school premises or as a part of any of the school's activities is subject to disciplinary sanctions up to and including expulsion from school and referral to local law enforcement authorities for prosecution.

The Board believes that, in addition to a penalty or disposition, help should be offered to those students found to be under the influence or in illicit possession of alcohol/drugs, as described in the above paragraph.

Therefore, the Board mandates that students under the influence or in illicit possession of alcohol, controlled substances, or involved in the abuse or inappropriate use of prescription or over-the-counter drugs shall be brought to the attention of the core team leader. The core team leader will facilitate help in the form of an assessment of chemical use, education, and/or further recommendations to the family for professional counseling or treatment.

The administration shall inform parents and students that compliance with this policy is mandatory and the disciplinary sanctions to be imposed for violation of this policy. Parents and students shall further be notified concerning available drug and alcohol counseling, rehabilitation, and re-entry programs.

Legal Authority:

Drug Free Schools and Communities Act Amendments of 1989.

(Public Law 101-226); 20 U.S.C. 1145; 34 CFR Part 86

Adopted by the School Board of Trustees – February 11, 1991

MIDDLE SCHOOL SUBSTANCE ABUSE POLICY

Students: Drugs, Tobacco, Alcohol and/or Paraphernalia:

Drugs: Using, Possessing, Selling

Substance abuse and addiction should be considered a medical/psychological problem. The morality of substance use is not the issue in establishing policy. The primary concern is the use of substances and the resulting injury to everyone. The greatest need is for all to deal intelligently and knowledgeably with the very difficult problem of substance abuse. The school should work with students, parents, community agencies, and other community groups in helping to develop realistic attitudes and behavior patterns in combating substance abuse.

It is expressly prohibited by the Board of School Trustees that any person or persons carry, be in possession of, use, purvey, or place anywhere on school corporation-owned premises (or within legal limits) and/or at and during school-sponsored activities any substances or paraphernalia associated with substance abuse.

The Board of School Trustees empowers and instructs the Superintendent of Schools and his/her designee to establish administrative procedures for immediately removing students found in violation of this board policy from the company of other students. The guidelines for the aforementioned actions shall include, but not be limited to: Any student who 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, 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 physician is not a violation of this subdivision.)

Students – Controlled Substances, CBD/THC products, Tobacco, Alcohol, Etc.

Guidelines for Handling Students Who Appear to be Under the Influence of a Controlled Substance

Controlled substance effects can be manifested in a variety of ways depending upon the substance taken and the individual who takes the substance. There are times when the individual's behavior can be quite obvious, and thus, disturbing and detrimental to the student and to others. At other times, the appearance of the student can suggest that he/she is experiencing a substance effect, but the behavior will not cause him/her to draw undue attention. These guidelines are designed to give direction for handling cases where the most noticeable and disturbing behavior is evident, and when the student is not capable of functioning properly in the classroom or in school. It should be kept in mind that there are causes other than the illegal use of substances and alcohol which may produce behavior of a similar nature: epilepsy, allergies, diabetes, hypertension, and other disorders are often medicated with substances which produce similar effects. These guidelines will serve to give direction to teachers, counselors, and administrators for assisting students who demonstrate behavior of a questionable nature. In all cases, since substance abuse is only suspected and not confirmed, discretion and ethical professional behavior must be exercised by all school personnel. A good rule to apply in these cases would be for each school person to ask, "Who needs to be aware of this incident, who is responsible for making them aware, and what action on my part is necessary for the overall well-being of the individual student and the school?" This will eliminate the discussions that often occur in these cases. The guidelines presented herein apply to the general situation and again professional judgment and discretion must be exercised in situations which require that there be deviation from these guidelines:

1. **Guidelines for Teachers:** If a teacher observes a student on school property (or within legal limits) who appears to be in violation of the substance abuse policy, the teacher should:
 - a. approach the student in a nonthreatening, non-judgmental, supportive manner and ask the student if he/she is feeling well.
 - b. encourage the student to accompany the staff member to the principal's office. If the principal is not in the office, the teacher should call for a counselor.
 - c. describe to the principal the behavior observed and then return to his/her assigned location.
 - d. submit a written statement of the incident to the principal.
 - e. In cases where the student will not willingly accompany the teacher to the office, the teacher should:
 - f. send another teacher or a reliable student to get the assistance of the principal.

- g. encourage the student to remain in the class-room or in the building – exercise good judgment and reasonable restraint to see that the student complies with this request.
 - h. keep the student under observation until assistance arrives.
 - b. Teachers who do not feel it advisable to leave their classrooms under such conditions should:
 - a. send a reliable student to the principal or ask a colleague to either supervise the classroom or to accompany the student to the office.
2. **Guidelines for Counselors:** If a student who is suspected to be under the influence of a substance is observed by a school counselor while in the guidance office area or on school property, the counselor should:
- a. informs the student that his/her condition is such that he/she cannot participate in school and that he/she must go to the principal's office.
 - b. accompanies the student to the principal's office and follows the procedure as stated for the classroom teacher.
 - c. If the student will not go willingly to the principal's office, the counselor should follow the guidelines established for teachers under e, f, and g.

Counselors can be of great assistance in helping work with other students who are not directly involved but who become emotionally upset when a friend has a substance abuse problem. Teachers or administrators should send such students to see their counselors if they notice that a student is extremely emotionally upset because of a friend's involvement with substance abuse.

3. **Guidelines for Building Principal:** The principal of the school is directly responsible for the health and safety of the faculty and students; therefore, he/she should be kept totally informed of suspected substance and/or alcohol abuse situations in the building. The building principal should:
- a. uses his/her own prerogative in dealing with each individual case.
 - b. notifies Huntington County security officers when indicated.
 - c. has turned over to him/her any substance or suspected substance confiscated in the investigation of a particular incident. This is then turned over to the Huntington County security officers.
 - d. brief Huntington County security officers on all matters pertinent to the individual case.
 - e. keep the parent/guardian informed of any matters related to the situation.

