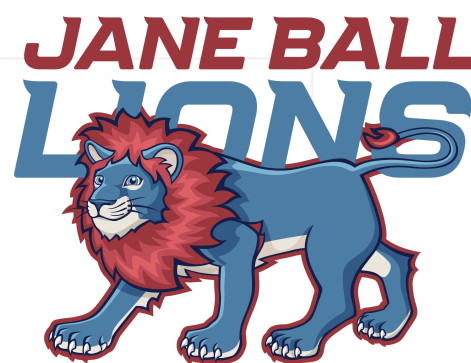


Hanover Community School Corporation

Elementary School Student Handbook 2026-2027



Making a difference... Realizing potential

Lincoln Elementary
12245 West 109th Avenue
Cedar Lake, Indiana 46303
Phone: (219) 374-3600
Fax: (219) 365-1432

Mr. Frank Zaremba, Principal 374-3602
Mrs. Laura Murray, Secretary 374-3600, Ext. 3601
Mrs. Sue Sheehy, Bookkeeper 374-3600, Ext. 3612
Mrs. Heather Gibson, RN, School Nurse/Attendance 374-3603
Ms. Raquel Gonsiorowski Cafeteria 374-3600 Ext. 3610
Mrs. Annie Shireman, Dean of Students

Jane Ball Elementary
13313 Parrish Avenue
Cedar Lake, Indiana 46303
Phone: (219) 374-3700
Fax: (219) 374-4430

Mrs. Rebecca Delgado, Principal 374-3702
Mrs. Dana Kamphius, Secretary 374-3701, Ext. 3701
Mrs. Dana Rehr, Bookkeeper 374-3700, Ext. 3723
Mrs. Kris Monzel, RN, Nurse/Attendance 374-3703
Mrs. Kelli Ribicki, Cafeteria 374-3600 Ext. 3610
Mrs. Nikki Bridges, Dean of Students



TABLE OF CONTENTS

<u>Topic</u>	<u>Page #</u>
<i>Mission, Vision, & Belief Statements – Jane Ball</i>	3
<i>Jane Ball Pledge</i>	3
<i>Mission, Vision, & Belief Statements - Lincoln</i>	4
<i>Lincoln Pledge</i>	4
<i>Where to Go with Questions or Concerns</i>	5
<i>Arrival & Dismissal</i>	5
<i>Bullying Policy</i>	15
<i>Cafeteria and Recess</i>	19
<i>Code of Conduct</i>	20
<i>General School Information</i>	22
<i>Medical and Safety</i>	26
<i>Student Behavior Standards</i>	28
<i>Support Services</i>	29
<i>Technology, Video, Telephone</i>	30
<i>AHERA</i>	36
<i>Title I Documents</i>	37
<i>Index</i>	47



Jane Ball Elementary Information

Mission

The mission of the Jane Ball School Community is to empower students to meet or exceed the academic state standards. We will provide systems of support for all students to achieve their maximum potential.

Vision

Instruction and behavioral expectations will be cohesive and systemic to allow implementation of best practice and research based strategies for students to develop skills to become active learners, problem solvers, and productive members of society.

Jane Ball Beliefs

We believe:

- children are our number one priority.
- learning is the key to success.
- differences in learning styles exist; therefore, students have the right to learn in a way that brings them personal success.
- Jane Ball Elementary has a responsibility to meet the academic, emotional, social, and physical needs of students.
- students have a shared responsibility for their own learning to achieve their personal best.
- the school, home, and community have joint responsibility for the educational process
- a safe, positive, and nurturing environment is necessary for learning.
- all staff members impact the success of the students.

Jane Ball Pledge

I am a Jane Ball learner.
I take full responsibility
for my actions,
because I am responsible
for my life.
I will respect others.
I will have a positive attitude.
I will take pride in my work.
I will learn the skills to achieve.
I am a Jane Ball learner.
I am a unique and
important person.

School Mascot and Colors

School Mascot: Lion

School colors: Red and White



Lincoln Elementary Information

Mission Statement

The mission of Lincoln Elementary School is to involve the partnership of students, families, staff, and community to ensure that all students become lifelong learners through the highest quality educational program.

Lincoln Elementary Belief Statements

All students:

- are our first priority
- must feel secure and need recognition and belonging
- can learn and succeed
- can make a positive contribution to society

Schools:

- provide a safe, nurturing learning environment
- change and adapt with society to meet the needs of the students
- need support and resources with community partnership to achieve the school's mission
- provide structure and guidance to promote social educational growth

Teaching:

- engages students in real world experiences
- motivates students to reach individual potential
- strives to meet all students' educational needs
- develops relationship with educational stakeholders

Learning:

- is a lifelong process
- needs to be challenging and engaging
- occurs at different rates and in different ways
- connects to the real world

Lincoln Pledge

I am a Lincoln learner.
I take full responsibility for my actions,
because I am responsible for my life.
I will respect others.
I will have a positive attitude.
I will learn the skills to achieve.
I am a Lincoln learner.
I am a unique and important person.

School Mascot and Colors

School Mascot: Leopard

School colors: Blue and White

WHERE SHOULD YOU GO WITH A QUESTION OR CONCERN?

The people closest to the issue have the quickest and most appropriate response
for your questions and concerns.

Academics	Discipline	Transportation
Questions or concerns regarding classwork or grades should be directed to your child's teacher.	Questions or concerns regarding classroom behavioral issues should be directed to your child's teacher.	General questions about transportation for your child should be directed to the transportation coordinator.
		
If more information is needed or you still have questions or concerns, a discussion should then be scheduled with the principal.	If more information is needed or you still have questions or concerns, a discussion should then be scheduled with the principal.	If more information is needed, or there are concerns about a bus driver or a bus issue, a discussion should be scheduled with the principal.
		
If more information is needed or you still have questions or concerns, a discussion should then be scheduled with the Superintendent.	If more information is needed or you still have questions or concerns, a discussion should then be scheduled with the Superintendent.	If more information is needed or you still have questions or concerns, a discussion should then be scheduled with the Superintendent.

Arrival & Dismissal

Students are expected to be in their classrooms by 8:45a.m. The end of school day dismissal time is 3:20PM.

School starts promptly at **8:45**. It is our goal to decrease the number of late arrivals and early dismissals. Therefore, please make sure your child is here on time and, when possible, remains at school until the end of the day. If your child is tardy (arriving after 8:45a.m.), you are required to park your vehicle, walk your child into the front of the building, and sign your child in for safety purposes. The Cedar Lake Fire Department will be strictly enforcing the fire lane at every door. Cars will be given citations for violations.

Jane Ball Elementary	Lincoln Elementary
Car Arrival Students are expected to be in their classrooms by 8:45 a.m. Car riders will enter the school property using the access on 133rd Avenue. Cars dropping off should be at Door B and exit to the left of the cones. (South end of the school) Students cannot be dropped off at Door A, unless approved by administration for student helper reasons. No drop offs can occur at Door A between 8:00am and 8:40am. Students may not be dropped off before 8:20 a.m. for any reason. Breakfast will be served until 8:40. The door will close at 8:40 a.m. when the first bell rings. At that time, parents will need to enter the building through Door A (West Door) and sign their children into school. Students will be marked tardy if they are not in the building by 8:45.	Car Arrival Students are expected to be in their classrooms by 8:45 a.m. If you are dropping your child off at school, please use the southeast doors closest to the playground, Door F. If you arrive at 8:40 a.m. or later, the back doors are locked. You will then need to park in a parking space in the front of the building and accompany your child to the office. Students may not be dropped off before 8:20 a.m. Breakfast will be served until 8:40. Students will be able to charge their food or pay with cash. Students will be marked tardy if they are not in the building by 8:45.
Car Dismissal Students will be dismissed at 3:20 p.m. through Door B (South Door). Drivers will enter the school property using the access on 133rd Avenue and proceed south around the building to Door B. Please wait in the line, remain in your vehicle, and your child will be brought out to you. All children will be given a sign to write their names on to be placed in the passenger side window. If the sign gets misplaced, please write your child's first and last name on an 8 ½" X 11" sheet of paper. This is very helpful in allowing us to have the children ready to enter the vehicle. Car riders will not be permitted to exit the building out of any door except Door B until 3:20. After 3:35 parents will need to enter the school through Door A (West Door) and proceed to the office to pick up their children. Please do not pull around to make two lanes of cars.	Car Dismissal Students will be dismissed at 3:20 p.m. through Door C (south side of the school). Drivers will enter the school property using the access on 109th Avenue and proceed south around the building to Door C. Please wait in the line, remain in your vehicle, and your child will be brought out to you. Please write your child's first and last name on an 8 ½" X 11" sheet of paper and display it in your window as you pull up to the doors. This is very helpful in allowing us to have the children ready to enter the vehicle.

Jane Ball Elementary Continued No cars will be permitted on school property until after 3:00 p.m. to pick up students. The 133rd Avenue entrance to the school property will be blocked until 3:00 p.m. The Cedar Lake Police Department will be enforcing traffic on 133rd Avenue. Cars will not be permitted to block traffic.	Lincoln Elementary Continued
Arrival and Dismissal of Walkers All walkers are to enter and exit through Door B (South Door). They are to proceed directly to school in the morning, and go directly home after school is dismissed. All walkers must have a form on file or they will not be permitted to walk. (Forms are available in the school office).	Arrival and Dismissal of Walkers All walkers are to enter through Door F during arrival, and exit through Door A at dismissal. They are to proceed directly to school in the morning, and go directly home after school is dismissed. All walkers must have a gold note on file or they will not be permitted to walk. Forms are available in the school office or by visiting the school website.
Arrival and Dismissal of Bike Riders All bike riders will enter through door A and exit the school building through Door A. Students may not enter the building until 8:20 a.m. Students who ride their bikes to and from school must wear helmets. All bike riders must have a form on file or they will not be permitted to ride their bikes. (Forms are available in the school office).	Arrival and Dismissal of Bike Riders All bike riders will enter through Door F and exit the school building through Door A. Students may not enter the building until 8:20 a.m. Students who ride their bikes to and from school must wear helmets. All bike riders must have a form on file or they will not be permitted to ride their bikes. (Forms are available in the school office).
Bus Arrival and Dismissal Students riding buses enter and exit the building through Door A (West Door).	Bus Arrival and Dismissal Students riding buses enter and exit the building through Door F.
Early Childhood Development (ECD) Arrival and Dismissal • If you are dropping off or picking up your child from ECD we would like to ask you to follow the procedures listed below. • Please enter and exit the parking lot behind the school from the entrance on 133rd street on the north end of the building.	

