



HAMMOND ACADEMY OF SCIENCE AND TECHNOLOGY STUDENT HANDBOOK

2023-2024

Mrs. Deborah Snedden, School Leader

33 Muenich Court
Hammond, IN 46320
219-852-0500

INTRODUCTION

WELCOME TO THE HAMMOND ACADEMY

On behalf of the entire staff, I am pleased to welcome you to the Hammond Academy, a showcase of academic learning opportunity and improved educational change. It is a school that offers excellent facilities, a staff well trained and dedicated to serving the needs of each student, and educational experiences that are unique and cutting-edge.

We hope that as a student here at Hammond Academy you will equip yourself to meet the challenges that lie ahead. The opportunities are many but the responsibility for taking advantage of them is yours. You can become what you want and go as far as you like. The only limitations are your abilities and your determination to work and succeed.

This handbook has been developed to fully inform all of the students of the Hammond Academy about important information and policies under which the school operates. It is important that all students and their parents read, understand, and accept the responsibilities outlined.

It is my sincere hope that each of you takes advantage of the fine academic and student activity programs that are available at Hammond Academy and that each of you is successful and happy during your middle and high school career. We are proud of our school, faculty and students.

Deborah Snedden, Superintendent/School Leader

HAMMOND ACADEMY MISSION STATEMENT

Hammond Academy's mission is to provide the highest quality level of education to students by implementing state of the art technology and research-based instruction in an environment that is conducive to learning.

PHILOSOPHY OF EDUCATION

Hammond Academy strives to provide a wide variety of educational experiences, which result in the academic, intellectual and physical growth of our students. Also we believe it is our responsibility to foster appropriate development in the emotional, social and aesthetic areas. Students bring a variety of learning styles and dispositions to the learning process. We recognize our responsibility to identify individual differences and development, and we strive to adjust our curriculum and methods to foster individual development and achievement. Our philosophy is based on the Comer Process, a research-based approach to urban education.

SCHOOL COLORS AND NICKNAME

The nickname for HAST athletic teams is "**Hawks**".

HAST school colors are black and gold.

SCHOOL VISITATION

Given the unique educational environment the school expects numerous visitors from time to time. However, Hammond Academy does not allow student visitors except for those here for school-related activities or with advanced approval by the principal or assistant principal. All non-student or student visitors are expected to report to the school office to sign in and obtain a visitor's pass.

PARENT CONFERENCES

We welcome the opportunity to collaborate with our parents. A parent conference may be scheduled at the request of the parent, teacher, teaching team or administration. The school requests 24-hour notice from parents requesting a conference in order for teachers to properly prepare for the conference. Those parents wishing to schedule a conference should contact the teacher, the team leader of the teaching team or an administrator to facilitate the setting up of the conference. Visitors should report to the office to sign in and obtain a visitor's pass.

POLICY STATEMENT FOR SECTION 504 OF THE REHABILITATION ACT OF 1973

It is the policy of the Hammond Academy of Science and Technology (HAST) to provide a free and appropriate public education to each handicapped student within its student body, regardless of the nature or severity of the handicap.

It is the intent of the school to ensure that students who are handicapped within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. Students may be handicapped under this policy even though they do not require services pursuant to the Individuals with Disabilities Education Act (IDEA).

Due process rights of the handicapped students and their parents under Section 504 will be enforced. The School Leader is the coordinator of Section 504 activities.

For this policy, a student who may need special services or programs within the intent of Section 504 is one who:

- Has a physical or mental impairment that substantially limits one or more major life activity, including learning; or
- Has a record of such impairment; or
- Is regarded as having such impairment.

1. Compliance Plan for Section 504 of the Rehabilitation Act of 1973

The Compliance Plan serves students, parents, employees, applicants for employment and programs within HAST.

- A. HAST assures students, parents, applicants for employment, and employees that it will not discriminate against any individual.
- B. The Special Education Director is the Section 504 compliance coordinator for students and the Business Manager for employees.
- C. Parents are provided procedural safeguards which are included in the *Notice of Parental Rights*.

- D. An impartial hearing and appeal are provided upon request. Procedures are detailed in the *Notice of Parental Rights*.
- E. Notice to students, parents, employees, and general public of nondiscrimination assurances and parent/student rights and identification, evaluation and placement will be disseminated annually in the following manner: 1) postings within the school; 2) inclusion in the HAST teacher handbook; 3) inclusion in the HAST student/parent handbook.
- F. HAST will inform all handicapped persons and their parents or guardian of the district's responsibilities and procedural safeguards under Section 504, as well as those under Indiana Special Education Regulations (Article 7) and the Individual with Disabilities Education Act (IDEA).

2. Grievance Procedure for Section 504 of the Rehabilitation Act of 1973

HAST has established the following local grievance procedure to resolve complaints of discrimination arising under Section 504:

- 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 School Leader for Students/Parents. Employee claims are to be directed to the Business Manager.
Hammond School of Science and Technology
33 Muenich Court
Hammond, IN 46320
PH: 219-852-0500 FX: 219-852-4153
Email: Dsnedden@hammondacademy.org
[Email: czmiel@hammondacademy.org](mailto:czmiel@hammondacademy.org)
- C. A hearing will be conducted according to procedures outlined in the regulations based upon the Family Educational Rights and Privacy Act (FERPA) and due process rights that are afforded to the student and family who filed the grievance.
- D. The coordinator will appoint a hearing officer who will conduct the hearing within a reasonable time after the request was received.
- E. The coordinator shall give the parent, student, or employee reasonable advance notice of the date, time, and place of the hearing.
- F. The hearing must be conducted by any impartial individual who is knowledgeable about Section 504 and who does not have a direct interest in the outcome of the hearing.
- G. HAST shall give the parent, student, or employee full and fair opportunity to present evidence relevant to issues raised. The parent, student or employee may, at their own expense, be assisted or represented by individuals of their choice, including an attorney.
- H. The impartial individual shall make his/her decision in writing within fifteen (15) days after the hearing.
- I. 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.

NOTICE OF PARENTAL RIGHTS REHABILITATION ACT OF 1973

The following rights are those afforded to the parent/guardian of a student who is believed to be disabled under Section 504 of the Rehabilitation Act of 1973:

1. Your child will be evaluated before any decision is made regarding the initial placement or a subsequent significant change in placement in a regular or special education program. You have the right to an independent evaluation at your expense.
2. Any placement decision will be made by a group of persons who are knowledgeable about your child, the meaning of the evaluation data, and the placement options within the school corporation.
3. In addition to any evaluation data, the group will consider such other information as aptitude and achievement tests, teacher recommendations, physical condition, social or cultural background, and adaptive behavior when making any placement decision.
4. Any placement of the student will be with persons who are not disabled to the maximum extent appropriate to the needs of your student.
5. You have the right to examine your child's education records and to exercise all other rights granted to you in the Family Educational Rights and Privacy Act (FERPA). Your child will not be suspended or expelled for more than ten (10) days unless a group of persons knowledgeable about your child and meaning of evaluation data meet to determine that the behavior is not a manifestation of your child's disability.
6. You have the right to request a hearing regarding any decision made by the school corporation with respect to the identified disability, evaluation, or educational placement of your child.
7. Upon receipt of a request for a hearing, the school corporation will appoint an impartial hearing officer (one who is knowledgeable about Section 504 and who does not have a direct interest in the outcome of the hearing). The hearing officer will advise you within a reasonable period of time of the date, time, and place for the hearing. You have the right to be represented by legal counsel or any other representative at this hearing.

A copy of the Section 504 regulations will be given to you along with this notice. Any questions regarding your rights should be directed to the School Leader of HAST:

Hammond Academy of Science and Technology
33 Muenich Ct., Hammond, IN 46320
PH: 219-852-0500 FX: 219-852-4253
Email: DSnedden@hammondacademy.org

SECTION 504 OF THE REHABILITATION ACT OF 1973

Before a Section 504 placement can be considered, the school corporation must evaluate the student. A full evaluation is not required when neither the school corporation nor the parents believe that the child is in need of special education or related services.

In interpreting evaluation data and making placement decisions, the school corporation must draw upon information from a variety of sources; assure that all information is documented and considered; ensure that the placement decision is made by a group of persons including those who are knowledgeable about the child, the meaning of the evaluation data and placement options; ensure that the student is educated with his/her non-handicapped peers to the maximum extent appropriate.

SECTION 504 REFERRAL PROCEDURES

1. General education interventions should be the first alternative for students suspected of having academic or behavioral difficulties. A referral should be made to the Special Education Director and the teaching team and the General Education Intervention Plan followed. If general education interventions are not effective, the Special Education Director and the team will determine whether additional evaluations should be pursued.
2. An evaluation referral is to be completed and submitted to the principal. The principal will ensure that an evaluation is completed.
3. The parent will sign permission for an evaluation. The parent's rights will be explained at that time.
4. A team or persons who have knowledge of the child's physical and/or mental condition will participate in the evaluation of the student. The team will determine the extent of testing that needs to be completed in order to establish eligibility for services.
5. After completing the evaluation, the team will establish:
 - a. Whether the physical or mental impairment substantially limits one of the major life activities, such as walking, seeing, hearing, speaking, breathing, learning, caring for one's self, or performing manual tasks; or
 - b. If there is a history of such an impairment, such as a student who is in the recovery stages of cancer; or
 - c. If the child is regarded as having such an impairment, such as a student who has tested positive for the HIV virus but has not physical effects from it.
6. The parents will be notified and a Section 504 committee conference will be held to review the evaluation results and discuss possible programming options.
 - a. If the child qualifies for special education services under Indiana Article 7, a placement in special education will be discussed and procedures for placement in special education programs will be followed.
 - b. If the child does not qualify for special education services, the conference committee will determine if the child qualifies for services under Section 504 of the Rehabilitation Act of 1973.

- i. The Section 504 committee will outline the intervention plan on the form provided, listing the strategies, the chief implementers, and showing the monitoring dates.
 - ii. The Section 504 Parents' Rights will be explained and a copy given to the parents.
7. Each case for students eligible for services under Section 504 should be reviewed annually to ensure implementation and needs for alteration. Students should be re-evaluated every three (3) years or if there is any significant change in placement (i.e. suspension for more than 10 days or expulsion).
8. Students reentering school after having been temporarily placed in a private setting (medical facility, rehabilitation center, clinic) will have a referral initiated for Section 504 eligibility.