Disciplinary Action

The need for any disciplinary action and the nature of that action should be guided by two (2) controlling principles: (1) a desire to help the individual and his/her parents to recognize and deal with a potentially serious problem, and (2) the need to prevent the actions of the individual from disturbing the order and effective functioning of the school or from jeopardizing the welfare of other students. The first of these principles is paramount, but in some situations it must give way to the second principle. Distinction should be made between the first-time offender and one who has been involved in one (1) or more previous incidents of suspected or proven substance and/or alcohol abuse. Distinctions should also be made between (1) the student who is in possession, under the influence, or transmits an illegal substance, and (2) a student who is engaged in the unlawful selling or distribution of such substances.

If a student is in violation of the board policy and Indiana Code 20-8.1-5-4 which addresses the use of illegal substances, the violation must be handled in the following manner.

Infraction: Possession or use of any contraband or substance that may be purchased legally (or illegally) and used to produce an effect similar to a drug or controlled substance (e.g. K2 and Spice, CBD/THC products), any non-tobacco or electronic smoking device, including but not limited to vapor pens, e-cigs, and hookah pens.

ELEMENTARY AND MIDDLE SCHOOL DISPOSITION PROCEDURES

The procedures apply to all students attending school or school-related events. Due process policies will be followed. The disposition of each offense may be imposed at the discretion of the building principal.

I. Individual Substance Abuse

A. First Offense

- 1. Parents/Guardian will be notified.
- 2. Core team leader will be notified (principal/ counselor).
- 3. Proper school authorities will meet with the parents and students.
- 4. Appropriate recommendations will be made to the parents. (i.e. professional evaluation by a substance counselor, in-school suspension, suspension, etc.)
- 5. Proper legal authorities will be notified.

B. Second Offense

- 1. Parents/Guardian will be notified.

2. The student may be punished to the full extent of school policy with regard to the student's needs, other school problems, and safety for the entire school population.
3. Proper school authorities will meet with the parents of students and various recommendations will be made to the parents. Included will be such ideas as: professional substance abuse evaluation and counseling, outpatient treatment, self-help, support groups, etc.
4. Proper legal authorities will be notified.

C. Third Offense

1. Proper school authorities and parents/guardians will be notified.
2. The student may be excluded or expelled.
3. Professional intervention will be mandated.
4. Proper legal authorities will be notified.

Infraction: Dealing or distribution of any contraband or substance that may be purchased legally (or illegally) and used to produce an effect similar to a drug or controlled substance (eg CBD/THC products, K2, and Spice).

Disposition: The principal will recommend to the superintendent that the student who is dealing/distributing be expelled for the remainder of the school year. If the request for expulsion takes place during the second semester of a school year, the expulsion, if imposed, shall remain in effect for summer school and for the first semester of the following school year.

II. Selling/Distribution

It is essential that our school environment remains safe and drug free. We must attempt to prevent individuals from distributing materials which could be a hazard to the health and safety of other students.

Dealing, selling, or distribution includes the purposeful transmission 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 physician is not a violation of this subdivision) of alcoholic beverages, intoxicants, and marijuana and shall include any other substance represented as a controlled substance (look-alike) even if not actually a controlled substance.

In the event that an incident occurs, the administration may recommend to the superintendent that the student be expelled from school for the remainder of the school year. If the request for expulsion takes place during the second semester of a school year, the expulsion, if imposed, shall remain in effect for summer school and for the first semester of the following year subject to the provisions of I.C. 20-8.1-5-11(f).

III. Expenses

Any services or materials rendered or provided by school employees shall be without charge to the student. Any services or materials rendered or provided by professionals, or other persons not school employees will be at the student's and his/her parent's or guardian's cost. The school will assume no responsibility for payment of such costs.

HCCS SUBSTANCE ABUSE POLICY REGARDING EXTRACURRICULAR ACTIVITIES

I. DEFINITION OF TERMS OF THE SUBSTANCE ABUSE POLICY

- A. Extracurricular activity is any school-sponsored activity, athletic or otherwise, in which no academic credit is given.
- B. Controlled substance is any illegal substance or drug, in any form as defined under Indiana Law, including alcoholic beverages, intoxicants, marijuana, and steroids and shall include any other substance (look-alike) even if not actually a controlled substance.
- C. Confirmed violation:
 1. Is a communication from the office of the Huntington County Juvenile Court or Probation Department indicating probable cause to support the filing of a criminal information or petition of delinquency alleging possession, transfer, or use of a controlled substance?
 2. A finding by school administrators based upon observations of a student violating the Substance Abuse Policy.

II. SCOPE OF SUBSTANCE ABUSE POLICY

The Substance Abuse Policy shall apply to all Huntington County Community School students enrolled in grades 6 through 12. The provisions and penalties of this policy shall be imposed without regard to whether the violation was related to a school event and regardless of the day of the week on which the violation occurred. All provisions and penalties of the Substance Abuse Policy shall be cumulative in nature and shall apply throughout the student's enrollment in the local corporation, whether continuous or not.

III. SUBSTANCE ABUSE RULE

No student shall use, consume, buy, sell, or transfer any controlled substance at any time; however, this rule shall not apply to any student who possesses, uses, or consumes a controlled substance in accordance with a valid prescription or order by a person licensed, registered, or otherwise permitted to distribute, dispense, conduct research, or administer such controlled substance by the State of Indiana, so long as the prescription or order is specifically written for the student.