● Please park your car in a parking space along the fence or right behind the building by the sidewalk and walk your child up to door F to drop them off or pick them up. ● Please proceed slowly through the parking lot since staff, parents and children may be walking through the parking lot at any time.	
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Changes to Student's End of Day Dismissal

Considering children's safety needs first, it is important that families maintain consistent routines for children immediately after the school day. Changing school-to-home routines can create extra stress on elementary aged students. Knowing that the school dismisses hundreds of young children in a matter of a few minutes, it is the school's desire that parents and guardians not change after school plans for the student during the school day.

Gold Notes

If your child is changing the way he/she will be going home daily, or if your child is staying for an after school activity, please complete a Gold Note and have your child turn it into his/her teacher the day of the occurrence. (Examples include: riding the bus, car rider, Grand Tots, early dismissal for doctor's appointments, Boy Scouts, Girl Scouts, Girls on the Run, Young Rembrandts, etc...) You may write multiple dates on the Gold Notes if the program is running for consecutive weeks. Please write exact dates, not just every Monday, etc. Gold Notes can be found in the office of the school or by visiting our website online. If you happen to forget to send it with your child in the morning, the Gold Note needs to be dropped off at school or faxed to the school at (219)374-4430 (Jane Ball) or (219)365-1432 (Lincoln). All Gold Notes must be received in the office **before 12:00 p.m.** so the teacher can accommodate your request. We will not change your child's transportation without the gold form. This is to ensure the safety of your child.

Child Care

If your child needs extended care, Grand Tots provides before school care beginning at 6:30 a.m. and after school care until 6:00 p.m. This is available on the days we have school. Grand Tots rents space from Hanover Community School Corporation and houses its program in the building. For more information regarding Grand Tots please contact them directly at 374-6025.

Elementary Grading System

The system of grading student achievement at the elementary level ensures that each student's grade accurately identifies his/her degree of performance. Students in grades K & 1 will be assessed using a standards based report card and students in grade 2 will be assessed based on the following grading scale in all academic areas:

A+	100	Excellent
A	93-99%	Excellent
A-	90-92%	Excellent
B+	88-89%	Good
B	83-87%	Good
B-	80-82%	Good
C+	78-79%	Average
C	73-77%	Average
C-	70-72%	Average
D+	68-69%	Poor
D	63-67%	Poor
D-	60-62%	Poor
F	59%	Failing
INC		Incomplete
EX		Excused

If a student is unable to complete a task due to a health related reason, the student may receive a temporary grade of an "Inc" (incomplete) on a Progress Report or Report Card. A doctor's note will need to be provided to the nurse upon return to school. The teacher will be expected to provide the student with modified work if needed, in accordance with the recommendation stated on the release from the doctor. The teacher will give grades based on all work completion. If a student misses school for a significant amount of time as a result of illness, the student will be given one day for every day missed to complete the work missed. If other arrangements need to be made, the teacher will confer with the principal.

Field Trips (2340)

Educational field trips are considered a vital part of the school curriculum. Students will not be allowed to participate without a signed parental consent form. Deadlines for parent permission and collections will be closely adhered to because of the commitment to the visitation sites. The classroom teacher may ask parents to attend school field trips and help with supervision.

If a student demonstrates unacceptable behavior regularly in the classroom and his/her conduct grade is unsatisfactory, the student may not be able to attend the trip. Parents will be notified of this decision in advance. The student who is staying back must attend school on that day. The principal and classroom teacher will make supervision arrangements.

High Ability Learners

The High Ability Program will be implemented for students in first through second grades in the areas of Math and Reading at Lincoln Elementary and Jane Ball Elementary School. Students in grades K-2 will receive reading & math services in their classroom with their teachers. High Ability services consist of a cluster grouping program with a high ability teacher in grades 1-2. The program is designed to address the needs of high ability learners. Students will be invited to participate in the program utilizing selected criteria to identify high ability students.

Homework (2330)

Homework is an effective method of providing instructional support. Homework provides practice in the mastery of skills and integration of knowledge. Homework provides an opportunity to develop positive communication between the student and parent, foster self-discipline within each student, and engrain a sense of accountability for each student to take responsibility for his/her own learning. Parents are encouraged to set aside time each night for the purpose of supporting students in the accomplishment of completing their child's educational task. All students are expected to record and complete assignments in their agenda book. If you have any questions about assignments or homework expectations, you are asked to contact your child's teacher.

Parent-Teacher Conferences

Parents are welcome to schedule a conference with their child's teacher at any time. As needed, parents are requested to schedule a meeting with the teacher at least 24 hours in advance with respect to the teacher's scheduled instructional time. The teacher may also schedule conferences as needed with parents.

Promotion, Retention, and Assignment

All aspects of the student must be considered as grade placements are made. Students not meeting competencies, whether they are local or state-driven, may be considered for retention. A recommendation will be presented by the classroom teacher(s) to the building principal and to the parent(s) or guardian(s). The following definitions are critical:

Promotion- Occurs when a student is doing the caliber of work (grade level) that indicates the student has met the criteria-established in Policy 5410 and restated below.

Placement- Occurs when a student is not doing the caliber of work that indicates the student should be promoted to the next grade. However, the teacher recommends and the building administrator concurs, that it is in the student's best interest to move to the next grade.

Retention- Occurs when a student is not doing the caliber of work that indicates the student should be promoted to the next grade, based on the recommendation of the teacher with the concurrence of the building administrator.

Final decisions on student promotion, placement, or retention rest with the building principal. If the parent disagrees with the decision they are welcome to appeal to the Superintendent of Schools or an administrative designee. The Superintendent will render a final decision and although the parent's point of view will be considered the final decision will always rest with what is best for the child.

Reporting Student Progress (5420)

Your child's progress is available anytime on the internet, through PowerSchool, for students in grades 1-2.

Report Cards are issued for every nine week grading period. Progress reports are available online or per parent request at the midpoint of each grading period to all students.

Hanover Community Schools Attendance

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

- The Indiana Compulsory Attendance Law requires students to be in school for 180 days during the academic year [Indiana Code 20-33-2-4]. Federal law requires a 95 percent student attendance rate. When students accumulate excessive absences from school, they are in violation of these laws and will be referred to the appropriate legal authorities. [Indiana Code 20-33-2-25].
- Regular school attendance is required of all children from ages seven to eighteen.[Indiana Code 20-33-2-3].
- A child of school age shall attend the school in the attendance area where the child resides unless officially transferred to another school. The residence is defined as the legal residence of the parents or parent who has legal custody or legal guardianship.

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

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

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

Absences Reporting

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

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

Absence Due To Vacation

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

State Exempt Absences

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

According to the state of Indiana, Exempt Absences are:

1. Serving as a page or honoree of the General Assembly
2. Serving on the precinct election board or as a helper to a political candidate or party on the day of a municipal, primary, or general election
3. Subpoenaed to testify in court
4. Serving with the National Guard for no more than ten days
5. Serving with the Civil Air Patrol for up to 5 days
6. Approved Educational Related Non-Classroom Activity
7. The student, or a member of the student's household, exhibits or participates in the Indiana State Fair for educational purposes
8. HEA 1660 adds a new exception for a student who participates in a scheduled competition, exhibition, or event offered by the National FFA Organization, Indiana FFA Association, or 4-H Club (IC 20-33-2-17.8)

Make-up Work:

A student will be allowed to make-up any schoolwork missed due to an excused absence. Students will not be allowed to make-up work missed due to an unexcused absence.

Full days & Half days (Elementary only):

If a student is present more than 3 1/2 hours in one day, the student will be counted present for a full day. If a student is present for less than 3 1/2 hours in one day, the student will be counted present for a half day of school.

Withdrawal from School:

Students withdrawing from school must first meet with their parent(s) and school counselor to explore all alternatives to withdrawal. If the student still wishes to pursue withdrawing from school, he or she must attend an exit interview meeting with their parent/s and building principal. All parties (student, parent(s), principal) must approve and sign the student's withdrawal form. [Indiana Code 20-33-2-9].

Excessive Elementary Tardies and Early Departures :

Elementary students are expected to arrive at school in time to be seated in their classrooms and ready to learn when the 8:45 a.m. bell rings. Likewise, elementary students are expected to remain at school until dismissal and will receive a tardy for early dismissal. Medical and other appointments should be scheduled for after-school hours. More than three tardies or early departures per semester will be considered excessive.

Extracurricular Participation/Attendance:

Eligibility and participation in extracurricular activities is dependent on regular school attendance. Students who are not in attendance for the entire school day may not participate in after-school activities that day unless they are excused by the principal or the athletic director. In addition, students who have accumulated more than five (5) countable absences per semester may not be eligible to attend school-sponsored events, including Homecoming, Prom, Class Trips, etc.