HAMMOND ACADEMY TECHNOLOGY ACCEPTABLE USE POLICY (AUP)

Introduction

The vision of the Hammond Academy of Science and Technology (HAST) is that all students should have access to state of the art technology in order to receive a high quality education that will benefit them in the 21st century. Therefore, technology resources, defined here as iPads, laptops, computers, SmartBoards, printers, software, online subscriptions, email, and Internet access are all made available for educational purposes. All technological tools are provided for educational purposes only and are intended to support learning objectives of HAST.

Purpose

This Acceptable Use Policy (AUP) serves to protect the interests of HAST, its students, and its technology resources. Personal work, gaming, blogging, etc. should be done on personal computers on personal time. **These technology resources are tools of education, not toys for personal use. HAST reserves the right to restrict the use of HAST technology and resources.**

The rules and responsibilities in this AUP include acceptable use of all technology resources and devices (iPads and computers). These rules are applicable to anyone who comes into contact with a HAST device including staff, students, and family. Violation of these rules or responsibilities will result in consequences as outlined by this document. HAST reserves the right to amend this policy at any time.

Responsibilities of HAST

- IT staff is responsible for providing all students with access to technology devices.
- Teachers are responsible for providing alternative access to technology for assignments or projects such as laptop, or paper based when a student possesses a broken device.
- Teachers are responsible for helping students file insurance claims when a device is broken or damaged.
- Teachers are accountable for devices that stay in the classroom due to discipline (other instances are the responsibility of the student).
- HAST provides iLife and iWork suite on every device for student use. Additional apps and software will be added as needed to facilitate educational needs.

- IT staff will be available by support ticket to assist students with technology questions.

Responsibilities of Users

Usage of HAST Technology

- Students are responsible for bringing a charged iPad to school each day.
- iPads must be carried in the provided case at all times and be labeled with first name last initial.
- Technology resources are to be used in the classrooms as directed by the teacher or IT staff.
- Users should not touch another student's device without their permission.
- Lending your device is not recommended and you will be held liable for any damages, misuse, or abuse.
- Capturing audio, video, or pictures requires the consent of the person/people being recorded.
- HAST staff may search a device at any time if there is suspicion of wrongdoing.
- Users are not to use devices while eating or drinking.
- Devices should not be exposed to high humidity or heat (ex. Showers).
- Users must not share device passwords with other users.
- Users are responsible for saving or backing up their documents to iCloud, the server, or portable storage devices.
- Students participating in activities that are not conducive to iPad use (lunch, assemblies, field trips, etc.) should leave their devices in their locker.
- Users are not allowed to install apps or software on HAST devices without permission of the teacher or IT staff.
- Users are not to delete device profiles (casper profiles, lightspeed internet filters), reset iPad to factory settings, or Jailbreak an iPad. These are considered malicious destruction of school property and considered major offenses.
- When at home, the device should always be used under adult supervision in a common family location (i.e., kitchen, living room, dining room).
- If a device is damaged or not working properly, the student must inform a teacher and fill out an insurance claim.
- Students or family are not authorized to attempt repairs themselves, or contract with any other individual or business for the repair of the device.
- Lost or stolen devices must be reported immediately to teachers or staff. It is the student's responsibility to report a lost or stolen device immediately.
- Any report of theft of HAST technology resources must be accompanied by a police report. HAST reserves the right to charge families for stolen technology not reported to proper authorities.
- HAST students/families are responsible for the full cost of HAST equipment that is lost misplaced, or stolen.

Internet, Email, and Network Use

- HAST is not legally liable for a user's inappropriate use of the Internet or Email. While every attempt to block inappropriate content is made at school, it is the parent/guardian's responsibility to supervise the information that a student is accessing from the Internet while at home. Inappropriate use at home can result in disciplinary action.
- Network printers are for staff use only.
- HAST assumes no liability for media or digital items stored or accessed on a user's device. This includes documents, music, movies, and pictures. Please backup your files.

- Music and videos must not be explicit in nature, or downloaded illegally (“Free Music” websites, Torrents, sending MP3 files through email, and downloading copyrighted content from YouTube).
- Social Networking including but not limited to Facebook, Tumblr, Instagram, and Twitter are not permitted at HAST or on HAST Devices.
- Users are expected to treat each other with respect and dignity through the Internet. There is ZERO tolerance for cyber bullying or harassing others through Internet or email.
- Users should not use HAST devices to create, view, share, download, or access obscene, threatening, illegal, or sexually explicit content. If a user comes into contact with this content, he or she must inform a staff member immediately.
- HAST uses web filters to protect students and encourage educational opportunities. Attempting to circumvent the web filter is strictly prohibited and will elicit severe consequences.
- Email accounts are the property of Hammond Academy. In order to protect the interests of the school, staff, and students, HAST reserves the right to access, update, and disclose without prior notice or permission from the user, the contents of any account on its system.
- If for any reason a HAST staff member has suspicion of inappropriate Internet or Email use, staff may search the school provided device and/or email account.
- Erasing Internet history is an admission of guilt. There is no acceptable reason for deleting Internet history.
- HAST reserves the right to deny Internet access to users who use resources inappropriately. This includes accessing the Network with personal devices such as phones, iPods, etc.
- Network passwords are not shared with anyone. Unwarranted access to the HAST Network on personal devices is taken very seriously and can result in punishment up to and including expulsion.
- Students must not use copyrighted materials that exceed fair use guidelines without written permission of the author.
- Students should never share personal information about themselves or others while using the Internet or e-mail. This includes a student’s name, age, address, phone number or school name as well as photos.

Consequences of Inappropriate Use

The use of any HAST technology ***is a privilege and not a right***. All users are expected to use technology resources according to this AUP. Failure to obey the rules and responsibilities outlined in this AUP will result in the following tiered consequences:

- Limit student use or access privileges.
- Loss of the privilege of using the device at home.
- Financial restitution.
- Suspension from school.
- Expulsion from school.
- Civil or criminal liability under applicable laws.

The consequence will be based on the severity of the offense as determined by the Tech Committee, IT Director, and Dean of Students.

*Violations such as circumventing filters, *jailbreaking an iPad and/or removing profiles from an iPad, hacking into the Network, accessing illegal or obscene content, and cyberbullying will result in more severe consequences including suspension or even expulsion.*

Jailbreaking iPad and/or removing profiles from iPad are considered malicious destruction of school property and will result in a **\$50 fee to pay for the restoration of the iPad and lost Apps owned by HAST (in addition to assigned consequence).*

By signing this document I am acknowledging that I have read and agree to the above rules and responsibilities as outlined in this AUP. I agree that not following these rules will result in consequences up to and including expulsion from school. I agree that technology resources are tools for education and not toys.

Student Signature

Date

Parent Signature

Date

SEXUAL HARASSMENT PREVENTION POLICY

I. The Policy

- a. It is the policy of Hammond Urban Academy to maintain a learning and working environment that is free from sexual harassment. The Hammond Urban Academy will not tolerate sexual harassment by employees or students. To assure that the Hammond Urban Academy is free of sexual harassment in work and study, appropriate sanctions will be imposed on offenders over whom the school corporation has jurisdiction.
- b. It shall be a violation of this policy for any employee to harass any student or for any student to harass any other student through conduct or communication of a sexual nature as defined under Section IIa.

II. Definition

a. General Prohibitions

i. Unwelcome Conduct of a Sexual Nature

1. Conduct of a sexual nature may include verbal or physical sexual advances and/or comments regarding physical or personality characteristics of a sexual nature.
2. Verbal or physical conduct of a sexual nature may constitute sexual harassment when the allegedly harassed student has indicated, by his/her conduct, that it is unwelcome.
3. A student who has initially welcomed such conduct by active participation must give specific notice by his/her conduct to the alleged harassed that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome.

ii. Sexual Harassment

For the purpose of this policy, unwelcome sexual advances, requests for sexual favors, and other verbal or sexual conduct of a sexual nature constitutes sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's participation in a school sponsored education program or activity;
- Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual;
- Such conduct has the purpose or effect of substantially interfering with an individual's academic performance or creating an intimidating, hostile, or offensive educational environment.

b. Reporting, Investigation, and Sanctions

- i. It is the express policy of Hammond Academy to encourage persons who believe that they are victims of sexual harassment to come forward with such claims. This may be done through the following procedure:
 1. A student who believes that he/she has been sexually harassed as defined by Section IIa of this policy should report the unwelcome conduct to the principal of the school which he/she attends or if the principal is the offending person, the report should be to the President of the Hammond Academy Board of Directors.
 2. Any student who disagrees with the decision of the building principal (level hearing decision) may file a written request within 30 days of the level I decision with the School Board President for a level II hearing.
 3. Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.
- ii. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated. The School Leader has the responsibility of investigating and resolving complaints of sexual harassment.
- iii. Using a cell phone to send, share, view, or possess pictures, text messages, emails, or other material of a sexual nature in electronic or any other form, including contents of a cell phone or other electronic device.

ACADEMIC INFORMATION

COUNSELING SERVICES

The primary focus of guidance counselors is to assist students to excel academically as well as to assist them in pursuing a college education after graduating from high school, or occupations in which students may have interest. Counselors also provide students with someone to discuss other concerns and personal problems.

In the event that a student expresses that he or she is planning to do harm to themselves or others the school is obligated to inform the parent. Also the student must submit to a psychological assessment and be released by the hospital *before* the student is allowed to return to school. The student's days missed will not be counted against their attendance.

BASIC ACADEMIC TERMS

Terms with which all students should be familiar:

Grade Point Average (GPA) – Determined by dividing the total number of grade points by the total number of credits attempted.

Cumulative Record – Record of semester grades, attendance and test grades.

SAT (Scholastic Aptitude Test) – The SAT should be taken at the end of a student's junior year and again during his/her senior year to possibly increase the score. Most colleges and some two-year colleges require the test.

ACT (American College Testing) – This is an alternative to the SAT and is accepted by most colleges. It should be taken at the end of a student's junior year and again during the senior year to possibly increase the overall score.

PSAT (The Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT)) – It is a standardized test that provides first-hand practice for the SAT. It also gives you a chance to enter the National Merit Scholarship Corporation programs and gain access to college and career planning tools. Tests are generally taken in the month of October.