IV. PROCEDURE AND GENERAL PROVISIONS

- A. Nothing in this policy shall be construed to require the school to follow the due process and pupil discipline statutes (I.C. 20-8.1-5) as they may be amended, in removing a student from participating in any extracurricular activity.
- B. Any penalty imposed under this policy shall apply to any and all extracurricular activities in which the student is participating at the time such penalty is imposed, and to any extracurricular activity in which the student might choose to participate during the term of the penalty. In the event the student is not participating in an extracurricular activity at the time a violation of this policy is confirmed, the penalty will apply to any subsequent extracurricular activity in which the student participates and shall remain in effect until successfully served.
EXAMPLE: The calendar day requirement will continue from the date of the next sports' first contest of the season. The athlete, who is suspended for 14 days with seven (7) days remaining in the season, will be suspended for seven (7) days from the date of the first contest of the next sport season.
- C. A student who fails to successfully complete participation in an extracurricular activity, after successfully completing a penalty imposed under this policy, must serve the penalty in full in subsequent extracurricular activities in which the student participates. The student must successfully complete participation in an extracurricular activity for the full term of the activity and be in good standing. **EXAMPLE:** A student, who joins another activity to work off a penalty, must complete the season in that particular activity. The student may not serve the penalty then quit the team. The student must finish the season in good standing.
- D. If the penalty is not completed during the school year, the remainder will carry over into the following school year.
- E. The penalties imposed under this policy are based upon the assumption that a student is participating in an extracurricular activity that meets daily for a specific period of time or season. The participation penalty for any extracurricular activity which meets less frequently shall be modified proportionately to reflect a penalty of comparable consequence as given for those activities meeting on a daily basis. In no circumstances will the penalty be less than a one (1) day suspension from the activity/event.
- F. It shall be the primary responsibility of the extracurricular activity sponsor or athletic coach to implement and follow the provisions of this policy. Upon receipt of information which would lead a sponsor or coach to believe a violation has occurred, they shall take the following action:
 - 1. Inform the student of the allegations constituting the grounds for invoking this policy.
 - 2. Provide the student with an informal opportunity to explain the alleged conduct.
- G. When a violation is confirmed, the core team leader shall be contacted to assist in assessing and helping the student.
- H. The school will require all students who choose to participate in any extracurricular activity to meet with the sponsor or coach prior to the beginning of the extracurricular activity for the purpose of reviewing the Substance Abuse Policy Regarding Extracurricular Activities. The student shall acknowledge, in writing, receipt of a copy of the Substance Abuse Policy Regarding Extracurricular Activities.

V. PENALTIES FOR VIOLATION OF SUBSTANCE ABUSE

A. First Violation

- 1. The student shall, after the first confirmed violation, lose eligibility for the next fourteen (14) calendar days for all extracurricular activities in which the student is currently involved.
- 2. The student will be referred to the core team leader for assessment and help. Upon completion of the requirements set forth by the core team leader, the student may re-establish eligibility to participate in an extracurricular activity, provided the following terms are met:
 - a. The student must be free of any controlled substance as determined by the core team leader through an appropriate screen before eligibility is re-established.
 - b. The student will agree to meet regularly with the core team leader for the purpose of becoming and staying free of controlled substances.
 - c. If the student fails to meet with the core team leader as required during the stated time period, or to fulfill the terms of suspension, the core team leader will notify the school and the activity sponsor or coach, and the student will become ineligible to participate in any extracurricular activities for the remainder of the contract period.
 - d. Upon successful completion of the suspension, the student shall regain full eligibility to participate in extracurricular activities without further intervention. However, if this current violation constitutes multiple policy infractions, the coach/sponsor and the core team leader will meet to discuss the removal of the student from the team/club for the remainder of the season.

B. Subsequent Violations

1. After confirmation of a subsequent violation, the student will lose eligibility to participate in extracurricular activities for one (1) calendar year from the date of such confirmation.
2. The student will be referred to the core team leader for assessment and help.
3. The student may elect a probationary period in lieu of the one-year suspension, and may re-establish eligibility to participate in extracurricular activities provided the following terms are met:
 - a. The probationary period will last one (1) calendar year, the same length as the period of the suspension, had such been imposed.
 - b. The student will be ineligible to participate in any extracurricular activities for twenty-eight (28) calendar days.
 - c. The student must be free of any controlled substances as determined by the core team leader through an appropriate screen before eligibility is re-established.
 - d. Throughout the probationary period (1 year), controlled substance tests may be given to determine sobriety and compliance.
 - e. The student will agree to meet regularly with the core team leader for the purpose of becoming and staying free of controlled substances.
 - f. If the student fails to meet with the core team leader as required during the probationary period, or to fulfill the terms of probation, the core team leader will notify the sponsor or coach, and the student will become ineligible to participate in any extracurricular activities for the remainder of the original suspension period.
 - g. Upon successful completion of the probationary period, the student shall regain full eligibility to participate in extracurricular activities without further intervention. However, the same exception applies for the student deemed incorrigible. The coach and the core team leader will meet to determine the possible removal of the student for the remainder of the season.
4. If another substance abuse violation is confirmed during the period of probation, the student shall lose eligibility to participate in all extracurricular activities for two (2) calendar years from the date the new violation is confirmed.

C. Social Probation

All students who are found to be in violation of the Substance Abuse Policy, whether it be a first violation or a subsequent violation, shall be placed on social probation and shall not be allowed to attend or participate in any extracurricular activities for the duration of the time stated below:

1. 1st violation: 14 calendar days
2. Subsequent violation: 28 calendar days

The social probationary period will begin on the day the violation is confirmed and will remain in effect until the number of probationary calendar days designated has elapsed.

VI. SELF-REFERRAL

Any student may enter the Student Assistance Program through self-referral or third-party referral, such as peers, parents, or community representatives. Any self-referral or third-party referral shall not be considered a violation subject to the penalties of the Substance Abuse Policy, so long as the self-referral or third-party referral is voluntary and not involved in any pending investigation.