Closed Campus:

Students are to remain on school grounds from arrival in the morning until dismissal in the afternoon. If a student leaves school for any reason, he/she must receive permission from a parent/guardian and the attendance office. If permission is given, the student must sign out and sign in immediately upon his/her return. Students who do not comply with this policy are considered truant. Students in K-8 who arrive late at school must be signed in by the person dropping them off. Any K-8 student who leaves during the school day must be signed out by a parent/guardian, or other designated person, and signed in upon their return.

School Safety

The Hanover Community School Corporation has an Emergency and Crisis Response Plan that reflects the common and unique needs of educators, students, families, and the greater community. Our procedures are based upon recommendations from the United States Department of Education, the United States Department of Homeland Security, The Indiana Department of Education and local Police and Fire Agencies. These procedures are based on the most effective model plans of school districts around the nation.

The Hanover Community School Corporation's Emergency and Crisis Response Plan outlines how everyone in the school community (administrators, teachers, parents, students, bus drivers, and support staff) will be prepared for "all hazards" approach to school safety and security and how to identify the behavioral and emotional signs of children at risk. The plan also details how school and community resources can be used to create safe environments and to manage responses to acute threats and incidents of violence.

The principal or their designee is responsible for responding quickly and effectively to any natural or man-made disasters. In the event of such an incident, the principal will advise teachers, students and staff of the proper actions to be taken. Any injury to students or staff will be immediately addressed. The incident will be managed as per School Board policy and according to established procedures. The principal or designee will then notify the parents/guardians of the situation in a timely manner.

The following are examples of information included in the Emergency and Crisis Response Plan.

Fire:

- Pull fire alarm. Call 911.
- Evacuate school using primary or secondary evacuation routes.
- Move to a safe distance away from building.
- Teachers account for all students.
- No re-entry until building is declared safe by First Responders.

Severe Weather or Tornado Watch:

- Monitor Weather Stations.
- Bring everyone inside building(s).
- Close Windows and blinds.
- Move to designated areas.
- Crouch on knees, head down, hands locked behind the neck.
- Standby for “All Clear”.

Bomb Threat:

- Complete Bomb Threat Checklist.
- Notify Law Enforcement and Superintendent.
- Determine if evacuation and relocation is necessary.
- Do not use walkie-talkies, cell phones, or electronic devices.

Violence Prevention Procedures

Violence, self-destructive behavior, or suicidal ideation may not be apparent until a critical phase has been reached. School personnel must be prepared to spot at-risk students and to refer them to designated staff in each building. Any such signs, or the report of such signs, should be taken seriously and communicated immediately to the principal or designee.

Every effort shall be made to provide positive intervention by using available school personnel and the assistance of appropriate agencies on behalf of the student. School personnel will have the names and location of staff members who can provide assistance to students experiencing emotional stress or depression.

Parents/guardians of involved student(s) shall be notified of any suspected violent behavior and their cooperation shall be sought in arranging for appropriate intervention. If parents/guardians indicate an unwillingness to cooperate in the best interest of the student, the school administration shall contact appropriate administrative or legal agencies to request intervention on the student’s behalf.

BULLYING POLICY

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

The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. Engaging in bullying behavior through the use of data

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

- A. the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within the Corporation; and
- B. the bullying behavior results in a substantial interference with school discipline or an unreasonable threat to the rights of others to a safe and peaceful learning environment.

Bullying as defined in State law means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student and create for the targeted student an objectively hostile school environment that:

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

This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It includes, but is not limited to, such behaviors as stalking, intimidation, menacing behavior, coercion, name-calling, taunting, making threats, and hazing. It also includes the use of digital or electronic communications to engage in such behaviors.

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

- A. Participating in a religious event.
- B. Acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger.
- C. Participating in an activity consisting of the exercise of a student's rights protected under the First Amendment to the United States Constitution or Article I, Section 31 of the Constitution of the State of Indiana, or both.

D. Participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one or more adults.

E. Participating in an activity undertaken at the prior written direction of the student's parent.

F. Engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

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

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

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

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

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

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

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation

should be reported in the same manner as bullying. Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and making intentionally false reports may result in disciplinary action as indicated above.

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

Cyber-bullying Policy Guidelines

Cyber-bullying creates a hostile, disruptive school environment and is a violation of a student's right to be safe and secure. Actions deliberately threatening, harassing, intimidating an individual or group of individuals, placing an individual in reasonable fear of harm or damaging the individual's property; or disrupting the orderly operation of the school, will not be tolerated.

It is a violation of this policy for any student to engage in cyberbullying, or for any employee of the Hanover Schools to condone or fail to report acts of Bullying or Cyberbullying that they witness or become aware of:

- (i) On school grounds;
- (ii) At school-sponsored or school-related activities, functions or programs, whether on or off school grounds;
- (iii) At school bus stops;
- (iv) On school buses or other vehicles owned, leased or used by the school district; or
- (v) Through the use of technology or an electronic device owned, leased or used by the school district.

Definition of CyberBullying

Cyber Bullying or Digital Harassment is the use of information and communication technologies to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others. The online activities used by most students engaged in Cyberbullying include cell phone calls, voice messages, social networking posts, chat room discussions, instant messaging, text messaging and electronic mail. The technologies most often associated with Cyber-bullying are computers, cell phones, personal digital devices, electronic tablets, digital cameras, cell phone cameras, and web-cams. As new technologies emerge, they too may be included with the above forms of electronic communication.

Actions that constitute Cyberbullying and Digital Harassment for the purposes of this policy include, but are not limited to:

- (i) Sending crude, or offensive messages
- (ii) Spreading false rumors
- (ii) Creating web pages or posts that have stories, cartoons, pictures, and jokes designed to harass, intimidate or ridicule others,
- (iii) Engaging someone in electronic communication, with the intent to deceive that person into revealing sensitive personal information and forwarding that information to others

(iv) Taking a picture or video of a student(s) or staff member(s), on school grounds, or at a school sponsored event or activity without their consent,

(v) Posting a picture or video on the Internet of a student(s) or staff member(s), taken on school grounds or at a school sponsored activity, without their permission.

It is also a violation of this policy for any student to engage in Cyberbullying at a location, activity, function or program that is not school-related, if the bullying creates a hostile environment at school for the victim, infringes on the rights of the victim to be safe and secure at school, or materially and substantially disrupts the education process or orderly operation of the school, as determined by school administrators.

Reports of Cyberbullying and Digital Harassment will be promptly investigated. If the school principal or a designee determines that Cyber-bullying or retaliation has occurred, the school principal or designee will:

- (i) take appropriate disciplinary action, or notify law enforcement;
- (ii) notify the parents or guardians of the perpetrator; and
- (iii) notify the parents or guardians of the victim, and to the extent consistent with state and federal law, notify them of the action taken to prevent any further acts of bullying or retaliation.

Any student who knowingly makes a false accusation of bullying or retaliation will be subject to disciplinary action including, but not limited to reprimand, detention, loss of privileges, and/or suspension. An educational component will be part of the actions taken. If the false accusations have civil and/or criminal elements then further actions may be taken by appropriate law enforcement agencies.

Any staff member, parent, and/or community member who knowingly engage in false accusations will be subject to appropriate consequences administered by the school system and/or law enforcement agencies. Complaints of bullying or retaliation may be made anonymously; however, no disciplinary action shall be taken against a student, staff member, parent, or community member solely on the basis of an anonymous report.

Consequences for Harassment and/or Cyber Bullying

- Minimum: 1 day suspension
- Maximum penalty: Expulsion

Confidentiality

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

CAFETERIA AND RECESS

Cafeteria

Dietary Program and Procedures: Nutritious lunches and breakfasts are served daily at school in accordance with the state recommended dietary recommendations. Refer to the District Wellness Policy for further details. Students are allowed to participate in the breakfast program from 8:20 a.m. to 8:40 a.m. Parents will be notified of food prices each fall, and the prices are available on the district website. Milk is also available to students who bring their lunches or to those who

want extra milk with their meal. No soft drinks or other canned drinks will be permitted in the cafeteria during breakfast or lunch. We encourage the students to participate in our meal card prepayment plan (My Mealtime); however, students are allowed to pay on a daily basis. Money should be delivered to the student's homeroom teacher or taken to the cafeteria in the morning before school begins. Please include the following information on the envelope: student's name, homeroom teacher, "lunch money", and amount enclosed. Please monitor your child's balance to prevent "charges". Notification will be given by the cafeteria supervisor upon balance approaching "\$0". Applications for free or reduced-price meals are available in the office or on our website under the Food Services Department. We expect students to use good behavior and manners in the cafeteria at all times. Due to time limitations, resources, and safety precautions, microwavable lunches or items needing refrigeration will not be permitted for students or their visitors. Parents are encouraged to support good eating habits by supplying nutritious lunches for their child each day. **No food from outside restaurants will be allowed into the cafeteria during school breakfasts and/or lunches.**

Playground Rules

Children need to wear closed toe shoes with a back in order to play on the playground equipment or play kickball. Children will need to wear winter boots or they will have to remain on the blacktop area when snow is present. Children need to dress appropriately for outdoor play, as they will go outside on most days.

Students are expected to listen and follow directions while on the playground in order to stay safe. Each person is responsible for his/her own safety and is expected to be safe with others during recess.

Violations of the rules on the playground will be handled on an individual basis. Based on the severity of the behavior, consequences will be given by the supervising staff member and/or the principal.

Recess and Physical Education Restrictions

Students will be expected to go outside for recess and participate in Physical Education. A parent may excuse their child from recess or PE for one day with a note explaining the reason for non-participation. After one day, a doctor's note will be required to exempt a student from recess and/or PE.