ILEARN – Test given to 6th, 7th and 8th graders by the state of Indiana to gauge student academic attainment and growth. Students in all grades are tested on English/Language Art and Mathematics. Students in 6th grade are also tested on Science skills and 7th graders on Social Studies skills. 9th grade students take the ILEARN Biology test.

GRADE REPORTS

Report cards are issued at the end of each 9-week grading period.

Grades are an indication of how well a student is performing in class (grades are a measure of the student's understanding of the material while also including homework and class participation). Semester grades are recorded on each student's permanent record and are used to calculate his/her GPA.

The following letter designations have been assigned for the purpose of student evaluation:

A – Mastery at an exceptional level

B – Mastery at level of competence

C – Mastery at an adequate level

D – Less than adequate performance

F – Unsatisfactory performance

I – Incomplete

Teacher Comments (optional): In addition to regular grades, a comment can be made to indicate a level of student conduct as evaluated by each of the student's teachers. Cooperation, courtesy, attitude, responsibility, dependability, care of property, conduct, and work habits are some of the characteristics considered.

***Incomplete: It is the student's responsibility to make up incomplete grades. Normally students are given two weeks following the end of a grading period or semester to make up any incomplete work. If the work is not made up in the allotted time, the teacher may record an "F" on the report card.*

***High school students may lose credit as a result of being absent more than five (5) days in a semester.*

GRADING SCALE

The following grade points are used to determine grade point average (GPA):

A = 4.00 B = 3.00 C = 2.00 D = 1.00 F = 0.00

HIGH SCHOOL GRADING SCALE

A +	97 – 100 (4.3)	B+	87-89.9 (3.3)	C+	77 – 79.9 (2.3)
A	93 – 96.9 (4)	B	83 – 86.9 (3)	C	73 – 76.9 (2)
A-	90 – 92.9 (3.7)	B-	80 – 82.9 (2.7)	C-	70 – 72.9 (1.7)
D+	67 – 69.9 (1.3)	F	0 – 59.9 (0)		
D	63 – 66.9 (1)				
D-	60 – 62.9 (0.7)				

MIDDLE SCHOOL GRADING SCALE

A	92 – 100
B	83 – 91.5
C	75 – 82.5
D	68 – 74.5
F	00 – 67

ACADEMIC REQUIREMENTS

High School Students - Students must earn a minimum of 40 credits to graduate from the Hammond Academy. The following courses are required of all students:

Indiana Core 40 Requirements

English/Language Arts – 8	Mathematics – 6	Science – 6
Global Studies – 6	Health & Wellness – 1	Directed Electives – 5
Electives – 6	Physical Education – 2	Personal Finance – 1

To earn the Core 40 with Academic Honors (Minimum 40 credits) diploma, students must:

1. Complete all requirements for Core 40.

2. Earn 2 additional Core 40 math credits.
3. Earn 6 – 8 Core 40 World Language credits (6 credits in one language or 4 credits in two languages).
4. Earn 2 Core 40 Fine Arts credits
5. Earn a grade of “C” or better in courses that will count toward the diploma.
6. Have a grade point average of a “B” or better.
7. Complete ONE of the following:
 - a. Complete AP courses (4 credits) and pass corresponding AP exams.
 - b. Complete IB courses (4 credits) and pass corresponding IB exams.
 - c. Earn a combined score of 1750 or higher on the SAT critical reading and mathematics and writing sections and a minimum score of 530 on each.
 - d. Score a 26 or higher composite on the ACT.
 - e. Complete dual high school/college credit courses from an accredited post-secondary institution (6 transferable college credits).
 - f. Complete a combination of an AP course (2 credits and corresponding exam) or an IB Standard Level Course(s) from an accredited postsecondary institution (3 transferable college credits).

The minimum credits necessary for class status are the following:

Sophomore – 11 credits

Junior – 22 credits

Senior – 34 credits

For scheduling purposes only, those students who have not met the minimum class status requirement will show a progression to the next grade level on their class schedules.

National Honor Society: Membership is limited to Juniors and Seniors who have at least a 3.3 GPA (B+ average).

Student Council Officers: The president and vice-president must have a B average. The secretary and treasurer must have a C average. All students must be in good standing.

Class Officers: All class officers must have a C average. All students must be in good standing with the school and their class.

GRADUATION REQUIREMENTS

In order to participate in graduation activities (i.e., senior picnic, commencement, etc.) seniors must have:

1. Fulfilled all academic requirements.
2. Resolved all financial obligations.
3. Complied with all rules and standards of conduct.

Commencement is viewed as an activity that falls within the school year. Infractions of school rules and/or display of inappropriate behavior during Commencement by Hammond Academy students may result in appropriate disciplinary action.

EARLY GRADUATION POLICIES & PROCEDURES

*Students may request permission to graduate early (i.e. after three years). Early graduation is an opportunity for capable students to *complete their high school academic requirements early*. They must have **concrete** plans to pursue further education and/or full-time employment.*

Students wishing to graduate early must submit their request to the Guidance Office by the Friday of the first week of school of their junior year. *Requests received later than this date will not be considered.*

A student desiring early graduation from HAST must meet the following requirements:

- Have written approval from their parent(s)/guardian(s).
- Complete, at minimum, the 40 credits required by the state of Indiana to earn a Core 40 diploma. In addition, students must maintain a 2.0 cumulative GPA
- If a student wants to graduate early with a Core 40 with Academic Honors (AH) or Technical Honors (TH), they must complete the additional, at minimum, 7 credits required by the state of Indiana to earn AH or TH. In addition, students seeking an Honors diploma must maintain a 3.0 cumulative GPA.
- Understand that if you do not pass the Math and English ISTEP+ 10 exams, you will be placed in remediation lab(s) your junior year. This would affect your class selections and you may not have room in your schedule to complete all the graduation requirements. If this is the case, your request for early graduation will be voided.

A student desiring early graduation is to observe the following procedures:

- Obtain a copy of the Early Graduation Request form from Guidance and discuss early graduation with parent(s)/guardian(s).
- Return the Early Graduation Request form to Guidance, signed by a parent/guardian by the Friday of the first week of school of their junior year.
- Submit a one-page, typed letter from the student that explains:
 - Why the student wants to graduate early.
 - The educational benefit the student will gain through early graduation.
 - What the student plans to do with the time that would have been their fourth year of high school (i.e. continuing education or full-time employment).
- Consult with a counselor to verify that graduation requirements can be met by the anticipated date for early graduation.

DUAL CREDIT CLASSES

Dual credit courses are college level courses that students not only take for high school credit but can also receive college credit as well. In order for students to enroll in dual credit courses, they must have a 2.7 cumulative grade point average and have passed both ECA tests.

Students in dual credit courses must maintain at least a 2.0 semester grade point average in order to remain in the course. If a student's cumulative GPA for dual credit courses only drops below a 2.0, the student will be put on probation. Again, this GPA is for dual credit courses only so doing well in Spanish or Finite will NOT boost the GPA. After being placed on probation, if in the following semester, the student does not raise their semester or cumulative GPA to a 2.0, they will be dropped from ALL dual credit classes. It is important to note that the sponsoring university will be dropping students from the course and their decision is final.

It is extremely important that students understand that the dual credit grades become a permanent part of their college transcripts regardless of which college the student ultimately goes. This is the main reason students will be dropped from all dual credit courses if they do not maintain a 2.0 cumulative GPA in their dual credit classes.

Teachers must adhere to the rules of the class set forth by the college professor on record. For example, if the college professor deducts points based on attendance, the high school teacher must do the same regardless of whether the absence is excused or unexcused.

HAMMOND AREA CAREER CENTER

5727 Sohl Avenue
Hammond, IN 46320
Phone Number: (219) 933-2428

HAST has a partnership with the Hammond Area Career Center (ACC), where students have the opportunity to attend their junior and/or senior year to take part in one of the 16 CTE programs offered. All students may apply, but be advised that the following criteria will be considered when deciding to approve or deny attendance to the ACC: the student's academic progress, the student's attendance record, history of tardiness (or lack thereof), and discipline record (if applicable).

Programs Offered

- Auto Technology
- Collision and Refinishing Technology
- Computer Information Technology
- Construction
- Cosmetology (Must take for 2 years)
- Criminal Justice & Law
- Culinary and Pastry Arts & Sciences
- Dental Assisting
- Early Childhood Education
- Electrical/Mechanical Engineering
- Emergency Medical Services (Seniors Only)
- Graphic Arts & Digital Imaging
- Health Careers I

- Health Careers II: Nursing
- Industrial Maintenance/Welding
- Multimedia Broadcast Academy

STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) is a federal law designed to protect the privacy of a student's educational records. Generally schools must have written permission from a parent or eligible student before releasing any information from a student's record. However the law allows schools to disclose records, without consent, to the following parties: school employees who have a need to know; other schools to which a student is transferring; certain government officials in order to carry out lawful functions; appropriate parties in connection with financial aid to a student; organizations conducting certain studies for the school; accrediting organizations; individuals who have obtained court orders or subpoenas; persons who need to know in case of health and safety emergencies; and state and local authorities within a juvenile justice system, pursuant to specific state law.

Schools may also disclose, without consent, "directory information," which Hammond Academy will make available upon request. The Board designates as a student "directory information": a student's name, address, date and place of birth; photograph; major field of study; participation in officially recognized activities and sports; height and weight; if a member of an athletic team; dates of attendance; date of graduation; awards received; listing on an honor roll and/or scholarships; and any other information that the Board considers may not be harmful or an invasion of privacy.

Parents and adult students may refuse to allow the district to disclose any or all of such "directory information" upon written notification to the district within 14 days after receipt of this handbook. For additional information, call (202) 260-3887, or write: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., S.W., Washington, D.C. 20202-4605.

HONOR ROLL

The Honor Rolls for Hammond Academy of Science and Technology are as follows:

- A Honor Roll – Student must have all A's.
- A/B Honor Roll – Student must have all A's and B's.

ATTENDANCE POLICY

Indiana State Compulsory education laws require all students seventeen years of age or less to attend school. Your child is expected to attend each class period, every school day.

Non-attendance, and in particular truancy, is a violation of Hammond Academy of Science and Technology's attendance policy. Regular school attendance is one of the most important aspects of a student's life. It is imperative that all students be in attendance to get the most from classwork. We know there is a direct relationship between attendance and student success. The more students are in the classroom, the more opportunities they have to succeed. It is very important to keep an accurate attendance record for each student.