Adopted by the Board of School Trustees July 8, 1991

LEAVING SCHOOL GROUNDS

No student is allowed to leave school grounds at any time without permission. Permission to leave can only be granted by administrators or personnel appointed by them and the school nurse. Signing out is not considered permission to leave. Signing out is what you are instructed to do after permission to leave school has been granted. If you need to leave the building because you are ill, you need to go to the nurse's office and she will make the necessary arrangements for you to leave. Other reasons that make it necessary for you to leave must be approved by those listed above. Administrators or appointed personnel will take care of illness related releases when the nurse is absent from the building. Leaving the building without permission will result in disciplinary action. This action may include Thursday School, ISS, OSS, or expulsion.

GROUNDS FOR SUSPENSION OR EXPULSION

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 is prohibited at any Huntington County School. "Bullying" (per I.C. 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 student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student and create for the targeted student an objectively hostile school environment.
This rule will apply when a student is on school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group; off school grounds at a school activity, function or event; traveling to or from school or a school activity, function, or event; or using property or equipment provided by the school. While literally, the latter phrase means that when a student is using a device provided by the school at his home and another student bullies the student using the device, it would violate the rule.
Indiana Code 20-33-8-0.2, Indiana Code 20-33-8-13.5
2. 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 or attempting to cause damage to school property, stealing or attempting to steal school property.
4. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
5. 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.
6. 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 other 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.
Middle School Policy on Fighting: Students who violate item number five may be subjected to the following minimum punishment:
 - First Time Offense: OSS 3-5 Days, Based on the severity of the incident: possible Form 16, possible expulsion
 - Second Time Offense: OSS 10 Days, Based on the severity of the incident: possible Form 16, possible expulsion
7. Threatening or intimidating any student for any purpose, including obtaining money or anything of value from the student.
8. 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.
9. 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 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 or any type whatsoever, including air and gas powered guns (whether loaded or unloaded), 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 pointed blade capable of inflicting cutting, stabbing, or tearing wounds: and 2) is intended to be used as a weapon." I.C. 35-47-52.5(a), I.C. 20-33-9-1, I.C. 35-41-8, I.C. 35-47-9, I.C. 35-41-1-4.3, 20 U.S.C. 7151.

Middle School Note: 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.

10. Possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, CBD/THC products, alcoholic beverage, or intoxicant of any kind is prohibited. 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. 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 (I.C. 35-48-4-8.3) is prohibited.

Middle School Note: 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."

11. 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.

Middle School Note: 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.

12. 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.
13. Engaging in any activity, on or off school grounds, forbidden by the laws of Indiana, that constitutes an inference with school purposes or an educational function.
14. 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.
- 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.

Middle School Note: 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, CBD/THC products, alcoholic beverage, stimulant, depressant, or intoxicant of any kind (see Student Assistance Policy).
- f. Possessing, using, transmitting, or being under the influence of caffeine-based substance, substance containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription (see Student Assistance Policy).
- g. 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.
- h. 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.**

Middle School Note: Engaging in harassment of another person, which includes using electronic devices to send/receive sexually-related text messages, pictures or video sexually-related statements, gestures and/or physical contact, as well as racial/ethnic remarks.

- i. Using, selling, or possession of a tobacco product(s) on school property.
 - j. Cheating or plagiarizing 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 or out-of-school suspension or expulsion.
 - k. 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: Thursday school, supervised study, out-of-school suspension, or recommendation for expulsion.
15. Preventing criminal organization activity - presence of criminal organization and criminal organization activities can cause a substantial disruption to school and school activities. A "criminal organization" is defined as a formal or informal group with at least three members that specifically either promotes, assists in, participates in, or has as one of its goals the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery; or requires as a condition of membership or continued membership the commission of a felony or an act

that would be a felony if committed by an adult or the offense of battery. The following rules act to prevent disruption and to prohibit criminal organization activities by restricting those actions which foster such activities or which, because they may be performed in relation to criminal organization activities, endanger even those students who do not intend to show criminal organization membership or affiliation.

No student on school property or at any school activity:

- a. 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 criminal organization.
- b. 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 criminal organization.
- c. Shall use any speech or commit any act or omission in promoting the interests of any criminal organization or criminal organization activity, including but not limited to soliciting others for membership in any criminal organizations, intimidating or threatening any person, and violating any other rules as stated in the handbook.

Violating any of the above gang prevention rules may result in suspension or expulsion.

16. Possessing a Firearm:

- a. No student shall possess, handle, or transmit any firearm on school property.
- b. 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.
- c. 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.
- d. The superintendent shall notify the County Prosecuting Attorney's Office when a student is expelled under the above stated rule.

17. Possessing a Deadly Weapon:

- a. No student shall possess, handle, or transmit any deadly weapon on school grounds. See Rule 9 for more information.
- b. The following devices are considered to be deadly weapons as defined in I.C. 20-33-8-16, 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) days suspension and/or expulsion from school for a period of not more than one (1) calendar year.
- d. The superintendent shall notify the County Prosecuting Attorney's Office when a student is expelled under this rule.

18. 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 I.C. 20-3-8-17
19. Additional Disciplinary Actions Authorized:
This section applies to a person who:
- is a member of the administrative staff, a teacher, or other adult who
 - has students under the person's charge

A person may take disciplinary action in addition to suspension and expulsion that is necessary to ensure a safe, orderly, and effective educational environment. Disciplinary action under this section may include the following:

- Counseling with a student or group of students;
- Conferences with a parent or group of parents;
- Assigning additional work;
- Rearranging class schedules;
- Requiring a student to remain in school after regular school hours to do additional school work or for counseling; and
- Restricting extracurricular activities.

The Grounds for Suspension or Expulsion listed above (#1-19) apply when a student is:

- 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;
- Off school grounds at a school activity, function, or event; or
- 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.