CODE OF CONDUCT

The Board of School Trustees has adopted the following Code of Conduct. This Code of Conduct is applicable to students:

1. on School property at any time;
2. during and immediately before and after any School activity at any location;
3. traveling to and from School or to and from a School activity.

Violations of the Code of Conduct may be punishable by suspension or expulsion:

1. knowingly interfering with School purposes or inducing another student to do so;
2. stealing or damaging School property or property of another person;
3. knowingly causing bodily harm to another person;
4. threatening another person with bodily injury;
5. possessing a firearm or any other object that is readily usable as a weapon or is dangerous to others (such as fireworks);
6. possessing, providing or using a drug or any type of drug-related paraphernalia except as authorized by prescription;
7. possessing, providing or using any substance or any type of paraphernalia represented to be a drug or drug-related paraphernalia;
8. possessing or providing an alcoholic beverage;
9. consuming or being under the influence of a drug or alcohol except as authorized by prescription;
10. possessing, providing, or using tobacco or any tobacco product;
11. knowingly failing to report to scheduled assignment without permission or acceptable excuse;
12. failing or refusing to comply with directions of an adult supervising a class or school activity;
13. directing unwelcome statements, communications, or conduct of a sexual nature to another person,
14. materially altering any School document such as a hall pass;
15. violating Indiana or Federal law;
16. leaving a School activity or School property without prior approval of a teacher or supervising adult;
17. cheating on an academic assignment such as a test or homework, or knowingly assisting another student in cheating;
18. attempting or conspiring with another person to violate any student behavior standard;

TOBACCO AND VAPE POLICY

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

Any use or possession of tobacco in any form or smoking paraphernalia (lighter, matches, e-cigarettes, vape devise, etc.) is prohibited at all times, at all school functions, and in all areas of school property. Any use or possession of tobacco in any form that violates the above will be handled in the following manner:

1st Offense – 1-day OSS followed by 1-day ISS< at which the student will take the online vape education course with the cost incurred by parent/guardian

2nd Offense – 3 days OSS with referral to Quit Now Indiana

3rd Offense – 5 days OSS and student placed on a Form 16

The school reserves the right to test the contents of the device. A person less than 21-years old commits a Class C Infraction if he/she purchases, accepts, or possesses tobacco.

GENERAL SCHOOL INFORMATION

Hanover Community School Corporation policies may be viewed in their entirety by referencing the Hanover Community School Corporation NEOLA website at www.hanover.k12.in.us.

Dress Guidelines

The mission of the Hanover Community School Corporation is to provide a variety of experiences for our students within a supportive environment empowering them to internalize and model desirable character traits and skills to become lifelong productive citizens. Good grooming and personal attire positively affect student achievement while helping to prepare students for future success.

In order to ensure clear, consistent expectations related to student grooming and dress, the following guidelines will provide uniformity for student dress in grades K-12. Consistent adherence to these dress guidelines will contribute toward a distraction free environment where students are focused on academic achievement and will improve student attitudes toward school. We ask for the parental support in ensuring that students come to school properly dressed and groomed. Proper dress includes clothing that is clean, modest, and does not create a safety hazard or a distraction. All students must be covered shoulder to shoulder and from shoulders to mid-thigh.

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

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

Sunglasses are not to be worn in the building

All headwear – including hoods and bandanas

Jackets and coats designed for outdoor use must be above thigh in length

Blankets

Offensive or gang-related tattoos, symbols, or writing on the body clothing, jewelry or accessories that advertise or contain references in writing or pictures to drugs, alcohol, tobacco, profane or suggestive language

Any item that may potentially be harmful

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

Emergency School Closing and School Delays Notification

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

All closings and delays will be posted on the school corporation website by 6:15 a.m. The website address is: www.hanover.k12.in.us. You will also be notified through our ParentSquare.

Parents/guardians should have a family emergency plan prepared in the event that schools are dismissed early, the start of school is delayed, or school is canceled. Students and childcare providers should be aware of the plan.

Only those parents/guardians who have supplied the school corporation with emergency telephone numbers and/or email addresses will be notified via ParentSquare in the event of an early dismissal, cancellation, or delay. Please do not call the school, the principal, or the Superintendent's Office. Telephone lines must be kept open for emergency communications.

School Closing

Students do not report to the building. The building will be closed to everyone, except emergency personnel. School Closings will be announced via radio, television stations, automated phone calls, and the school website. There will be no childcare in the event of a school closing.

School Delay

Bus and building schedules will start one or more hours later than usual. The starting time will be announced via radio, television stations, automated phone calls, and the school website. School dismissal will be at the regular time. School lunches will be served. Childcare will be available.

Financial Assistance Program

To find out about eligibility for financial assistance program (lunch and textbook assistance), parents/guardians must complete the application available in the school office or on the district website under Food Services.

Non-Custodial Parents

In the event that both parents do not live in the same household or are legally separated, documentation needs to be made available regarding important information pertaining to the care of the child during the school day. If one parent has been awarded custody of the student by a court order, the parent of custody shall provide to the principal of the school a certified copy of the custody order. The custodial parent must also inform the school, in writing, of any restrictions and/or limitations in the rights of the non-custodial parent. A non-custodial parent, unless restricted by a court order, will be given access to the student's cumulative file, including report cards and disciplinary actions. The non-custodial parent may not visit with the student during the school day without the knowledge of the custodial parent. The visiting parent must follow the building Visitor's Policy. The student will not be released to the non-custodial parent unless written permission is given by the court or by the custodial parent.

School Visitor Policy (9150)

Parents may visit the school and participate in various activities. Anyone who is not a regular staff member or student of the school will be termed a "visitor".

To verify that the instructional process remains uninterrupted, visitors (including visitors during lunchtime) are expected to follow the following procedures:

ALL VISITORS ARE EXPECTED TO COMPLETE A SAFE VISITOR APPROVAL UPON VISITING THE SCHOOL. VOLUNTEER FORM AND BACKGROUND CHECK FORM PRIOR TO VISITING THE SCHOOL. Hanover School Corporation is only able to complete background checks for the State of Indiana. If you are an out of state visitor, you will be required to provide your own criminal background check from your state. Out of state visitors may complete an expanded background check through the Hanover website.

1. All visitors are expected to report to the main office, sign in, and pick up a visitor badge each time they enter the building. All visitors may be required to scan their driver's license in the front office in the Safe Visitor System.
2. If a parent requests to observe his/her child in the classroom, he/she must contact the child's teacher which is to be observed at least 24 hours in advance to schedule a proper time to observe his or her child's classroom experience. Teachers are not to take class time to discuss individual matters with visitors. Visits shall be limited to one hour per teacher per visit unless the teacher feels a longer visit is warranted. Visitors who wish to discuss their visit or any issue with the teacher should make an appointment to meet during non-class time.
3. If a parent is bringing items from home for his/her child (i.e. homework, books, lunches, etc.), the items may be placed on the cart outside of the office. Parents are asked to place the student's name and homeroom teacher's name on the item to be delivered. The office staff will make sure the material gets to its destination. Please bring all money or valuable items into the office and we will deliver them to the child.

Transportation

Parents/guardians have the responsibility of supervision of their child until the child boards the bus in the morning and after the child leaves the bus at the end of the school day.

Parents/guardians must understand students are under the jurisdiction of the school while going to and from school. In view of the fact that a bus is an extension of the classroom, the Hanover Community School Corporation shall require children to conduct themselves on the bus and at the bus stop in a manner consistent with the established standards for classroom behavior. In cases where children do not conduct themselves properly on the bus, such instances are to be brought to the attention of the building principal by the bus driver. Children who become a serious discipline problem on the school bus may have riding privileges suspended by the driver, transportation coordinator, and/or principal. In such cases, the parents/guardians of the child involved become responsible for the safe transportation of the child to and from school. If, in an emergency, a student is to ride a different bus after school, a note is required from the parent/guardian to the transportation coordinator and/or principal explaining the emergency in advance. If permission is granted, the principal will issue a temporary student bus pass which must be presented to the bus driver upon entering the bus. The principal has final authority to decide whether or not circumstances are of an emergency nature.

Hanover Community Schools Bus Rules

1. Students may use cell phones on buses for games, music, and communication ONLY. Cell phones are to remain muted or used with headphones.

If this device policy is not followed the following will occur with each occurrence; 1. Written warning 2. Written Referral to Principal 3. One Day Bus Suspension 4. Three Day Bus Suspension 5. No longer allowed to have device on bus.

2. No food or drinks allowed, with the exception of water. Metal Straws are prohibited.

3. No screaming, yelling, playfighting, or fighting. Students need to stay in their seats, remain seated, facing forward at all times.

4. No use of profanity, gestures, name-calling, or bullying. BE RESPECTFUL

5. No throwing objects around the bus or outside the bus

6. No objects, body parts, or yelling outside of the bus windows.

7. No large items that cannot fit on your lap or in front of you.

Hanover Community Schools Bus Consequences

1st Incident: (DRIVER gives to Transportation Director documented in PS)

- Minor offenses phone call home to the parent guardian. Documents not sent to RCE and Secondary schools RCE and Secondary Transportation notifies parents.

- Jane Ball and Lincoln ONLY write-ups are given to the principal for the principal to notify parents.

2nd Incident:

- Elementary Recess or Lunch Detention

- RCE 1-day bus suspension
- Secondary: 1-day bus suspension

3rd Incident :

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

4th Incident :

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

5th Incident:

- Elementary Same as secondary
- RCE: Same as secondary
- Secondary A student will be suspended from riding for up to 2 grading periods. When the student returns, he/she will remain on probation for up to 2 additional quarters.