Students must be called off every day they are absent from school. Call the Attendance Office at 852-0500 extension 100 before 9 a.m. to report an absence. The voicemail is available 24 hours a day for a parent/guardian to leave a message. Students are not allowed to call themselves off of school.

When calling off a student, a Parent/Guardian must state the reason for the absence as well as the name and grade of the student. A call is needed each day a student is absent. The absence will be considered unexcused if a parent does not call off their child by 9:00 a.m.

Consecutive three (3) days in a row absent from school require professional documentation from a medical doctor or dentist.

More than five (5) days of absence is considered excessive, except in cases of extended illness or extremely unusual circumstances. Proper documentation is needed for absences to be considered excused.

Excused Absences – the following are considered excused absences:

- Personal illness or injury (a note from the doctor will be required for an absence of 3 or more days)
- Death in the immediate family (verified by funeral card)
- Court appearance required by legal authorities (documentation may be needed)
- Medical and dental appointments (every effort should be made to schedule after school)
- Religious Holidays (must have a note from religious leader)
- College Visitation (limited to two (2) per semester and must be a Junior or Senior in good standing with grades and attendance)

Documentation/Notes should be turned in to the attendance secretary the day following the student's absence.

Unexcused Absences – the following are examples of what would be considered as absences which would be unexcused:

- Transportation problems/Missing your ride
- Oversleeping
- Personal business
- Vacation
- Work

THE STUDENT SHALL BEAR THE RESPONSIBILITY FOR MAKING UP ALL WORK MISSED DUE TO ANY ABSENCE. ARRANGEMENTS MUST BE MADE WITH THE TEACHER WITHIN A REASONABLE TIME (NEVER EXCEED THREE DAYS AFTER RETURNING TO SCHOOL).

Students with 10 days of unexcused absences will be referred to the Lake County Prosecutor's Office or Child Protective Services, depending on the circumstances. HAST staff are all state mandated to report any students with excessive unexcused absences. Grade reduction, loss of credits, and loss of extracurricular activities can also be a consequence of excessive absences and/or tardies. The student will meet with a guidance counselor or the social worker, and/or a letter will be sent to the parents before such action is taken.

After ten(10) absences from school, professional documentation from a Doctor, therapist or Dentist must be obtained for the absence to be excused, regardless if a parent notifies the office. Parents should continue to call the student from school. Students will be marked as unexcused once proper documentation is turned in to the office.

Parents should make every effort to schedule doctor and dental appointments outside the school day. If a student must be absent for such a reason, the appointment must be verified in writing directly from the medical or dental office.

Vacations: Absences due to vacations must be pre-arranged with the school principal at least one week before the planned absence. A form can be obtained from the Attendance Secretary and must be turned in one week prior to the absence. Failure to do so will result in a student being marked unexcused, and the student will receive a "0" for the work missed on those days. Students returning from vacation are expected to turn in assignments on the first day they return to school following vacation. NO vacations will be permitted during standardized testing periods or the weeks of final exams. No vacation absences will be approved for those who have accumulated eight (8) days absent in the school year or if the requested days would cause the student to surpass the eleven (11) day limit.

FULL DAY ABSENCES	CONSEQUENCE
5 Absences (excused or unexcused)	First legal letter will be sent home
7 Absences (excused or unexcused)	Parent Conference
8 Absences (excused or unexcused)	Second legal letter – pull work permit
10 Absences (excused or unexcused)	Third legal letter Attendance Contract – 2 nd parent conference – expulsion warning – referral to Lake County Prosecutor or Child services
11 Absences (excused or unexcused)	Expulsion

SCHOOL SPONSORED EVENTS AND ATTENDANCE

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

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

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

TRUANCY/TARDY POLICY

Tardy

It is extremely important for students to arrive at school **on time**. Students are expected to be in their classrooms by 7:55 a.m. The tardy bell rings at 8:00 am. Late arrival hinders the child's ability to receive instruction at the beginning of the day and interrupts the learning process of those on time. Students who arrive after the school day begins will be considered tardy. Students arriving late to school in the morning must sign in at the designated area before class. Students will be marked tardy to class if they are not in their assigned seats at the beginning of class. If a student is late for class by fifty percent or more to their class time, they will be considered unexcused to that class. Students cannot miss half the class and be counted as present.

Truant

A student is considered truant from school when they are 15 minutes late or more without a doctor's or dentist's note. A student is also considered truant from class when they are out of class without permission for 15 minutes or more. A student who is given permission to go to a certain place but does not report to there or fails to remain there can be considered truant. A student that is not in their assigned class and is elsewhere without permission from their teacher are considered present.

HABITUAL TRUANCY AND/OR UNEXCUSED ABSENCES

In accordance with Indiana State Law Section 18 IC 20-33-2-11. Any student who has accumulated ten (10) days of absences for one (1) school year, which are either truancies, unexcused absences and/or absences without parental phone calls, will be reported to the Lake County Prosecutor's Office as a habitually truant and/or unexcused absent student.

TARDY/TRUANCY GUIDELINES

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

Tardy Procedure– Same class per Quarter

Number of Tardies to Class	Consequences
1st tardy	Warning- Tardy officially documented by teacher
2nd tardy	Warning- Tardy officially documented by teacher
3 rd tardy	Warning- Tardy officially documented by teacher
4 th tardy	Office will assign one(1) hour detention
5 th tardy	Office will assign one(1) hour detention
6 th tardy	Office will assign one(1) full day of ISS
Any tardy after 6 will result in a full day of ISS	
8 th tardy	Office will assign one (1) day Out of School Suspension (OSS)

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

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

Truancy – IC 20-33-2-6

A student who leaves the school building without prior permission from the administration, who remains in the school building but misses class time without permission, or who refuses to attend school in defiance of parental/guardian authority will be considered truant. A student who reports to class more than ten (10) minutes late will be marked unexcused and will be considered excessively late or truant rather than tardy. Any student who leaves class without permission can be considered truant. Students do not receive credit for work missed in a class as a result of truancy. A student who is excessively late or truant will face disciplinary action. Disciplinary action for truancy is cumulative over the entire school year. Students who are found in an unauthorized area of the school will be considered truant. Unauthorized areas include all areas of the school or school grounds that are unsupervised, such as hallways during lunch and parking lots. Students who remain in restrooms due to illness without reporting to a teacher, administrator, or nurse may be considered truant. • 1st Truancy – Office will assign one (1) one hour detention • 2nd Truancy – Office will assign one (1) Alternative Placement – ISS • 3rd Truancy – Office will assign one (1) day Out of School Suspension (OSS) • 4th Truancy – Office will assign three (3) days Out of School Suspension (OSS) • 5th Truancy – Office will assign five (5) days Out of School Suspension (OSS). • 6th Truancy – Office will assign ten (10) days Out of School Suspension (OSS) with a recommendation for expulsion. • ALL DAY Truancy – In School Suspension Habitual Truancy Designation Any student who accumulates more than ten (10) unexcused absences during a school year may be classified as a habitual truant. Written notification of such classification shall be sent to the parents/guardians in accordance with state law. Such a student who is at least thirteen (13) but less than fifteen (15), may be classified as a

habitual truant and may have his/her name sent to the Indiana Bureau of Motor Vehicles. Furthermore, the school principal cannot sign the official Indiana Bureau of Motor Vehicles form for students applying for an operator's license or a learner's permit, until the student becomes eighteen (18) years of age or until he/she is no longer classified as a habitual truant. A student older than sixteen (16) with a present driver's permit or license may have the license revoked for 120 days.

MAKE-UP POLICY

It is the student's responsibility to go to the teacher to get assignments after any absence. The teachers will inform the student of the time for all make-up work. The number of *excused* absences plus one will be allowed for make-up work, including tests.

EARLY DISMISSAL

Students are expected to remain in school the whole day unless onset of illness. Early dismissal is not only a class interruption for your student but also for the teacher and the rest of the class. Parents are discouraged from requesting early dismissals throughout the day to eliminate classroom disruptions, except in emergencies. Please make every effort to avoid an early dismissal. If your child must leave school early, please follow these guidelines:

- A phone call from the parent/guardian is necessary to gain permission for the student to leave during the school day. This call should be received by 9 a.m. on that day.
- Please choose a time between classes to avoid disruption of classes.
- When possible, inform the student beforehand so that the student may report to the office at the designated time.
- Parents ***MUST*** come to the office and sign their student out whenever taking him/her out of school during school hours. School staff may ask for identification from the parent or those on the emergency list. This safety precaution helps us keep tabs on the students we are responsible for. Though the process may cause a slight inconvenience, the benefits of this procedure are obvious. Thank you for your understanding.
- Early dismissals will not be given between 2:30 and 2:55 p.m. If early dismissals are necessary, please arrange to pick up your child before 2:30 p.m.
- NOTE: Constant early dismissal from any one class may result in a loss of credit for that class and may be counted as unexcused.

If your student has not attended more than fifty percent of their classes, they are not allowed to participate in after-school activities or athletics for that day.

E-Learning

Students are expected to be in the class video platform of every class on their schedule and participate to be counted as present for the day. Students unresponsive in google meet/zoom will be marked absent for that class period.

GENERAL INFORMATION AND POLICIES

ANNOUNCEMENTS

School announcements will be made daily at the beginning of the school day. So as to not disrupt the educational process, announcements will not generally be made during the school day unless absolutely necessary. Announcements should include a faculty signature and be turned into the principal for approval a day ahead of time. Signs and other materials will not be posted in the building without the approval of the principal.

ARRIVAL AND DISMISSAL

- 1) School doors open at 7:30 a.m. When students arrive at school they are to go directly into the building to their designated area. There is a 7:50 warning bell and students should be in their classroom by 8:00 a.m.
- 2) After school is dismissed, students are to immediately report to the front of the building to be picked up. Students are to wait on the front sidewalk area for their ride.
- 3) Students are to leave the building no later than 3:10 p.m. Any student remaining in the building after 3:10 p.m. who is not in the company of a supervising adult is considered loitering and will be given appropriate consequences. Once a student leaves the building they are not to re-enter the building.
- 4) Students who are not involved in an after-school activity should be picked up by their parent/ guardian immediately after school .