BOARD POLICY:

SEARCH AND SEIZURE ON SCHOOL PREMISES OR DURING A SCHOOL ACTIVITY

Adopted September 8, 1980

SEARCH AND SEIZURE--PROCEDURE--USE OF EVIDENCE

- As used in this section, "reasonable cause for a search" means circumstances which would cause a reasonable person to believe that the search of a particular person, place, or thing will probably lead to the discovery of:
 - Evidence of a violation of the student conduct standards and/or corporation policies and/or regulations as contained or referenced in the student handbook;
 - Anything which because of its presence presents an immediate danger of physical harm or illness to any person or damage to property.
- 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 the students and are subject to inspection, access for maintenance, and search pursuant to this section. No students shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by the principal of the school in which the locker or storage area is located or his designee. Unapproved locks shall be removed and destroyed.
 - The principal, or a member of the administrative staff designated in writing by the principal may search a locker and its contents at any time where the person conducting the search or the principal designating the person to search has reasonable cause for a search of the locker searched. Other than a general search of lockers of all students, where the locker to be searched is assigned to a particular student, where possible the student shall be present at the search.
 - The principal, a member of the administrative staff, or a teacher may search a desk or any other storage area on school premises, other than a locker, when the person conducting the search has reasonable cause for a search.
- The principal, or another member of the administrative staff designated in writing by the principal and acting at the direction of the principal, may search the person of a student during a school activity if the principal has reasonable cause for a search of that student. Searches of the person of a student shall be limited to:
 - Searches of the pockets of the student;

2. Any object in the possession of the student such as a purse or briefcase; and/or
 3. A "pat down" of the exterior of the student's clothing. Searches of the person of a student which require removal of clothing other than a coat or jacket shall be referred to a law enforcement officer in accordance with subsection G of this section. Searches of the person of a student shall be conducted in a private room by a person of the same sex as the student being searched. At least one, but not more than three additional persons of the same sex as the student being searched shall witness but not participate in the search. At the request of the student to be searched, an additional person of the same sex as the student designated by the student, and then reasonably available on school premises, shall witness the search. The parent or guardian of any student searched shall be notified of the search as soon as reasonably possible.
- D. The privilege of bringing a student-operated motor vehicle onto school premises is hereby conditioned on and such action shall be evidence of the consent by the student driver, the owner of the motor vehicle, and the parent or guardian of the student to allow search of that motor vehicle when there is reasonable cause for a search of that motor vehicle. Refusal by a student, parent or guardian, or the motor vehicle owner to provide or allow access to a motor vehicle on school premises at the time of a request to search the motor vehicle, shall be cause for disciplinary action, including but not limited to termination without further hearing of the privilege of bringing a motor vehicle onto school premises by any student who, or whose parent or guardian so refuses. The principal or a member of the administrative staff designated in writing by the principal may request a law enforcement officer to search a motor vehicle on school premises, subject to subsection G of this section.
- E. Anything found in the course of a search conducted in accordance with this section which is evidence of a violation of the student conduct standards and/or this corporation's policies and/or regulation as contained or referenced in the student handbook may be:
1. Seized and admitted as evidence in any suspension or expulsion proceeding if it is tagged for identification at the time it is seized and kept in a secure place by the principal or the principal's designee until it is presented at the hearing;
 2. Returned to the parent, guardian, or the student from whom it was seized; and
 3. (Destroyed if it has no significant value) or turned over to any law enforcement officer in accordance with subsection G.
- F. Anything found in the course of a search conducted in accordance with this section which, by its presence, presents an immediate danger of physical harm or illness to any person may be seized and:
1. Returned to the parent, guardian, or student from whom it was seized;
 2. Destroyed; or
 3. Turned over to any law enforcement officer in accordance with subsection G.
- G. The principal, or a member of the administrative staff designated in writing by the principal, may request the assistance of a law enforcement officer to:
1. Search any area of the school premises, any student, or any motor vehicle on school premises;
 2. Identify or dispose of anything found in the course of a search conducted in accordance with this section.

Where law enforcement officers respond to such a request, no school employee shall assist or otherwise participate in any search conducted.

BASIC CONDUCT RULES

A few fundamental rules are essential for the successful operation of any organization. If everyone will try their best to obey 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 and a hall pass.
4. The contents of desks and lockers are an individual's personal possession. However, 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 deemed appropriate by the classroom teacher.
8. Do not deface or damage school property.
9. The school requests that students not bring or carry large sums of money to school and prohibits the use of electronic devices during the school instructional time. MP3 players, IPOD's, Kindle's and other such devices will be

permitted to be used in a classroom setting **only** if the teacher and/or an administrator has given permission for their use. The school will not be responsible for lost, damaged or stolen wireless devices

10. Use of profanity and/or other objectionable language will not be tolerated.
11. Fighting will not be allowed -- you can expect stern disciplinary action if you are involved.
12. Students are to only be in supervised areas throughout the school day and at school functions.
13. Disruption in the classroom, of any type, is a violation of school rules and the Indiana State Code.
14. **Truancy**--students truant from school may be placed on an attendance contract and may be referred to Huntington County Probation.
15. **Non-School Issued Electronic Communicating Devices** – If students have cell phones or other electronic devices with them while they are attending school during the regular school day, they must have them turned to “off” and stored in their lockers. This includes on regular bus routes in the mornings to school and on the way home after school. At no time can these phones, or particularly camera phones, be used to invade the privacy of another student. This includes while students are on school grounds immediately before or during school hours, or immediately after school hours. While traveling to or from a school activity, function, or event, a student may call a parent for transportation after the school activity or an extracurricular event is completed-with adult permission only. It should be noted that the school is not responsible for lost, stolen, or damage to cell phones or other non-school issued electronic communicating devices. See Grounds for Suspension and Expulsion #15 for disposition.