Treats

Parents are asked when bringing in treats, that they follow the district Wellness Policy in providing healthy snacks for our students in celebration of special events. **The Hanover Community School Corporation only allows commercially made food items to be brought into the school. All birthday treats to be distributed to the class must be store bought.** Homemade items will be sent home with your child. A list of snack items to purchase from our school cafeteria is available through food services. Specific information regarding how this system works will be made available to parents at the beginning of the school year. Celebration of student birthdays will be at the discretion of the classroom teacher. If the classroom teacher chooses to permit birthday treats, the homeroom teacher will need to set aside a time during the day to celebrate with his/her class. Food items for this purpose are not permitted in the cafeteria.

MEDICAL AND SAFETY

Child Abuse, Neglect & Molestation

The Statutes of the State of Indiana (IC-31-6-11) mandate that all-public employees report to an authorized agency (The Department of Public Welfare Child Protective Services) any suspected physical, emotional, and/or sexual abuse of a child. Under Indiana Law, failure of any school employee to report such child abuse, neglect, or molestation is a class misdemeanor. Procedures and guidelines have been developed to provide direction for staff members to meet these responsibilities and obligations under the law.

Communicable Illnesses/Problems

Communicable illness/problems are part of school life. Every effort is made to keep parents/guardians informed of possible exposure through notices sent home when a grade level is exposed. If your child is diagnosed with a communicable illness, such as strep throat, chickenpox or head lice, please inform the school immediately. With everyone's cooperation, the spread of these health concerns can be limited.

It is the health policy to exclude from the school any child who has:

- Temperature of 99.6 degrees and above
- Any inflammatory eye condition
- Cough associated with fever or continuous unrelieved cough
- Cold symptoms associated with other signs of illness
- Sore or inflamed throat
- Discharge from ears
- Vomiting or diarrhea
- Undiagnosed skin eruptions or rashes
- Childhood diseases (e.g. measles, mumps, chicken pox, etc.)
- Head lice (Students who have been identified as having lice, must be brought to school by the parent, after treating the lice, and be rechecked. Children with nits or live lice in their hair will not be readmitted to school.)

Fire, Tornado, and Lockdown Drills

Fire drills are practiced at least once a month. The purpose of the drill is to familiarize the students with an efficient method to exit the building. Tornado drills and lockdown drills are practiced at least twice a year. The children are instructed to go to an appropriate area of the building for safety and protection.

Health Screenings

The Indiana State Department of Health mandates health screenings at the following elementary grade levels:

- Vision: Kindergarten, grades 1, 3, 5 (optional)
- Hearing: Kindergarten, grades 1, 4, and all new students

Immunizations (5320)

Children Not Meeting Minimum Immunization Requirements

Children not meeting minimum immunization requirements may be granted a period of twenty (20) calendar days in which to begin or resume their immunization series. Students may remain in school at the end of a granted waiver period by documenting that they have either completed all requirements, are receiving immunizations according to a physician-or Board of Health-approved schedule, or qualify for an exemption. If the parents/guardians fail to provide immunization documentation or fail to provide a

religious objection or medical exemption or fail to meet other requirements, school officials will report the parents/guardians to Child Protective Services and may prohibit the child from attending school.

Exemptions from Minimum Immunization Requirements

Exemptions may be granted for medical or religious reasons. The parent/guardian is required to submit an annual written request for exemption with the school corporation. A physician is required to sign the request for a medical exemption. The parent/guardian is required to sign the request for exemption for religious reasons. In the event of a disease outbreak, students who have not received required immunizations through exemptions may be excluded from school for the duration of the outbreak. Exemptions must be re-filed on an annual basis.

Safe School Committee

In accordance with State law, there shall be a *Safe School Committee* in each school corporation (see Policy 8400- School Safety). The Superintendent is directed to develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

STUDENT BEHAVIOR STANDARDS

Care of Property

Students are responsible for the care of their own personal property. The School will not be responsible for personal property. Valuables such as jewelry, electronics, or irreplaceable items should not be brought to School. The School may confiscate such items and parents may be requested to pick them up at the school office.

Damage to or loss of School equipment and facilities wastes taxpayers' money and undermines the School program. Therefore, if a student does damage to or loses School property, the student's parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student behavior Standards.

Confidentiality

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

Expected Behaviors

Students are expected to be safe, respectful and responsible:

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

SUPPORT SERVICES

Response to Intervention (RTI)

Assistance for teachers is available through the Response to Intervention program (RTI) for the purpose of establishing a support system to maximize student learning opportunity in the classroom for those children who are struggling academically or are experiencing problems that interfere with learning, such as depression, emotional trauma, peer conflict, or social and emotional problems. A team of teachers discusses strategies, which are designed to support the classroom teacher in assisting a student with their specific area of need. Students may receive pull-out or push-in services to meet their needs in the areas of reading or math. This type of support is available for students in need as evidenced by academic and behavioral difficulties which interfere with the learning process. For more specific information, parents/legal guardians are requested to contact the Building Principal.

Special Education

Services for students with special needs are provided through the Northwest Indiana Special Education Cooperative to those students who qualify. If a student has an Individual Educational Plan, the staff working with the student will have access to the information needed to assist the student. Referrals for new students may be made by the parent or teacher.

TECHNOLOGY, VIDEO, TELEPHONE

Acceptable Use Policy/Technology (5543)

Hanover Community School Corporation recognizes the importance of computer education and computer access in preparing students for the future. Because external networks, such as Internet, offer students unlimited information, network access has been developed and encouraged. An acceptable use policy has been developed to ensure appropriate utilization by students. All students will be expected to sign the acceptable use agreement before using any external network. Violators of the acceptable use agreement will be disciplined as reported in the Student Code of Conduct.

Terms and Conditions: The use of school technology equipment, including access to the Internet and e-mail, is a privilege, not a right, and is subject to regulation, denial, and discipline for misuse.

The following fundamental parameters of Hanover Community School Corporation information technology use apply:

1. The use of district technology equipment, including access to external networks, is a privilege, not a right, and is subject to regulation, including denial, and discipline for misuse.
2. All communications, files and equipment usage habits are not private. Any speech created or transmitted via district technology infrastructure does not constitute speech in a "public forum", and is subject to regulation by the administration.
3. Information stored or transmitted on district-owned hardware is not private and is open for review by the Superintendent or person(s) designated by the Superintendent.
4. Defaming a person's character through print or pictures is strictly prohibited.
5. Usage of pictures, images, or information regarding students, staff, faculty or members of the administration is prohibited, without the express consent of said individual(s).
6. All images, graphics, information and content collected and published on the hanover.K12.in.us web server is copyright protected and may not be used without the express written consent of the Superintendent of schools.
7. Users must not share their password or username/ID.
8. By-passing the internet content filter without the express permission of the Superintendent of schools is prohibited and subject to sanction. Unauthorized access to information technology equipment – including so-called "hacking" – is prohibited and subject to disciplinary action.
9. Installation of any/all software – unless expressly approved by the District Technology Coordinator – is prohibited and subject to disciplinary measures as outlined in the Acceptable Use Policy.

10 Violations of the network policy may result in any of the following:

- Suspension from Internet usage;
- Revocation of the privilege to use the Internet;
- Loss of network privileges;
- Disciplinary action in the form of a reprimand;
- If there is a reprimand on file, the offense will be considered insubordination and the person may be terminated from employment with Hanover Community School Corporation.
- Referral to local law enforcement authorities.

Hanover Community Schools makes no warranties of any kind, whether implied or not implied, for the services it is providing. Hanover Community School Corporation is not responsible for any damages you may suffer with regard to equipment or network malfunction. This includes loss of data resulting in delays, non-deliveries, or service interruptions caused by its own negligence or omissions. Use of any information obtained via the Internet is at your own risk. Hanover Community School Corporation specifically denies any responsibility for accuracy or quality of information obtained through its services.

Security on any computer system is a high priority, especially when the system has many users. If you feel you can identify a security problem, notify a district administrator or our District Technology Coordinator. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual.

School Sponsored Publications/Productions (5722)

School publications shall include any audio, visual or written material such as tapes, banner, films, pamphlets, notices, newspapers, books or like material. Productions include theatrical performances as well as impromptu dramatic presentations. The Board and administration reserves the right to designate and prohibit the publications and productions that violate the rights of others. Parents will be required to complete a publications policy, indicating parent agreement or disagreement with using a student's picture or interview for local media.

Telephone Usage

If a need arises for a student to contact his/her parent, during the school day or school activity, students are expected to use the school's telephone with the permission of a staff member, not a personal cell phone, smartwatch, or other device. The use of the school phone is a privilege and should be used only when the call is a necessity.

Students are not to use or possess cell phones or any electronic communication devices, including smart watches, during the day. Electronic devices are to be kept in backpacks during this time. Students may not use electronic devices between 8:200 AM and 3:20 PM. When a student is found to be in possession of an electronic device that interrupts the instructional environment, the following steps will occur:

- 1st Violation - Student Warning - Device returned to student at end of day
- 2nd Violation - Student Warning - Device returned to student at end of day.
- 3rd Violation - Lunch Detention - Parent to pick up device
- 4th Violation - Lunch Detention- Parent to pick up device
- 5th Violation - Assigned one day In School Suspension- Parent to pick up device
- 6th Violation - Assigned one day In School Suspension- Parent to pick up device
- 7th Violation - Assigned one day Out of School Suspension- Parent to pick up device
- 8th Violation - Assigned three days Out of School Suspension- Parent to pick up device
- 9th Violation - Assigned five days Out of School Suspension- Parent to pick up device

Electronic Device violations are cumulative and disciplinary steps are progressive throughout the school year. The entire electronic device (battery, SIM card, etc.) may be confiscated by the reporting staff member and turned into the office or administration.