ASSEMBLIES

Assemblies are a regularly scheduled part of the curriculum, designed to be educational as well as entertaining. They provide one of the few opportunities in school to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. In live entertainment, unlike movies, the performers are very conscious of their audience. Those not courteous to the performers and fellow students will be asked to leave the assembly area.

Assemblies may be held at the school or off-site at the Towle Community Theater. When an event is held at the Towle Theater instead of at the school, parents will be given advance notice whenever possible.

CAFETERIA RULES

The Hammond Academy is a closed campus. All students must dine in the cafeteria during lunch period. Students may not order food from an outside entity for delivery to the school. If it is necessary for a student to eat at home, a parent must sign their child out to go home for lunch on a one-week basis. Any child signed out is expected to be found only on a direct route between the school and their home. Any student found at any other location not on the route to their home will be considered truant and subject to disciplinary action. Students will be expected to exhibit courtesy and a positive attitude in the cafeteria. The following guidelines will be followed:

- 1) All students are required to stand in line to purchase either a full or partial meal. Those students who are carrying lunch will be allowed to bypass the line in order to buy milk.
- 2) Line cutting will result in having to wait until all other students have been served before being allowed to receive one's meal.
- 3) All food should be kept on the trays. Any unnecessary carelessness on the tables or floor will be the students' responsibility to clean.
- 4) After finishing their meal, all students are asked to dump excess food in the trash container.
- 5) No food or drink of any kind will be allowed to leave the cafeteria.
- 6) Disrespect to any cafeteria worker will not be tolerated and will result in disciplinary action.
- 7) Radios or other musical devices without personal earphones, and any type of loud or unruly behavior will not be allowed in the cafeteria. Violators will be subject to disciplinary action.
- 8) Students are to report to the cafeteria and remain in the cafeteria during their assigned lunch period unless given permission to use the restroom or given a written pass to report to a classroom.

CAMERA POLICY

It is the goal of Hammond Academy to continue to provide for a safe educational environment to all of its staff and students. The administrators shall be responsible for overseeing and maintaining its camera system. This system consists of cameras, which monitor the hallways, common areas and parking lots. Periodically administrators shall be required to review various incidents that occur during the school year. In order to ensure student privacy and confidentiality only administrators shall be authorized to review and record these incidents.

CHILD NUTRITION PROGRAM

A. School Meal Programs

Hammond Academy of Science & Technology participates in both the National School Breakfast and National School Lunch Programs. This year we are pleased to offer families more meal benefits to ensure students are well nourished and ready to learn. Students will receive a nutritious school breakfast at \$1.75 and school lunch at \$2.75. Students from low-income families may qualify for a free or reduced-price lunch. To apply, see the Free and Reduced-Priced Meal section.

Meals and snacks are planned to be consistent with the 2012 Dietary Guidelines for Americans. Menus are planned to include age appropriate serving sizes of low-fat protein, vegetables, whole grains, fat-free or low fat milk and fruits. Menus must also meet weekly standards for calories, saturated fat, sodium, and sugar and contain no trans fat. All hot food that is served in our cafeteria is served at a temperature of not less than 140 degrees as mandated by local and state health codes. Please caution your children about this requirement.

Information about daily school meal programs may be found in the Student Tab under Lunch Menus at www.hammondacademy.org.

B. Free and Reduced-Price Meal Regulations

A child is eligible for either free or reduced-price meals by three different methods:

- Certified by the state as receiving Supplemental Nutrition Program Assistance (SNAP/food stamps), Temporary Assistance for Needy Families (TANF), or is a court-appointed foster child or
- Certified by HAST liaison who confirms that they are in the HeadStart program, homeless, a runaway, or migrant or
- By a parent or guardian submitting a signed paper application from a household whose income is at or below income guidelines established annually (July 1) by the federal government, or who provides a SNAP or TANF case number.

Parents will be notified by mail prior to the start of school if the children in the household are directly certified for meal benefits. If you have received a letter that you have children who are directly certified for meal benefits and have additional children living in your household who were not listed or from whom you have not received a letter, contact the Department of Food and Nutrition Services so that they may be added into the computer as directly certified.

If your student is not directly certified, an adult household member may apply for meal benefits by using an original copy of a paper application. Once the application is submitted, a written notice is mailed with the student's meal status. This letter should be kept in a safe place.

A NEW MEAL APPLICATION MUST BE FILED EVERY YEAR. A determination will be made in (10) days upon receipt of the application. The meal status (paid, free or reduced) from the 2022-2023

school year will be used until September __, 2023 or until a new application is processed for the 2023-2024 school-year. ***Parents are encouraged to submit an application before school begins and are responsible for the cost of meals until a meal application is filed, and a meal status determination is made.***

If there is a decrease in your family's income due to reasons such as unemployment, or if there is an increase in your family size, please contact the Lunch Coordinator, Ms. Michelle Berg at (219) 852-0500 x 104 or email: mberg@hammondacademy.org to see if your family qualifies for greater benefits. You may apply for meal benefits at any time throughout the year. All children are treated the same regardless of ability to pay. In the operation of child-feeding programs, no child will be discriminated against because of race, sex, national origin, color, religion, handicap, or age.

If you do not agree with the decision regarding free or reduced price meals or textbook rental assistance, please contact the Lunch Coordinator at (219) 852-0500 x 104 and ask to review your application. If you do not agree with the decision, you have the right to a fair hearing. Please contact the Lunch Coordinator at (219) 852-0500 x 104 and request a hearing or you may request a hearing in writing.

C. Special Diets

Students with a medical need for meal modifications will be accommodated once a Written Licensed Physician's Note is completed and returned to the Lunch Coordinator at 33 Muenich Ct. For the students with a disability, this form will be shared with the school nurse, lunch vendor and the special education department if the student has a disability. Please contact the Lunch Coordinator with any questions.

Once the note is received the diet information will be entered into the point-of-sale system to alert the cashier and kitchen staff about diet restrictions.

D. Meal Payments

HAST cafeteria uses a computer system for the student meal accounts. The system will allow prepayments into the meal account, very similar to a bank savings account. Payment for meals may be made in cash in the cafeteria. Parents are strongly encouraged to deposit funds into student accounts prior to meal service. Payments can be submitted to the Assistant Business Manager in cash, check or money order. (*Checks and Money Orders are payable to: HAST or Hammond Academy of Science and Technology.*)

Parents can request a printed report showing deposits into the account and money withdrawals out of the account. Any balance that is remaining at the end of the school year can be carried over to the next school year. If a child must withdraw from the school, the parent may request for a refund or transfer the balance to any pending fee balances. Please contact the Lunch Coordinator for additional information at (219) 852-0500 or email: mberg@hammondacademy.org.

E. Textbook Assistance and Other Benefits

Children who qualify for free or reduced-price meal benefits also qualify for textbook assistance. An application for free or reduced price meals also includes the application for textbook assistance. Note: Parents or guardians are required to sign the Textbook Assistance section of the meal application to allow the meal benefit status to be shared with the textbook assistance program. ***Textbook assistance is provided prior to the last day in September; however, assistance for meals is provided at any time throughout the year.***

DRESS CODE

We expect all of our students to work diligently to attain the best academic experience they can possibly reach. Many issues influence that success. *Atmosphere* (where you are), *Aptitude* (what you know and what you learn), and *Attitude* (what you believe) all have a major impact on achievement. We believe that an important part of our HAST Atmosphere is our school uniform.

Our standard and acceptable uniform consists of:

- o Khaki or All Black Slacks/ Jeans or Shorts Black or Khaki (Nothing else is permissible)
- o Black HAST T Shirt, or Polo with logo. (Purchased from the school provider) (P.E. Shirts are not allowed)
- o HAST issued sports attire is only permitted during the sports season.
- o HAST club sponsored attire or known as “Swag Gear” is only permitted on Friday’s.
- o **Students are not allowed to wear jackets or non HAST shirts over their uniform shirt. Students may wear long sleeve shirts under their HAST shirt or purchase a HAST hoody if cold.**
- o ID Cards, once ID’s have been issued to students, the expectation is that the ID can be produced upon request. (Wearing ID around neck is optional)

The following items are considered unacceptable and are not to be worn while attending school or school sponsored activities:

- A student shall wear no item, which because of its fit, texture, or design exceeds acceptable standards of decency. (i.e) Leggings, stretch pants, yoga pants, jeggings, ripped jeans of any kind.
- Garments that reveal bare midriffs, backs, or excessive amounts of skin are not allowed.
- Sleeveless tops are allowed – No spaghetti straps, low-cut arm holes, or shirts intended to be undergarments.
- Sunglasses are not to be worn in the building
- All headwear – including hoods and bandanas – are not allowed.
- Jackets and coats designed for outdoor use must be above thigh in length
- Offensive or gang-related tattoos, symbols, or writing on the body

- Clothing, jewelry or accessories that advertise or contain references in writing or pictures to drugs, alcohol, tobacco, weapons, profane or suggestive language.
- Any items that may potentially be harmful are not allowed
- Sandals, Crocs, Slippers, or any open toed shoes are not allowed.

*Teachers and staff reserve the right to respectfully confiscate hats or jackets that do not adhere to the school's dress code policy. Students will be allowed to retrieve clothes during Friday retrieval.

DRIVER'S LICENSE/PERMIT RESTRICTION POLICY

Public Law 121-1989, effective July 1, 1989, prohibits the Bureau of Motor Vehicles from issuing a driver's license or permit to a student less than 18 who is under:

- At least a second suspension from school;
- An expulsion from school; or
- An exclusion from school due to misconduct. The Bureau of Motor Vehicles is also required to invalidate a student's license or permit for the same reason.

A student who license or permit has been denied or invalidated for the above reasons will be eligible for a license permit or have a license or permit validated upon the earliest of the following events:

- The student turns 18;
- The end of the semester in which the student is reinstated in school; or
- The suspension, expulsion or exclusion is reversed after a hearing conducted under I.C. 20-8.1-5.

The law requires school officials to report to the Bureau of Motor Vehicles:

- That a student is eligible for a license or permit because the student has not been suspended (at least two times), expelled, or excluded;
- When a student has been suspended (at least two times), expelled, or excluded.