DISCIPLINE INFRACTION MATRIX

These infractions and penalties are general guidelines. They are not meant to be all inclusive and the administration reserves the right to deviate based on the unique circumstances of an incident. Any violation of state statute will result in filing appropriate forms with the proper authorities.

INFRACTION	1 ST PENALTY	2 ND PENALTY	3 RD PENALTY
Possession of cell phone, laser pointers, or other electronic device during school hours	• Taken to the office and returned at the end of the day • Possible expulsion, based on use	• Thursday School AND parent/guardian pick up • Possible expulsion, based on use	• Thursday School AND parent/guardian pick up • Possible expulsion, based on use
Internet Misuse	• Loss of log-in and internet privileges • Possible detention / Thursday school at the discretion of administration	• Loss of log-in and internet privileges • Possible detention / Thursday school at the discretion of administration	• Loss of log-in and internet privileges • Possible detention / Thursday school at the discretion of administration
Fighting / Physical Altercation / Battery / Disorderly Conduct	• OSS (3-5 days) Based on the severity of the incident • Probationary Continued Education Agreement • Possible expulsion	• OSS (10 days) Based on the severity of the incident • Probationary Continued Education Agreement • Possible expulsion	
Tobacco, Paraphernalia, and/or Electronic Smoking Device <i>(Confiscated Items Won't Be Returned)</i>	• Up to 5 days OSS • Notify SRO to issue Tobacco Ticket • Notify AD and pertinent extracurricular/co-curricular sponsors	• Up to 10 days OSS pending possible expulsion • Notify SRO to issue Tobacco Ticket • Notify AD and pertinent extracurricular/co-curricular sponsors	• Possible expulsion (up to 2 semesters) • (If Applicable) Meet with parents, principal, AD, and/or SRO

Drug/Alcohol/CBD/THC products, Possession/Use and/or Distribution (Confiscated Items Won't Be Returned)	● OSS (up to 10 days), pending expulsion ● Notify SRO and AD	● Expulsion	● Expulsion
Violation of Dress Code	● Change clothes ● Refusal to change = ISS ● Warning issued	● Change clothes ● Refusal to change = ISS ● Thursday School	● Change clothes ● Refusal to change = ISS ● Thursday School
Bus Misconduct	● Misconduct report sent to parents/guardians ● More serious misconduct (i.e. fighting) will be handled as if in a school setting	● Suspension of riding privileges (1 day) ● Further misconduct warrants further suspension or removal	● Suspension of riding privileges (3 days) ● Further misconduct warrants further suspension or removal
Unsuccessful in Serving Detention	● Thursday School	● Thursday School	● Thursday School
After 8th Detention	● 1-3 days ISS	● 3-5 days OSS	● Possible Expulsion
Unsuccessful in serving Thursday School	● 1st Offense = 1 day ISS ● 2nd Offense = 2 days ISS ● 3rd Offense = 3 days ISS	● 4th Offense = 1 day OSS ● 5th Offense = 2 days OSS ● 6th Offense = 3 days OSS and possible Form 16A	● 7th Offense = Possible Expulsion
Obscenity/Profanity	● Thursday School ○ 3 days OSS if directed to faculty member ● Racial Slurs - ISS (discretion of administration)	● Thursday School ○ 5 days OSS if directed to faculty member ● Racial Slurs - OSS (discretion of administration)	● Thursday School ○ Possible expulsion if directed to faculty member ● Racial Slurs - OSS (discretion of administration)
Possession of a Deadly Weapon (Confiscated Items Won't Be Returned)	● OSS (up to 10 days) ● Expulsion	● Expulsion	● Expulsion
Bullying/Harassment	● Discretionary use of Thursday school, ISS, OSS depending on the proof at hand and severity of the incident. ● Possible no contact order	● Discretionary use of Thursday school, ISS, OSS depending on the proof at hand and severity of the incident. ● Expulsion may be considered if severe	● Discretionary use of Thursday school, ISS, OSS depending on the proof at hand and severity of the incident. ● Expulsion may be considered if severe
Theft/Vandalism	● Restitution ● OSS (2 days) ● Discretionary use of additional OSS days dependent on severity	● Restitution ● OSS (5 days) ● Discretionary use of additional OSS days dependent on severity	● Restitution ● Discretionary use of additional OSS days dependent on severity ● Possible expulsion
Tardies To School	● 4th tardy = Thursday School ● Additional tardy will result in Thursday School	● Each additional tardy will result in a Thursday School	● Each additional tardy will result in a Thursday School

STUDENT SERVICES

MINIMUM CLASS ENROLLMENT

Extracurricular & Co-curricular Participation

In order to be eligible for extracurricular or co-curricular participation, a student must be enrolled in a minimum of three (3) in-person classes during the semester when eligibility is determined. Consistent with HCCS Board Policy 9951, the minimum in-person courses should be in core academic areas (math, science, social studies, English). Virtual courses taken through online platforms such as Apex and Edmentum do not count toward this minimum course requirement.

POLICY: ELEMENTARY AND MIDDLE SCHOOL ATHLETIC AND EXTRACURRICULARS 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. After two weeks, the administration will recheck the grades of the ineligible students. If the grade is a passing grade, the students will become eligible again. During the ineligible period, 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 grading periods.

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 who miss part of the school day due to illness must be in attendance by 11:05 A.M. in order to play in a contest or practice on that date. Students missing school for reasons other than illness must have an excused absence in order to participate.
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.
5. Home School students must be enrolled in at least 5 classes at HCCS in order to participate in extracurricular activities. They cannot be dual enrolled in another academic institution.

Physician Certificate -- To participate, even in the first practice, the student athlete must have a physical uploaded to final forms. All portions of final forms must be completed in order to participate.