Upon a third violation, parents/guardians will be notified and able to pick up the electronic device from the school office during regular school hours. Any student who refuses to comply with this policy will be considered insubordinate. The school is not responsible for any such items that are lost or stolen.

Video Surveillance and Electronic Monitoring (new policy 7440.01)

The School Board authorizes the use of video surveillance and electronic monitoring equipment at various school sites throughout the Corporation and on school buses. The video surveillance/electronic monitoring equipment shall be used to protect Board property and assets from theft and vandalism, through deterrence and video documentation. The system is not designed nor intended to protect individuals from being victims of violent or property crimes, nor to detect other potentially illegal and undesirable activities that may occur, although information may be used as evidence in such cases.

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

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

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

- a. Recruitment, advertising, job application, and employment procedures;
- b. Hiring, upgrading, promotion, award of tenure, demotion, transfer, layoff, termination, right of return from layoff, and rehiring;
- c. Rated of pay or any other form of compensation and changes in compensation;
- d. Job assignments, job classifications, organizational structures. Position descriptions, lines of progression, and seniority lists;
- e. Leaves of absence, sick leave, or any other leave;

- f. Fringe benefits available by virtue of employment, whether or not administered by the covered entity;
- g. Selection and financial support for training, including: apprenticeships, professional meetings, conferences, and other related activities, and selection for leaves of absence to pursue training;
- h. Activities sponsored by a covered entity including social and recreational programs;
- i. Any other term, condition, or privilege of employment.

Hanover Community School Corporation will not isolate individuals with disabilities, discriminate on the basis of disabilities through contracts, avoid using qualification standards, criteria, methods of administration, or tests that discriminate against individuals with disabilities, avoid not making reasonable accommodations to an otherwise qualified individual with a disability.

The ADA requires that we focus on the ability, not the disability, of the individual. We will consider reasonable accommodations providing the individual can perform essential functions of the position. We are not required, however, to give preferential treatment to individuals or lower our standards for performance.

Hanover Community School Corporation is committed to meeting the intent and spirit of the ADA. All employees are urged in helping (School Corporation) to meet this goal.

If you believe that Hanover has discriminated against you or someone you know on the basis of disability, or if you have questions or concerns about our responsibilities in this regard, please contact:

Superintendent Mr. Phil Miseko, Section 504/ADA Coordinator

(219) 374.3500

14525 Wicker Avenue, Cedar Lake, IN 46303

COMPLIANCE PLAN FOR SECTION 504 OF THE REHABILITATION ACT OF 1973

The Compliance Plan serves students, parents, and employees, applicants for employment, patrons, and programs within the Hanover Community School Corporation.

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

Public service announcement in local newspapers;

- Announcement in local school systems; and,
- Posted notice in each public school building.

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

6. Hanover has established the following grievance procedure to resolve complaints of discrimination: (These procedures parallel those outlined in The Family Educational Rights and Privacy Act. [FERPA].)
 - a. An alleged grievance under Section 504 must be filed in writing fully setting out the circumstances giving rise to such grievance.
 - b.) Such claims must be made in writing and filed with the following individual: Mr. Phil Miseko, 14525 Wicker Avenue, Cedar Lake, IN 46303.
 - c) A hearing will be conducted according to the procedures outlined in the regulations implementing the Family Educational Rights and Privacy Act (FERPA). The Section 504 Coordinator will appoint a hearing officer who will conduct the hearing within a reasonable time after the request was received.
 - d) The Section 504 Coordinator shall give the parent, student, employee, applicant, or patron reasonable advance notice of the date, time, and place of the hearing.
 - e) The hearing may be conducted by any individual, including an official of the local school district, who does not have a direct interest in the outcome of the hearing.
 - f) The local school district shall give the parent, student, employee, applicant, or patron full and fair opportunity to present evidence relevant to the issues raised, The grievant may, at their own expense, be assisted or represented by individuals of his or her choice, including an attorney.
 - g) The local school district shall make its decision in writing within fifteen (15) days after the hearing.
 - h) The decision must be based solely on the evidence presented at the hearing and shall include a summary of the evidence and reasons for the decision.
7. Hanover will conduct an extensive annual “Child Find” campaign with the goal to locate and identify all Section 504 qualified individuals with disabilities (ages 0 to 21) who reside within the participating school districts.
8. Hanover will inform all individuals with disabilities and their parents or guardians of the district’s responsibilities and procedural safeguards under Section 504, as well as those under Indiana Article 7—Special Education Regulations and the Individuals with Disabilities Education Act (IDEA) of 1997 and the Reauthorization for 2004.

PARENT NOTICE

SECTION 504 OF THE REHABILITATION ACT OF 1973

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

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

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

The Family Educational Rights and Privacy Act (FERPA) also specify rights related to educational records. This Act gives the parent or guardian the right to : 1) inspect and review his/her child's educational records; 2) make copies of these records; 3) receive a list of the individuals having access to those records; 4) ask for an explanation of any item in the records; 5) ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights; and 6) a hearing on the issue if the school refuses to make the amendment.

If there are questions, please feel free to contact:

Superintendent Mr. Phil Miseko, Section 504/ADA Coordinator

(219) 374.3500

14525 Wicker Avenue, Cedar Lake, IN 46303

May 2026

AHERA ANNUAL NOTICE
HANOVER COMMUNITY SCHOOL CORPORATION

This information is being published to comply with the requirements of 40 CFR 763, Subpart E, Asbestos Containing Materials in Schools. This regulation, commonly known as the "AHERA" rule, requires local education agencies, such as this one, to perform certain tasks regarding the presence and control of asbestos containing materials in the buildings under the jurisdiction of the local education agency.

These include but are not limited to:

1. Developing an asbestos management plan which is designed to outline procedures and guidelines for the initial inspection, triennial re-inspections, and 6-month periodic surveillance of asbestos-containing materials that are present in the buildings.
2. Provide awareness training and additional training to selected school employees.
3. Periodically notify all workers and occupants, or their local guardians, parent teacher organizations, and collective bargaining organizations of the availability of asbestos management plans, the location of same and the times that the plans may be reviewed.

This notification is to advise all patrons, occupants, or their legal guardians, collective bargaining organizations, and parent-teacher organizations, that the asbestos management plans required under this act are available for review upon request. The plans can be viewed by any person during normal business hours of the school. Interested parties wishing to inquire about the plans should contact the individual school office. Master copies of the plans for all buildings under the jurisdiction of this local education agency are available in the Administration Building which is located at 14525 Wicker Avenue, Cedar Lake, Indiana 46303. The telephone number is (219) 374-3500. Inquiries regarding any facet of the regulation or the management plans should be directed to Mr. Steve Goff at the above telephone number during regular business hours.

Hanover Community School Corporation school facilities and buildings which contain asbestos-containing materials (ACMs) and must comply with the 40 CFR 763, Subpart E (AHERA) regulations include:

Hanover Central High School and Jane Horton Ball Elementary School

Listed is a brief description of asbestos projects currently ongoing and completed at our facilities this past school year, as well as activities currently scheduled for the 2025/2026 school year. Detailed reports of each activity will become a part of each school's asbestos management plan and may be reviewed online.

* The next required triennial re-inspection will be performed in May 2027.

* The required six-month periodic surveillance was performed in November 2025.

* The required six-month periodic surveillance activities are scheduled for May and November each year.

* Projects that may possibly require abatement in 2026/2027:

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

Administration Building, Lincoln Elementary School and Hanover Central Middle School

Please Respond
in English

English

School-Parent Compact

Hanover Community School District School-Parent Compact

Date: 2026-2027

(mm/dd/yyyy)

Dear Parent or Guardian:

We value what you do to help your child succeed in school. One part of our school's parent and family engagement policy is this school-parent compact. This compact is developed jointly with parents and identifies ways you and school staff can share the responsibility for supporting your child's learning.

School's Responsibility:

- We will provide high quality curriculum and instruction in a supportive and effective learning environment
- We will provide you with assistance in understanding academic achievement standards and tests, how to track your child's progress, and how to establish a successful homework setting and routine
- We will provide opportunities for regular communication between you and teachers through:
 - parent-teacher conferences,
 - frequent reports about your child's progress,
 - opportunities to talk with staff, volunteer in class, and observe classroom activities,
 - ensuring regular communication between family members and school staff to the extent possible, in a language that family members can understand

Parent's Responsibility:

- Encourage your child to attend school regularly
- Encourage your child to use positive school behavior
- Set regular times for homework and support effort, completion, and correctness
- Set limits on the amount of time your child spends in front of a screen such as a television, smartphone, or computer and encourage positive use of your child's additional time
- Volunteer in your child's school and classroom if time or schedule permits
- Attend parent-teacher conferences and when it is appropriate, participate in decisions about the education of your child.

Please review this School-Parent Compact with your child. This School-Parent Compact may be discussed with you during a parent-teacher conference as it relates to your child's progress in school.

Thank you for your support and involvement in your child's education. Please contact the person listed below for more information:

Name: Rebecca Delgado

Title: Principal

Telephone Number: 219-374-3700

Email Address: rdelgado@hanover.k12.in.us

Please sign and date below to show that you have read and received this information. Please return the entire form to your child's teacher.

Parent/Guardian Signature: _____ Date: _____

Teacher Signature: _____ Date: _____

OFFICE USE ONLY				
Student ID #	Student Name	Date Distributed	Faculty Name	Faculty ID #

Por favor,
responda en inglés

Spanish

School-Parent Compact

Hanover Community School District Acuerdo entre los padres y la escuela

Fecha: 2026-2027

(mm/dd/aaaa)

Estimado padre/madre/tutor:

Valoramos lo que hace para ayudar a que su hijo(a) tenga éxito en la escuela. Este acuerdo entre los padres y la escuela forma parte de la política de participación de los padres y las familias de nuestra escuela. Este acuerdo se desarrolló en colaboración con los padres e identifica maneras en las que usted y el personal de la escuela pueden compartir la responsabilidad de apoyar el aprendizaje de su hijo(a).