Furthermore, the Bureau of Motor Vehicles may not issue a driver's license or permit to a student who is:

- At least 13 but less than 15;
- A habitual truant;
- Identified in a list submitted to the Bureau of Motor Vehicles until the student turns 18.

A student identified as a habitual truant in entitled to a review of the student's attendance record at least once a year to determine if the student's attendance has improved so that the student may become eligible for a driver's license or permit.

ELECTRONIC DEVICES

Cell Phones: Students are not to use cell phones or any electronic communication devices between 8:00 am and 2:55 pm, except during lunch or passing periods. When a student is found using an electronic device during instructional time, the following steps will occur; along with students being asked to turn their cell phone into the Dean's office: A detention will be issued, with the phone being returned at the end of the day.

Students who refused to comply with the request of turning their phone into the dean will be sent to ISS for the duration of the day, and will serve a full ISS the following day, or their next day in attendance at school.

Electronic devices (including but not limited to: portable radios, electronic games, iPod, mp3, PSP or DV players, personal cameras, air pods headphones, smart watches, etc) are to be used at the teacher's discretion during the class period. Otherwise these items should be secured and put away. Laser pointers are not to be used, displayed or visible in the school building.

School Issued iPads are expected to be brought to school each day, fully charged. Any student whose iPad is not working during the 1st period of school will be sent to the main office.

Sending, sharing, viewing, or possessing school work, pictures, text messages, emails, or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or other electronic device is strictly prohibited and possessing such items may be grounds for expulsion.

The Hammond Academy is not responsible for lost/stolen cell phones or other personal electronic devices.

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

- The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with "child exploitation" or "child pornography" as defined by Indiana Criminal Statutes.
- It is "child exploitation", a Class C felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph or create a digitalized image of any incident that includes "sexual conduct" by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes "sexual conduct" by a child under the age of 18.
- It is "child pornography", a Class D felony under I.C. 35-42-4-4I, for any person/student to possess a photograph, motion picture, digitalized image, or any pictorial representation

that depicts or describes “sexual conduct” by a child who the person knows is less than 16 years of age or who appears less than age 16.

- “Sexual conduct” is defined by I.C. 35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.
- The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.
- Because student cell phones have been found in a number of Indiana school districts to have contained evidence of “sexual conduct” as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.

EMERGENCY SCHOOL CLOSINGS

Sometimes it is necessary to delay the opening of school or cancel school. Information regarding such decisions will be broadcast over the radio, television, listed on the school’s website and be received via email from the school leader. The following radio stations are identified as primary sites for news of school closings:

AM 1230, WJOB, Hammond

www.emergencyclosings.com

EMERGENCY DRILL PROCEDURES

FIRE DRILLS

A fire evacuation plan has been given to each teacher and has been posted in each room. Students should study the plan and become familiar with it.

1. When the fire alarm sounds, students will immediately stand and form lines as they leave the room. Students are to remain with their class at all times.
2. Running is not permitted.
3. The first students to reach the outside doors are to hold them open until all have left the building.
4. Students are not permitted to talk during a fire drill and are to remain at least 50 feet away from the building until the signal to return is given by the principal or his/her authorized representative.

LOCKDOWN

- Students in halls and restrooms need to go into the nearest classroom.
- Everyone is to remain absolutely quiet.

- Students must follow all directions given by adult in charge.

POWER FAILURE

In the event there is a power failure, all movement throughout the building will be made in a quiet, orderly manner and the following instructions followed:

1. Teachers will remain with their students.
2. Electrical or gas equipment that is being used when the blackout occurs will be shut off immediately.
3. Students are to remain in the classroom.
4. If a room is vacated, the door to that room will be closed.
5. If the emergency occurs during the passing period, teachers are to report to their assigned classroom. Students will quietly and in an orderly fashion go to the nearest classroom or to the gym. Teachers who have a planning period following the passing period will check restrooms, etc.
6. An injury or unusual happening will be reported to the office immediately.

TORNADO INSTRUCTIONS

A tornado evacuation plan will be given to each teacher and posted in each room. Students should study the plan and become familiar with it. When a tornado alarm/drill is announced over the intercom the following procedure should be followed.

1. All persons in the room will proceed to the designated area when the signal is given over the PA system. They will remain in the crouched position until they receive further instructions or the "All Clear" is given.
2. Everyone is to remain absolutely quiet.
3. All instructions are to be obeyed promptly.
4. Avoid areas where there is any object that could do personal damage i.e., glass laboratory equipment, glass bookcases, etc.
5. Avoid window area and have your back to such areas.
6. Students are to get down on their knees and cover their heads with their hands to protect themselves from flying debris.
7. It is important that everyone is absolutely quiet so that instructions that are given can be heard by everyone. Also, when there is an excessive amount of commotion and noise, people tend to become very nervous and panicky. The most important thing is to remain calm and follow all instructions.

FIELD TRIPS

Field trips are an essential part of a student's learning experience. All students are encouraged to participate in the opportunities that field trips provide. For this reason, all attempts will be made not to restrict students from attending a field trip. However there may be circumstances involving behavioral guidelines, unpaid fees, and attendance that may lead to restrictions.

FUNDRAISERS

The school leader must approve all fundraisers. Students are not allowed to sell any candy or items during the school day. Students who are caught selling items for any other reason will be assigned consequences and have their items confiscated.

HALLWAY CONDUCT

Students are expected to conduct themselves properly while moving in the halls of Hammond Academy. Appropriate time has been provided for passage to and from classes. Students should use this time wisely to avoid running or the possibility of accumulating tardies.

Running, pushing, and horseplay within the halls are unacceptable behavior and violators will be subject to discipline. At all times students should be courteous to others and speak at an appropriate volume so as not to disturb others. Students are expected to follow the directions of teachers and administrators while using the hallways. Everyone's cooperation is needed.

HALL PASSES

A major portion of the learning process occurs in the classroom. Being out of the classroom should only occur when situations arise that couldn't be handled before school, between classes, lunchtime, or after school. When leaving the class the student ***must*** have a yellow hallway pass signed by the teacher prior to going anywhere in the school. Any student in the halls during class time without a pass from a teacher will be given a minimum of one after school detention.

HEALTH SERVICES

IMMUNIZATIONS

All children must be completely immunized against (unless there is written documentation of disease or a medical contraindication verified by a physician):

- Diphtheria
- Tetanus
- Pertussis
- Polio
- Measles
- Rubella
- Mumps
- Hepatitis B
- Chicken pox

If an immunization record is incomplete, the school requires that a physician or health department submit a written schedule of future immunizations. Students who are out of compliance will be

excluded from school until such time as immunizations are brought up-to-date. Immunizations are available at no cost to any student with parental permission from the Lake County Health Department.

MEDICATIONS

Students bringing any type of medication to school must adhere to the following specific procedures:

1. No medication, where over-the-counter or prescription, can be in the possession of students or ingested by students at school, or at school-sponsored activities without direct school supervision. All medication must be brought to the school office with a signed parental permission form and a note from a parent or physician that details dispensing procedures. The school nurse, a school administrator or appropriately trained staff member will dispense medications.
2. Prescribed medications are kept under lock and key in the original container, bearing the original pharmacy label, prescription number, date, physician's name, directions for use and student's name. For the protection of the student, any person violating these regulations is subject to disciplinary actions including, but not limited to, suspension, expulsion, and prosecution by civil authorities. Medicine will be destroyed on the last day of school unless picked up by a parent, guardian or designated adult (must be in writing). Signature of designated person is required at the time the medication is picked up.
3. A student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has provided written authorization to the school nurse or principal. The written authorization must be filed annually. The written authorization must also include the following information from a physician:
 - a. The student has an acute or chronic disease or medical condition for which the physician has prescribed medication.
 - b. The nature of the disease or medical condition requires self-administration of the prescribed medication.
 - c. The student has been instructed on how to self-administer the prescribed medication.
 - d. The student is authorized by the parent(s) to possess and self-administer the prescribed medication.

EXPOSURE TO BLOOD-BORNE PATHOGENS

OSHA regulations require that schools develop an Exposure Control Plan to help minimize employee and student exposure to blood-borne diseases from body fluids. This plan and the OSHA regulation are available for review in the principal's office. Federally mandated procedures require that the school district request that parents, whose child has bled at school to the extent that employees or students have been exposed to the blood, consent to have their child tested for HBV and HIV. This information may be provided to the exposed employee or student and to the treating physician to determine proper medical treatment.

LICE SCREENING PROCEDURES

Due to CDC recommendations, Hammond Academy will no longer follow a NO nit policy. If a student is found by the school nurse or administrator with an active case of live head lice, the parent will be notified to pick the student up from school. Parents will then be instructed on how to treat the lice and housekeeping details. The school nurse or administrator will recheck students one week after treatment. Parents will be informed if live lice have been found upon exam and the process will repeat.

LEGAL RESIDENCY

The Hammond Academy will investigate any information it receives concerning any student's attempt to circumvent the state's legal residency requirements. If the school determines that the student does not live within the State of Indiana, or lives within the state under a living arrangement with someone other than parents primarily established for the reason of attending school at HAST, expulsion proceedings will be initiated. Additionally tuition will be charged for the period of time that the student attended HAST.

LOCKERS

Each student is assigned a locker for the storage of books and equipment. Based on availability, some students may have to share lockers. Only that student's belongings are to be kept in his/her locker. It is the student's responsibility to see that his/her locker is kept locked and in order at all times. Since lockers are a permanent part of the building students are expected to keep them in good condition. If a student has a problem with a locker, he/she should notify the office immediately.

Each summer lockers will be completely cleaned therefore items such as tape, mirrors, stickers, etc. should be removed at the end of the year. Marks and writing that require special cleaning are never to be put on a locker's surface or interior. Students can be charged for damaged lockers or for lockers requiring special cleaning.

According to Indiana State Law, school lockers remain the property of the school and students have no expectation of privacy in school lockers or their contents. School authorities have the right to examine the contents of the lockers at any time for reasons of health, safety and security. The decision to examine a student's locker will be made by the principal or his/her designee. The principal or designee who conducts the search shall, when reasonably possible, do so in the presence of the student and at least one adult witness. However locker searches may be conducted without the student present. A law enforcement agency having jurisdiction over the premises where the locker is located may at the request of the school principal assist the administration in the search of a locker and its contents. Discovery of illegal or dangerous materials will be reported to the parent, the school leader, and to law enforcement officials as required by Indiana law.