Insurance -- Since the school has no funds to pay for injuries, participants must provide the principal with written proof that the parents have insurance that will cover injuries.

Practice Bus -- Practice buses are provided to transport students who are participating in extracurricular activities at school. Practice buses will drop students at designated areas.

Cheerleaders -- Seventh/eighth grades -- one group of cheerleaders will be selected for each grade. They will represent both boys' and girls' sports and will perform at games within the county. Eligibility requirements will be the same as for other student athletes -- including physicals.

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 HCCS. Students must attend the school in which district they reside unless a transfer request has been completed and approved by school administration.

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 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.

MEDICATION POLICY

State Law regarding medication: The Attorney General has stated in reference to the Acts of 1949, Chapter 196, Section 2, that anyone giving medication who is not a licensed physician is practicing medicine illegally. This includes teachers, nurses, or other school personnel who give children any medicine, including Tylenol, without a physician's order.

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 doctor and 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 when it is no longer needed or at the end of the school year. 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 may be released only to:
 - A. **The student's parent; or**
 - B. **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 or medical provider 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
 3. the nature of the disease or medical condition requires emergency administration of the medication.

The authorization and statement described in subsections A and B must be filed with the student's school annually. (I.C. 20-33-8-13)

IMMUNIZATIONS

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 must be on file with the school within 20 days of notification. The **minimum** immunizations requirements for children enrolling in or currently enrolled in grades 6-8 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.
- **One (1) dose of Tdap.** Tetanus diphtheria booster containing pertussis.
- **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 Hepatitis A vaccine.**
- **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.**
- **One (1) dose of Meningococcal (MCV4) vaccine.**
- The CDC recommends but does not require two (2) or three (3) doses of HPV vaccine

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 to 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 nurse if you have questions about your student's immunization record.

You may receive these immunizations through your primary care provider or the local health department. The cost for the immunizations is \$10.00 per shot but may also be covered under insurance. For further questions or to schedule an appointment at the health department, you may call 260-358-4831, ext. 1.

The state department of health may expand or otherwise modify the list of communicable diseases that require documentation of immunity as medical information becomes available that would warrant the expansion or modification in the interest of the public. The state department of health shall adopt rules under IC 4-22-2 specifying the:

1. immunization required
2. child's age for administering each vaccine;
3. adequately immunizing doses; and,
4. method of documentation of proof of immunity.

ANNUAL LETTER OF NOTIFICATION FOR ASBESTOS

Huntington County Community Schools 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.

In March, 1995, a periodic surveillance was conducted in each school building to inspect the condition of asbestos and no changes of condition were noted. In March, 1995, ATEC & Associates, Inc. conducted a three year reinspection of all asbestos

at each school building. Their accredited inspectors not only checked the condition of asbestos, but reassessed operations and maintenance procedures that will keep this asbestos containing material in good condition.

Huntington County Community Schools follow 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 the school office if you would like such notification for your child.

Should you have any further questions, you may contact the Director of Maintenance, 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.

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 causes meningococcal disease are transmitted through airborne droplets and by direct contact with an infected person. Bacteria that causes 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

HCCS TECHNOLOGY GUIDELINES

MISSION STATEMENT

Huntington County Community Schools 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.

POLICY: SOFTWARE ACQUISITION

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, HCCS 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
- Assistant to the Superintendent for Instruction
- Director of Technology
- Building Principal or Assistant Principal with approval from: Superintendent, Asst. Superintendent for Instruction, or Dir. of Tech.
- Building Technology Committee or Department with approval from: Superintendent, Asst. Superintendent for Instruction, or Dir. of Tech.
- Corporation Technology Committee with approval from: Superintendent, Asst. Superintendent for Instruction, or Dir. of Tech.

POLICY: SOFTWARE/COPYRIGHT

The Copyright Act was amended on December 12, 1989, to define computer programs and provide for the reproduction of another copy of a computer program by the owner. Section 117 of the Copyright Act reads as follows: "Notwithstanding the provisions of Section 106, it is not an infringement for the owner of a copy of a computer program to make or authorize the making of another copy or adoption of that computer program provided:

- That such new copy or adoption is created as an essential step in the utilization of the computer program in conjunction with a machine and that it is used in no other manner.
- That such new copy or adoption is for archival purposes only and that all archival copies are destroyed in the event that continued possession of the computer program should cease to be rightful.

"Any exact copies prepared in accordance with the provisions of this section may be leased, sold, or otherwise transferred, along with the copy from which such copies were prepared, only as part of the lease, sale, or other transfer of all rights in the program. Adaptations so prepared may be transferred only with the authorization of the copyright owner."

OBTAINING PERMISSION FOR COPYING

- A teacher may request and obtain permission to copy material from copyrighted work; they may then use the work as expressly permitted and will not be bound by the limitations and prohibitions set forth above.
- A request for permission must be in writing and should be sent, together with an envelope addressed to the sender, to the permissions department of the publisher of the work. The request should include the title, author or editor,

and edition of the materials for which permission is sought; the exact materials to be used, with specification of the amount, page numbers, chapters, including, if possible, a photocopy of the material; the number of copies to be made; the use to be made of the duplicated materials; the form of distribution; whether or not the copies will be sold; and the process by which the material will be reproduced.

- A copy of the written permission granted by the publisher or copyright owner shall be preserved by the Director of Technology or Technology Team Building Team Representative.

HCCS 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.

POLICY: USE OF CORPORATION COMPUTERS

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

Each user's password shall be changed periodically by the user for security reasons. (Each building in HCCS will have a building representative with password rights or a corporation technician.)

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

The purpose for technology in HCCS is:

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

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

POLICY: LENDING OF CORPORATION-OWNED EQUIPMENT

The HCCS 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.