Responsabilidades de la escuela:

- Ofreceremos programas e instrucción de alta calidad en un entorno de aprendizaje eficaz y de apoyo.
- Proporcionaremos asistencia para comprender las pruebas y los estándares de rendimiento académico, para saber cómo supervisar el avance de su hijo(a) y para poder establecer un entorno y una rutina de tareas exitosos.
- Proporcionaremos oportunidades periódicas de comunicación entre usted y los maestros a través de:
 - reuniones de padres y maestros,
 - informes frecuentes sobre el avance de su hijo(a),
 - oportunidades para hablar con el personal, trabajar como voluntario en la clase y observar las actividades del salón de clases,
 - garantizaremos una comunicación continua entre los miembros de la familia y el personal de la escuela en la medida de lo posible, en un idioma que los miembros de la familia puedan comprender.

Responsabilidades de los padres:

- Alentar a su hijo(a) a asistir a la escuela con regularidad
- Incentivar a su hijo(a) a tener un comportamiento escolar positivo
- Establecer horarios regulares para la tarea y apoyar el esfuerzo, la finalización y la exactitud de las tareas
- Establecer límites para el tiempo que su hijo(a) pasa frente a una pantalla, como la televisión, un teléfono inteligente o una computadora, y alentar el uso positivo del tiempo libre
- Trabajar como voluntario en la escuela y el salón de clases de su hijo(a) si el horario lo permite
- Asistir a las reuniones de padres y maestros y, cuando sea apropiado, participar en decisiones sobre la educación de su hijo(a).

Revise este Acuerdo entre los padres y la escuela con su hijo(a). Podemos analizar este Acuerdo con usted durante una reunión de padres y maestros en lo que se refiere al avance escolar de su hijo(a).

Gracias por su interés y participación en la educación de su hijo(a). Para obtener más información, comuníquese con la persona que se indica a continuación:

Nombre: Rebecca Delgado

Título: Principal

Número de teléfono: 219-374-3700

Dirección de correo electrónico: rdelgado@hanover.k12.in.us

Firme e incluya la fecha a continuación para confirmar que ha leído y recibido esta información. Devuelva todo el formulario al maestro de su hijo(a).

Firma del padre/madre/tutor: _____

Fecha: _____

Firma del maestro: _____

Fecha: _____

OFFICE USE ONLY

Student ID #	Student Name	Date Distributed	Faculty Name	Faculty ID #
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Hanover Community School District

Annual Parent Notice Right to Request Teacher Qualifications

English
Annual Parent Notice, Right to Request Teacher Qualifications

School: Jane Ball Elementary School

Date: 2026-2027

(mm/dd/yyyy)

Our school receives federal funds for programs that are part of the *Elementary and Secondary Education Act (ESEA)*, as amended (2015). Throughout the school year, we will continue to provide you with important information about this law and your child's education. Based on current education law, teachers must have earned State certification and licensure. State certification and licensure is the training required to be a teacher.

We are very proud of our teachers and feel they are ready for the coming school year. We are prepared to give your child a high- quality education. You have the right to request information about the professional qualifications of your child's teacher(s) or paraprofessional(s). A paraprofessional provides academic or other support for students under the direct supervision of a teacher. If you request this information, the district or school will provide you with the following as soon as possible:

- if the teacher has met State certification and licensing requirements for the grade levels and subjects for which the teacher provides instruction;
- if state certification and licensing requirements have been waived (is not being required at this time) for the teacher under emergency or other temporary status;
- if the teacher is teaching in the field of discipline for which they are certified or licensed;
- if the teacher has met State-approved or State-recognized certification, licensing, registration, or other comparable requirements. These requirements apply to the professional discipline in which the teacher is working and may include providing English language instruction to English learners, special education or related services to students with disabilities, or both; and
- if your child is receiving Title I or Special Education services from paraprofessionals, his or her qualifications.

Our staff are committed to helping your child develop the social, academic and critical thinking he or she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals are highly skilled.

If you would like to request information about your child's teacher(s) or paraprofessional(s), or if you have any questions about your child's assignment to a teacher or paraprofessional, please contact the following person at your child's school:

Name: Rebecca Delgado

Title: Principal

Email: rdelgado@hanover.k12.in.us

Phone: 219-374-3700

Thank you for your interest and involvement in your child's education.

Sincerely,

Name

Title

The school district does not discriminate on the basis of race, color, national origin, sex, age, or disability in matters affecting employment or in providing access to programs and services. It provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries and complaints regarding non-discrimination policies and to coordinate compliance efforts:

Name: _____

Title: _____

Address: _____

Telephone: _____

Email: _____

Inquiries or complaints may also be directed to the Office for Civil Rights, U.S. Department of Education, 400 Maryland Avenue S.W., Washington D.C. 20202, or by calling (800) 421-3481 or (877) 521-2172 (TTY).

OFFICE USE ONLY			
Student ID #:	Date Distributed:		

Hanover Community School District

Aviso anual a los padres Derecho a solicitar las acreditaciones de los maestros

Spanish

Annual Parent Notice, Right to
Request Teacher Qualifications

Escuela: Jane Ball Elementary School

Fecha: 2026-2027

(mm/dd/yyyy)

Nuestra escuela recibe fondos federales para programas que son parte de la *Ley de Educación Primaria y Secundaria* (Elementary and Secondary Education Act (ESEA)), en su versión vigente (2015). Durante el año escolar, continuaremos proporcionándole información importante sobre esta ley y la educación de su hijo(a). Según las leyes de educación actuales, los maestros deben contar con una certificación y licencia estatales. La certificación y la licencia estatales son el tipo de capacitación que se necesita para ser maestro.

Estamos muy orgullosos de nuestros maestros y consideramos que están listos para el próximo año escolar. Estamos preparados para brindarle a su hijo(a) una educación de gran calidad. Usted tiene derecho a solicitar información sobre la acreditación profesional de los maestros o paraprofesionales de su hijo(a). Un paraprofesional les proporciona apoyo académico o de otro tipo a los alumnos bajo la supervisión directa de un maestro. Si solicita esta información, el distrito o la escuela le proporcionará la siguiente información tan pronto como sea posible:

- si el maestro ha cumplido con los requisitos estatales de certificación y de licencia para los grados escolares y las asignaturas que instruye;
- si los requisitos estatales de certificación y de licencia del maestro se han eximido (no se solicitan en este momento) conforme a un estado de emergencia u otro estado temporal;
- si el maestro está enseñando en el campo de disciplina para el que tiene certificado o licencia;
- si el maestro ha obtenido un certificado, licencia, registro u otros requisitos comparables aprobados o reconocidos por el estado. Estos requisitos se aplican a la disciplina profesional en la que el maestro se desempeña y pueden incluir la formación en inglés de alumnos de inglés, educación especial o servicios relacionados a alumnos con discapacidades, o ambos, y
- si su hijo(a) recibe servicios del Artículo I o servicios de educación especial de paraprofesionales, sus acreditaciones.

Nuestro personal se dedica arduamente a ayudar a su hijo(a) a desarrollar el pensamiento social, académico y crítico que necesita para tener éxito en la escuela y en otros entornos. Este compromiso incluye asegurarse de que todos nuestros maestros y paraprofesionales estén altamente calificados.

Si desea solicitar información sobre los maestros o paraprofesionales de su hijo(a), o si tiene preguntas sobre la asignación de un maestro o paraprofesional de su hijo(a), comuníquese con la siguiente persona de su escuela:

Nombre: Rebecca Delgado

Título: Principal

Correo electrónico: rdelgado@hanover.k12.in.us

Teléfono: 219-374-3700

Gracias por su interés y participación en la educación de su hijo(a).

Atentamente,

Nombre

Título

El distrito escolar no discrimina contra la raza, el color, el origen, el sexo, la edad o la discapacidad en asuntos que afectan al empleo o a la accesibilidad a programas y servicios. Brinda acceso equitativo a los Niños Exploradores (Boy Scouts) y otros grupos juveniles designados. Se ha asignado a la siguiente persona para manejar las preguntas y quejas referentes a las normas de no discriminación y para coordinar su cumplimiento:

Nombre: _____ Título: _____

Dirección: _____

Teléfono: _____ Correo electrónico: _____

Las preguntas o quejas también se pueden dirigir a la Oficina de Derechos Civiles del Departamento de Educación de EE. UU.: Office for Civil Rights, U.S. Department of Education, 400 Maryland Avenue S.W., Washington D.C. 20202, o al teléfono (800) 421-3481 o (877) 521-2172 (TTY).

OFFICE USE ONLY

Student ID #:

Date Distributed:

Title I Parent Complaint Procedures 2026-2027

Introduction

On December 10, 2015 a new Federal education law was signed by the President. This law, the Every Student Succeeds Act (ESSA), requires schools that receive federal Title IA funding adopt written procedures for resolving complaints filed.

Definition

A “complaint” is a written, signed statement filed by an individual or an organization. It must include:

- The facts of which the statement is based.
- Information on any discussions, meetings or correspondence with a school regarding the complaint.

Complaint Resolution Procedures

Referral - Complaints against schools should be referred to the district’s Assistant Superintendent’s Office:

Dr. John Zack, Assistant Superintendent
14525 Wicker Avenue
Cedar Lake, IN 46303
jzack@hanover.k12.in.us
219-374-3500

Notice to School - The Assistant Superintendent’s Office will notify the district Superintendent and school Principal that a complaint has been received. A copy of the complaint will be given to the Superintendent and Principal with directions given for the Principal to respond.