LOST AND FOUND

Articles that appear to have been lost should be turned into the school office where the owner can claim them. Lost articles that are not claimed within a reasonable length of time will be donated to a charitable organization chosen by the school's student council.

LOST/STOLEN IPAD

If a student misplaces their iPad it is their responsibility to inform their teacher or administration immediately. If reported to a teacher that person should report the situation immediately to administration and follow the procedure for Lost/Stole iPad as set up by the IT Director. Students who misplace their iPad or leave them behind in a classroom or other area are subject to disciplinary action.

MOTOR VEHICLE SEARCH POLICY

The privilege of bringing a student-operated motor vehicle onto school premises is hereby conditioned on written consent by the student driver, the owner of the motor vehicle, and the parent or guardian of the student to allow a search of that motor vehicle when there is reasonable cause to do so. Refusal by the student, parent or guardian, or the motor vehicle owner to provide or allow access to a motor vehicle on school premises at the time of the request to search shall be cause for termination, without further hearing, of the privilege of bringing a motor vehicle on school premises. The school leader or member of the administrative staff designated in writing by the school leader may request a law enforcement officer to search a motor vehicle on school grounds or identify or dispose of anything found in the course of a search conducted in accordance with this policy. When law enforcement officers respond to such a request, no school employee shall assist or otherwise participate in any such search conducted.

Anything found in the course of the search conducted in accordance with this policy which is evidence of a violation of state law or school rules, or which by its presence presents an immediate danger of physical harm or illness to any person, may be seized and disposed of by the principal or designee as he/she deems appropriate, including (a) return to the proper owner or place; (b) used as evidence in a student disciplinary proceeding if such constitutes a ground for suspension or expulsion under I.C. 20-8.1-5.4; (c) delivery to the appropriate law enforcement officials for prosecution purposes if possession constitutes evidence of a crime; (d) destruction or (e) delivery to the appropriate law enforcement agency properly identified by coded identification (not by a student's name) for safekeeping, identification, or destruction.

PEST CONTROL AND USE OF PESTICIDES

The Hammond Academy is committed to providing a safe environment for our students. It, therefore, seeks to prevent student exposure to pests and pesticides. While pesticides protect children from pests that may be found in the school or on its grounds, they may, under some circumstances, pose a hazard to children. Therefore pest control practices may involve a variety of chemical and non-chemical methods designed to control pests effectively while minimizing potential pesticide exposure.

HAST will post notice on several exterior building doors at least two school days prior to the date and time of pesticide application is to occur, unless an emergency is declared. The notice will

include the date and time of application, the general area of application, and a telephone number to contact for more information. In case of emergency pesticide application due to an immediate threat to public health, the school will post a written notice within a reasonable period of time after exposure.

WORK PERMITS

An “Employment Certificate” (work permit) is required for employment. These certificates are issued to employers to put them on notice that the student is a minor and that they, the employers, are subject to obey the laws that have been passed to protect students. Such things as restrooms, avoidance of hazardous or dangerous machinery, lunch and rest periods, hours of work, etc., are carefully regulated to protect students.

Indiana law requires that all minors – 14, 15, 16, and 17 years of age – must have employment certificates for any gainful occupation except farm labor, domestic service, caddie on a golf course and newspaper carrier.

To obtain an employment certificate, an “Intention to Employ” card should be obtained from the employer, filled out, and provided to the student’s high school counselor, along with the student’s birth certificate. The counselor will evaluate the student’s academic standing and attendance record in order to approve or deny the work permit request based on that student’s performance. If the work permit is issued the student must continue to maintain passing grades and good attendance or the work permit may be revoked by school personnel.

DISCIPLINE POLICIES

CONDUCT CODE ACCORDING TO PUBLIC LAW 162

STUDENT CONDUCT: It is assumed that there are certain types of conduct so removed from accepted practice in a wholesome, teenage school environment that there is only a need to define them once for sake of formality. Forms of unacceptable conduct are using alcohol and drugs; smoking; using obscene language; defacing both public and private property; stealing; truancy; showing lack of respect for the faculty, administration, and other school personnel; inciting other students or participating in any activity which is disruptive to the normal educational process.

DISCIPLINE PHILOSOPHY

The Hammond Academy was established to provide an environment, which is conducive to a safe and orderly instructional atmosphere. In such an environment, a student is allowed to learn without distractions. Any student behavior that causes interference with our educational environment will also interfere with the learning process of all other students and will not be condoned or tolerated.

It is the responsibility of students and parents to know and abide by the school discipline policy in order to assure the maximum opportunity for all students to learn in our schools. Throughout this handbook there are many specific rules and regulations which parents and students need to know in order to assure such maximum opportunity for all.

DELEGATION OF AUTHORITY

In carrying out the school purposes of the Hammond Academy, the following grants of authority are hereby made:

1. Each teacher and any other school personnel shall, when pupils are under his charge, have the right to take any action which is then reasonably necessary to carry out, or to prevent an interference with, the educational function of which he is then in charge. Teachers and other school personnel may not suspend students, from school, and removal of a student from any educational function within the supervision of a teacher or any other school personnel may not extend for a period more than one (1) day unless the removal is treated as suspension under I.C. 20-8.1-5.1-12.
2. The principal (or designee) may take any action concerning his school or any school activity within his jurisdiction, which is reasonably necessary to carry out or prevent interference with an educational function or school purposes. Such action may include establishing written rules and standards to govern student conduct.

DISCIPLINE POLICIES

The purpose of the HAST discipline policy is to ensure a safe and secure environment for members of the school community. There are times when it is necessary for school officials to make a decision concerning the acceptability of a student's behavior in school. These decisions are based on the welfare of the total school community and how this behavior problem will affect the learning environment.

Disciplinary Action Requests (DARs) and suspensions will remain on a student's disciplinary record for current school year. For high school students, suspensions and expulsions will remain on the student's record. Middle school students' records will be expunged at the end of the school year with the exception of expulsions.

TYPES OF DISCIPLINE

There are a number of measures that can be taken when discipline is necessary, ranging from detentions to expulsion. It is important that each student and parent understand each term's meaning:

1. **Restorative Justice (RJ)** is a set of principles and practices employed at HAST to build community and respond to student misconduct, with the goals of repairing harm and restoring relationships between those impacted. Also the RJ program is to help build student's sense of pride in their community and school. The RJ program works to lower our rate of suspension and expulsion and to foster positive school climates. The goal of restorative justice is not to punish the student but to work on turning a negative into a positive.
2. **Community Service:** Community service tasks may be assigned to individual students in place of disciplinary actions. Such tasks may include but are not limited to: trash pickup; cleaning tables/desks/dry erase boards; mopping/sweeping floors; removing graffiti from surfaces. (all students assigned community service will be provided rubber gloves and the necessary materials to clean. Students will be supervised during this time as well).
3. **Detention** is a step of progressive discipline and offers the students a consequence for breaking the rules by having them spend their time in a controlled situation during or after school hours without interfering with a student's class work by causing him/her to miss school.
4. **Lunch Detention (L):** Lunch detentions, at Dean of Students or designee discretion will be held every day Monday through Thursday during the student's assigned lunch period. It is the responsibility of the student to notify his/her parent/guardian of an assigned detention. It is the responsibility of the parent/guardian to contact the school as soon as possible prior to their child missing a detention. Failure to make such contact or failure to attend detention will result in further disciplinary action.
5. **After School Detention (ASD):** After school detention will be held every day Monday through Thursday from 3:30 p.m. to 4:30 p.m. Students should report to detention promptly and bring something to work on quietly during detention. Students who cannot behave in detention will be removed and assigned additional discipline. It is the student's responsibility to notify his/her parent/guardian of an assigned detention. Contact from the parent/guardian is needed in advance to change any date of assigned detention. It is the responsibility of the parent/guardian to contact school as soon as possible prior to their child missing a detention. Failure to make such contact or failure to attend detention will result in further disciplinary action.
6. **Class Suspension (CS):** A student may be suspended from a specific class for two class periods by the classroom teacher and up to ten classroom periods by the principal. Any student so suspended will spend the time that should have been spent in the class in such area as directed by the principal.
7. **Removal from Class (CR):** A student may be removed from a specific class by the principal for an entire grading period or semester. Removal from class results in a grade of "F" with no credit.
8. **Suspension from Event/Club:** A student may be removed from a specific sporting event/social club by the School Leader, Principal/ Designee..
9. **In-School Suspension (ISS):** A student may be suspended but placed in in-school suspension by the principal for a period of one to three days. Students will be allowed to make-up any class work or missed exams while on this type of suspension. Any student who misbehaves during ISS will receive out-of-school suspension.
10. **Out-of-School Suspension (OSS):** A student may be suspended from school by the principal or his/her designee for a period of one to ten days. **Students will not be allowed**

be allowed to make up any class work or missed exams while on this type of suspension unless they qualify for the Alternative Discipline Program. A parent/guardian and student will be required to attend a re-entry conference with school officials if the student is suspended from school as a result of violations related to drugs, gangs, and/or violence. A student will not be readmitted to school until the conference takes place. Any student suspended out of school will not be allowed to be on the school premises, and will be excluded from all extra curricular activities.

11. Alternative Discipline Program (ADP): A student will be allowed to make up class work or missed exams for one-day and three-day out-of-school suspensions, excluding: gross student misconduct, cheating, vandalism, fighting/threats, possession of weapons, gang-related situations, substance abuse, or other unlawful activity. The student will need to make up two hours per day of suspension as scheduled with the teacher who will supervise the program, i.e. 1 day = 2 hours, and 3 days = 6 hours.

12. Probation: A student is placed on probation for violation of attendance and/or discipline policies. If a student has another occasion of similar nature, the student will automatically be recommended for expulsion.

13. Expulsion: An expulsion means a disciplinary or other action whereby a student is separated from school attendance for a period in excess of ten (10) days. An experienced hearing officer utilizing state expulsion hearing guidelines will hear expulsions. Parent/guardian and student must attend the expulsion hearing. Failure to attend the expulsion hearing will result in forfeiture of rights to the hearing and in expulsion immediately put into effect. Parent and student must attend a re-entry conference with administrators prior to returning to school after expulsion is over.

14. Teacher/Student Administrative Conference: A student may be required to attend a conference with a particular teacher, administrator, or other school personnel. The conference will always include a member of the administrative team. A teacher, a student, or an administrator can request conferences.