POLICY: NETWORK

Members of the HCCS 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 HCCS 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 HCCS 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 HCCS 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 HCCS 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 nonschool 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. (HCCS 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.

HCCS 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, HCCS 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 HCCS. 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 ensure 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.

HCCS 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.

LETTER TO PARENT OR GUARDIAN REGARDING INTERNET

Huntington County Community Schools 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, HCCS makes the Corporation's complete Internet policy and procedures available for review to parents, guardians, and community patrons. HCCS provides parents and guardians the opportunity to exclude their child from using the Internet. HCCS 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.

HCCS WEB PAGES

The HCCS 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.
- A. **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.

HCCS INTERNET USE AGREEMENT

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

1. I have read and understand the HCCS *Policy on Corporation-Provided Access to Electronic Information, Services, and Networks*.
2. Any Modem or outside communication from this facility must be under direct supervision of a staff member of HCCS.
3. Any Bulletin Board Space access from this lab must be under the direct supervision of a staff member of HCCS.
4. Any Internet Connection (Direct or Indirect) must be under the supervision of a staff member of HCCS.
5. HCCS does not authorize use of the modem or any communication device for any reasons other than educational purposes.
6. HCCS releases itself from any inappropriate, unfit, and illegal action taken while using the modem or any other communication devices in its labs.
7. HCCS 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.

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 the Internet. Note that electronic mail (email) 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 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 diskettes, 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.
1. **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 HCCS'S NETWORK/INTERNET USE REGULATIONS

I have read, understand and will abide by the Internet Use Regulations approved by the Huntington County Community School'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 **Middle 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 HCCS Middle 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 HCCS Middle 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 Schools 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.



Secondary Student Instructional Device Responsible Use Agreement

HCCS 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 my instructional device to every class, every day.
 - The instructional device must be transported in the school-issued bag.
5. Take my instructional device home at the end of the day and fully charge it for the next school day.
6. Make sure I know what each teacher expects in his/her classroom.
7. Use my instructional device 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. Remember the school's policy on the transmission of inappropriate materials including pictures, videos, or text messages.
11. Ask permission before I print while at school.
12. Keep my instructional device in the school issued protective bag when moving from class to class or transporting my instructional device home or back to school.
13. Keep instructional devices free of writing, marks, stickers, or other attachments.
14. Keep the school's attached label on my instructional device at all times.
15. Keep my instructional device with me or in a secure location (locked locker) at all times.
 - Do not leave my instructional device in a car, with a friend, or unattended.
16. Keep my instructional device free of apps, photos, videos, or music that are not school appropriate.
 - Inappropriate media (music, Apps, games, photos, video, websites, etc.) includes but is not limited to the presence of guns, weapons, violence, pornographic materials, inappropriate language, alcohol, drugs, tobacco, and gang-related symbols or pictures and will result in disciplinary actions.
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:

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

2. Use improper language or pictures.
3. Use any form of electronic communication to harass, intimidate, ridicule, or otherwise harm others.
4. Pretend to be someone else online.
5. Give out my full name, password, address, phone numbers, or any other personal information to someone I don't know.
6. Give out full names, addresses, or phone numbers of others.
7. Look for, read, view, or copy inappropriate pictures or information.
8. Load my own software on the district network to use at school, unless I have received permission.
9. Damage, change, or tamper with the hardware, software, settings, or the network in any way.
10. Decorate the physical computer with stickers, writing, or other markings.

I Understand:

1. My instructional device 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 instructional device. Immediately report a damaged or lost/stolen instructional device 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 and network belong to the district and that using them is a privilege, not a right.
7. The computers, 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 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 instructional device for a class period.
- Losing access to the App Store and Apps, music, etc. purchased by the individual
- Not being able to take your instructional device home.
- Not being able to have an individual instructional device.
- Facing other discipline such as detention, in-school suspension, or out of school suspension/expulsion.

Student Name (printed) _____ **Date** _____
Student ID Number _____ **Grade Level** _____
Student Signature _____
Parent Signature _____



Secondary Instructional Device Extended Warranty & Replacement

Please see the following policies on Instructional Extended Warranty and Replacement for student Devices. Due to safety and security concerns, family-owned devices will not be allowed to be used by students.

I have read and understand the HCCS extended warranty & replacement plan for coverage of theft, loss, or damage of my student's school owned instructional device as outlined below.

HCCS will be implementing a new extended warranty program and will be charging for minor/major repairs. See the table below outlining replacement costs and qualifications for a minor repair and a major repair. ***If a third major repair is needed, the total cost of the replacement part will be charged. (Not to exceed the total replacement cost of the device.)***

Replacement Costs	Minor Repair \$20.00 Charge Any Occurrence	Major Repair \$35.00 Charge for 1 st & 2 nd Repair
Charger - \$50.00	Battery	Full Upper/Lower Casing
Case Cover - \$35.00	LCD Bezel	Keyboard Assembly
Stylus - \$30.00	Top Case	Screen Hinge
	Keyboard	Touch Screen
	Trackpad	Motherboard
	Charger Port	Palm Rest
	USB Port	

- **Failure to return school issued instructional device:** If the school issued instructional device is not returned at the end of the school year or upon withdrawal from this school district or upon moving to another school district or within 30 days of the time of graduation, the failure to return the school issued instructional device will be considered theft or conversion of the device and this action will be turned over to local law enforcement for prosecution purposes.
- **Lost/stolen Instructional Devices:** HCCS will make every attempt to locate lost and stolen instructional devices. Any reported theft of an instructional device will be fully investigated and reported to authorities. The student will not be charged to replace an instructional device that is confirmed to be stolen.
- **Intentional Damage:** Students/Parents are responsible for full payment of intentional damages to the instructional device. This would also include intentional damage to another student's instructional device.
- **Students will be issued a loaner device** while the instructional device is being repaired.