Investigation - After receiving the Principal’s response, the Assistant Superintendent’s office, along with the Title I Program Administrator and Superintendent, will determine whether investigation is necessary. If necessary, the Assistant Superintendent, Title I Coordinator and the Superintendent may do an onsite investigation at the school.

Opportunity to Present Evidence - The Assistant Superintendent may provide for the complainant and the Principal to present evidence.

Report and Recommend Resolution - Once the Assistant Superintendent has completed the investigation and the taking of evidence, a report will be prepared with a recommendation for resolving the complaint. The report will give the name of the party bringing the complaint, the nature of the complaint, a summary of the investigation, the

recommended resolution and the reasons for the recommendation. Copies of the report will be issued to all parties. The recommended resolution will become effective upon issuance of the report.

Follow up - The Assistant Superintendent, Title I Program Administrator and the Superintendent will ensure that the resolution of the complaint is implemented.

Time Limit - the period between the Assistant Superintendent receiving the complaint and resolution of the complaint shall not exceed sixty (60) calendar days.

Right to Appeal - Either party may appeal the final resolution to the Department of Education. Appeals should be addressed as follows:

Title Grants and Supports Division
Indiana Department of Education
South Tower, Suite 600
115 W. Washington Street
Indianapolis, IN 46204

Procedimientos para Quejas de Padres – Título I 2026–2027

Introducción

El 10 de diciembre de 2015, el Presidente firmó una nueva ley federal de educación. Esta ley, la Ley Cada Estudiante Triunfa (ESSA, por sus siglas en inglés), requiere que las escuelas que reciben fondos federales del Título IA adopten procedimientos escritos para resolver las quejas presentadas.

Definición

Una "queja" es una declaración escrita y firmada presentada por una persona o una organización. Debe incluir:

- a. Los hechos en los que se basa la declaración.
- b. Información sobre cualquier conversación, reunión o correspondencia con la escuela relacionada con la queja.

Procedimientos para la Resolución de Quejas

Remisión – Las quejas contra las escuelas deben ser remitidas a la Oficina del Asistente del Superintendente del distrito:

Dr. John Zack, Assistant Superintendent
14525 Wicker Avenue
Cedar Lake, IN 46303
jzack@hanover.k12.in.us
219-374-3500

Notificación a la Escuela – La Oficina del Asistente del Superintendente notificará al Superintendente del distrito y al Director de la escuela que se ha recibido una queja. Se entregará una copia de la queja al Superintendente y al Director junto con instrucciones para que el Director responda.

Investigación – Después de recibir la respuesta del Director, la Oficina del Asistente del Superintendente, junto con el Coordinador del Título I y el Superintendente, determinará si es necesaria una investigación. Si es necesario, el Asistente del Superintendente, el Coordinador del Título I y el Superintendente podrán realizar una investigación en el lugar.

Oportunidad para Presentar Evidencia – El Asistente del Superintendente podrá ofrecer al reclamante y al Director la oportunidad de presentar pruebas.

Informe y Resolución Recomendada – Una vez que el Asistente del Superintendente haya completado la investigación y la recolección de pruebas, se preparará un informe con una recomendación para resolver la queja. El informe incluirá el nombre de la parte que presenta la queja, la naturaleza de la queja, un resumen de la investigación, la resolución recomendada y las razones de la recomendación. Se entregarán copias del informe a todas las partes. La resolución recomendada entrará en vigor en el momento de la emisión del informe.

Seguimiento – El Asistente del Superintendente, el Coordinador del Título I y el Superintendente asegurarán que se implemente la resolución de la queja.

Límite de Tiempo – El período entre la recepción de la queja por parte del Asistente del Superintendente y la resolución de la misma no deberá exceder de sesenta (60) días calendario.

Derecho de Apelación – Cualquiera de las partes puede apelar la resolución final ante el Departamento de Educación. Las apelaciones deben dirigirse a:

Title Grants and Supports Division
Indiana Department of Education
South Tower, Suite 600
115 W. Washington Street
Indianapolis, IN 46204

PARENT PARTICIPATION IN TITLE I PROGRAMS

In accordance with the requirements of Section 1118 of Title I, programs supported by Title I funds must be designed and implemented in consultation with parents of the students being served.

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

The school expects the parents to be involved in the program, including their participation in the development of the plan;

Meetings will be conducted with parents including provisions for flexible scheduling and whatever assistance the school may be able to provide parents in order to better ensure their attendance at meetings, and for providing information in a language the parents can understand;

Meetings will include review and explanation of the curriculum, means of assessment, and the proficiency levels students are expected to achieve and maintain;

Opportunities for parents to formulate suggestions, interact and share experiences with other parents, and participate appropriately in the decision-making about the program and revisions in the plan;

Parents will be involved in the planning, review, and improvement of the Title I program;

Information concerning school performance profiles and their child's individual performance will be communicated to parents;

Parents will be assisted in providing help to their children in achieving the objectives of the program by such means as ensuring regular attendance, monitoring television watching, providing adequate time and the proper environment for homework, guiding nutritional and health practices, and the like;

Timely responses will be given to parental questions, concerns, and recommendations;

An annual evaluation of the parental involvement plan will be conducted with parents, identifying any barriers to greater parental involvement (such as limited English, limited literacy, economic disadvantage, disability, etc.) and devising strategies to improve parental involvement;

Educate parents with assistance of teachers in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs and build ties between them and the school;

The parental involvement plan will be coordinated with other programs such as Head Start, Local Preschool Programs, Parents as Teachers, and Home Instruction for Preschool Youngsters.

PARTICIPACIÓN DE LOS PADRES EN LOS PROGRAMAS DEL TÍTULO

De acuerdo con los requisitos de la Sección 1118 del Título I, los programas financiados por fondos del Título I deben ser diseñados e implementados en consulta con los padres de los estudiantes que reciben los servicios.

El Superintendente deberá asegurarse de que el plan del Título I contenga una declaración escrita de directrices que haya sido desarrollada con la participación de los padres, aprobada por ellos y distribuida a los padres de los estudiantes participantes. Las directrices deberán describir cómo:

La escuela espera que los padres participen en el programa, incluyendo su participación en el desarrollo del plan;

Se llevarán a cabo reuniones con los padres, incluyendo disposiciones para programaciones flexibles y toda la asistencia que la escuela pueda proporcionar a los padres con el fin de asegurar mejor su asistencia a las reuniones, y para proporcionar información en un idioma que los padres puedan entender;

Las reuniones incluirán una revisión y explicación del currículo, los métodos de evaluación, y los niveles de competencia que se espera que los estudiantes alcancen y mantengan;

Se brindarán oportunidades para que los padres formulen sugerencias, interactúen y compartan experiencias con otros padres, y participen adecuadamente en la toma de decisiones sobre el programa y en las revisiones del plan;

Los padres participarán en la planificación, revisión y mejora del programa del Título I;

Se comunicará a los padres información sobre los perfiles de desempeño de la escuela y el desempeño individual de sus hijos;

Se asistirá a los padres para que puedan ayudar a sus hijos a alcanzar los objetivos del programa mediante acciones como asegurar la asistencia regular, monitorear el tiempo frente a la televisión, proporcionar tiempo adecuado y un ambiente propicio para las tareas escolares, orientar en prácticas nutricionales y de salud, entre otras;

Se dará respuesta oportuna a las preguntas, inquietudes y recomendaciones de los padres;

Se llevará a cabo una evaluación anual del plan de participación de los padres junto con ellos, identificando cualquier barrera para una mayor participación (como dominio limitado del inglés, bajo nivel de alfabetización, desventajas económicas, discapacidad, etc.) y se diseñarán estrategias para mejorar dicha participación;

Se educará a los padres con la ayuda de los maestros sobre el valor y la utilidad de las contribuciones de los padres, y sobre cómo acercarse a ellos, comunicarse y trabajar con ellos como socios iguales, implementar y coordinar programas para padres y fortalecer los lazos entre ellos y la escuela;

El plan de participación de los padres se coordinará con otros programas como Head Start, Programas Locales de Educación Preescolar, Padres como Maestros e Instrucción en el Hogar para Niños en Edad Preescolar.

INDEX

Acceptable Use Policy	30	Safe School Committee	28
American's w/Disabilities Act	32	School Closings	23
Arrival	5	School Delay	23
Attendance	12	School Sponsored Publications	31
Book Rental Fee	8	School Visitor Policy	24
Bullying Policy	19	Special Education	29
Cafeteria	28	Student Behavior Standards	28
Care of Property	32	Technology Use/Telephones	30
Changes to Dismissal	8	Title I	37
Child Abuse	26	Tobacco/Vape Policy	21
Childcare	8	Transportation	25
Classroom Placement	10	Treats	26
Code of Conduct	20	Video Surveillance	31
Communicable Illnesses/Problems	27	Violation of Code of Conduct	20
Confidentiality	28		
Dismissal	5		
Dress Code and Grooming	22		
Elementary Grading System	9		
Emergency Closings	23		
Emergency Early Dismissal	23		
Expected Behaviors	28		
Field Trips	9		
Financial Assistance Program	23		
Fire, Tornado, and Lockdown Drills	27		
General School Information	22		
Gold Notes	8		
Health Screenings	27		
High Ability Learners	10		
Homework	10		
Immunizations	27		
Make Up Assignments	13		
Mission/Vision	4		
Non-Custodial Parent	23		
Parent Teacher Conferences	10		
Personal Vacations	13		
P.E. Restrictions	20		
Playground Rules	20		
Promotion	10		
Recess Restrictions	20		
Reporting Student Progress	11		
Response to Intervention	29		
Retention	10		