15. Parent/Teacher Administrative Conference: A parent may be required to attend a conference with a teacher and/or administrator. These conferences will always include a member of the administrative team. An administrator, teacher, and/or parent can request conferences.

16. Civil Authoritative Intervention: Certain violations of the school's Student Conduct Rules may necessitate civil authoritative intervention (i.e., police or juvenile court system) as requested by school administration.

Hammond Academy of Science and Technology

Student Discipline Code of Conduct

The HAST administration, and staff are committed to providing and cultivating a safe learning environment that promotes academic success.

The HAST Code of Conduct is here to assist students, parents, guardians, administrators, and school personnel in maintaining a safe and supportive environment.

Cameras

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

Daily Announcements

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

Dances

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

Unless otherwise stated, Hammond Academy of Science and Technology dances are limited strictly to its own students. For those dances where students may bring a guest, Non-HAST Guest Forms must be completed and turned in to the Club Sponsor or Dean of Students by the specified dates which are announced well in advance of the dance. Students are responsible for the behavior of their guests. All chaperones will have complete authority during dances.

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

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

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

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

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

Students who wish to bring a student not enrolled at HAST must submit a completed 'Guest Form' to the main office or sponsor (the office or sponsor will provide the appropriate form). No student shall be allowed permission to bring a person who is 21 years of age or older. No 9th grader shall attend Prom.

Doors

Students are not allowed to open doors for anyone attempting to enter the building. That includes parents, teachers, guests, or any other students. (Even if students are waiting at the door to be picked up) All guest, and or students should be buzzed in, or allowed in by a teacher. Any student in violation of this rule will be subject to suspension.

Elevators

Elevators are only allowed to be used with prior permission from the Dean of Students, Administration or Receptionist. Students who are injured or unable to use the stairs must provide a medical note and be given permission prior to using. Students who are in violation of this rule will be subject to 1 day of In School Suspension.

Entering and Exiting the School

Students may enter the building at 7:30 a.m. but only through the main door (Door A) middle school students should go to the cafeteria for breakfast and wait to be dismissed by the supervising teachers; At 7:55 am. Students will be released to their lockers and their first class. High school students have the option to go to the cafeteria for breakfast or directly upstairs. Breakfast will be available at 7:30 a.m. each morning in the cafeteria. School dismisses at 2:55 p.m., at which time students who are not engaged in a valid school activity such as conferences, library study, club meetings, practices, etc., will be expected to leave the building. Approved doors that students can leave from are Door A, Door B, and Door M. Hall gates will be locked at 3:05 p.m. Students working with extracurricular activities, including athletics, should have belongings from their lockers with them at their respective activities. Do not ask to have the gates opened to go to lockers after 3:05 p.m. Students planning to attend extra-curricular events that begin after 4:00 p.m. should go home first and get a ride back to the event; unless they have a designated area they are assigned to. Students in detention should take their belongings with them, as they will not be allowed to return to their lockers after detention. Extra Curricular events will utilize door M for entering and exiting. Safety is a main priority of the school, at no time should a student open the

door for another student, visitor, or teacher. Students who see someone attempting to get into any other door, besides DOOR A should contact a staff member. Students who are observed opening the door for a person are subject to suspension.

Field Trips

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

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

Food and Beverages

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

Fundraisers

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

Hall Passes

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

Identification Cards

ID Cards, once ID's have been issued to students, the expectation is that the ID can be produced upon request. (Wearing ID around neck is optional) Failure to produce ID will result in detention.

Interscholastic Athletics

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

Fall

(Boys) Soccer, Tennis
(Girls) Varsity/JV Volleyball
(Girls) Middle School Volleyball

Winter

(Boys) Basketball,
(Girls)
Basketball, Cheerleaders

Spring

(Boys)
Baseball

(Boys)
Cheerleaders, Middle School Soccer
(Girls)
Softball, Tennis,

(Girls)
Middle School Soccer, Cheerleaders

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

Interscholastic Athletics (continued)

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

Students must be passing five classes to be eligible to compete in any extra-curricular activities.

Eligibility will be determined at the conclusion of each grading period.

Approximately every three (3) weeks of the grading period, grades will be checked and any athlete failing a class will be ruled ineligible to participate in athletic practice or contest.

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

Leaving School Grounds without Permission:

Students are to remain on school grounds unless permission to leave is granted by a school administrator. Leaving school grounds without permission will be subject to suspension.

Lockers – IC 20-8.1-5-17

Each student will be assigned a locker, free of charge, for the purpose of storing books, school supplies, coats, hats, and other necessary items. Jackets, coats, sunglasses, and headwear are to be locked in lockers and not to be worn in the building at any time. Students are to use the lockers assigned to them. Students are expected to keep their lockers clean, neatly arranged, locked, and free from any adhesive material such as tape, stickers, decals, etc. Students are not to leave valuables in their lockers at any time. The school cannot accept responsibility for any lost or stolen articles. Damaging or defacing a locker is a violation of the ***Student Code of Conduct***. If a student has a damaged or broken locker, he/she should report it to their Grade Level teacher as soon as possible. The administration has the legal right to inspect lockers, without notification, whenever it is deemed necessary due to reasonable suspicion.

Posters

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

Storage of Personal Property

In order to fully protect the students and staff, every precaution must be observed. Personal items brought to school can become distractions to the education of our youth and could also be used to carry unwanted objects into the school facility. The school corporation recognizes that there is a great possibility that students and members of the community would never wish or bring harm to others but must take the following precautions from the possibility that individuals may be harmed through a thoughtless action. The following items are not permitted in the classroom or any other instructional area during the school day and must be stored in the student's locker: coats, jackets, book bags, briefcases, other storage devices, carrying cases, and oversized book bag-like purses. ***This is subject to change based on construction a/o other protocols.**

Telephones

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

Disciplinary powers of principals(designee)

IC 20-33-8-10. Sec. 10.

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

Duty and powers of school corporation to supervise and discipline students

IC 20-33-8-8. Sec. 8.

(a) Student supervision and the desirable behavior of students in carrying out school purpose is the responsibility of: (1) a school corporation; and (2) the students of a school corporation.

(b) In all matters relating to the discipline and conduct of students, school corporation personnel: (1) stand in the relation of parents to the students of the school corporation; and (2) have the right to take any disciplinary action necessary to promote student conduct that conforms with an orderly and effective educational system, subject to this chapter.

(c) Student must: (1) follow responsible directions of school personnel in all educational settings; and (2) refrain from disruptive behavior that interferes with the educational environment.

Academic Dishonesty, Plagiarism, Cheating, Falsification

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

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

Consequences for Academic Dishonesty Incidents:

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

Computer Piracy / Misuse

The Hammond Academy of Science of Technology's growing technology provides opportunities to explore and use a varied and exciting set of resources including computer programs, CD's, electronic mail, and Internet. With the use of the Internet also comes a potential for abuse. It is expected that the Hammond Academy of Science and Technology faculty will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. As much as possible, access from school to Internet resources should be structured in ways which point students to those sites which have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives.

Computer Piracy / Misuse (continued)

Outside of school, families bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. The purpose of the Acceptable Use Policy and Internet Contract is to make sure that all who use the network services realize that the educational value of student Internet access is the joint responsibility of the students, parents, and employees of the Hanover Community School Corporation.

Digital Harassment Policy

Definition of Digital Harassment

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

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

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

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

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

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

Retaliation

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

Consequences for Digital Harassment:

- Minimum Penalty: Conference
- Maximum Penalty: Expulsion

Displays of Affection

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

Disrespect

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

Disruptive and Dangerous Items

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

Uniform / Nut Pass Dress Down/Up Guidelines

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

ACC Students/ Uniforms

ACC Students are allowed to wear their office scrubs to school.

Any ACC student who is in a class that allows them to wear jeans, and hard toe shoes, are allowed to wear them at HAST, but must wear a HAST uniform shirt.

Nut Pass Policy

All students must purchase Nut Passes from 7:30am-8:00am.

A staff member must be present, and collect the money from staff/students, and the student helpers are in charge of the recording of names. All money collected must be counted and turned in to the Business Office by the end of the day Thursday. (Each week)

From Monday-Wednesday, Nut pass purchases are \$1.00.

On Thursday, the day of the Nut Pass, the Nut Pass cost will be \$2.00.

At 8:00am of each day, Nut Pass purchases will be stopped.

ACC Students must purchase their Nut Pass by Wednesday of each week, and purchase it, in the main office, after signing in. Thursday purchases are not allowed. Any ACC student out of uniform on Thursday, and hadn't paid for Nut Pass by Wednesday will be sent to ISS.

Any student who is late to school on Thursday, and is attempting to buy a Nut Pass, will be allowed to purchase the Nut Pass, and will be issued a detention. The money must be paid to the main office.

Any student observed dressed down without purchasing a Nut Pass will be issued an ISS.

Uniform / Nut Pass Dress Down/Up Guidelines(continued)

Proper Uniform consist of:

- Khaki or All Black Slacks/ Jeans or Shorts (Nothing else is permissible)
- Black HAST T Shirt, or Polo with logo. (Purchased from the school) (P.E. Shirts are not allowed)
- HAST issued sports attire is only permitted during the sports season. (On Game Day, and with permission from AD/Coach.
- HAST club sponsored attire or known as "Swag Gear" is only permitted on Friday's.
- **Students are not allowed to wear jackets or non HAST shirts over their uniform shirt. Students may wear long sleeve shirts under their HAST shirt or purchase a HAST hoody if cold.**

The following items are considered unacceptable and are not to be worn while attending school or school sponsored activities:

- A student shall wear no item, which because of its fit, texture, or design exceeds acceptable standards of decency. (i.e) Leggings, stretch pants, yoga pants, jeggings, ripped jeans of any kind.
- Garments that reveal bare midriffs, backs, or excessive amounts of skin are not allowed.
- Sleeveless tops are allowed – No spaghetti straps, low-cut arm holes, or shirts intended to be undergarments.

- Sunglasses are not to be worn in the building
- All headwear – including hoods and bandanas – are not allowed.
- Jackets and coats designed for outdoor use must be above thigh in length
- Offensive or gang-related tattoos, symbols, or writing on the body
- Clothing, jewelry or accessories that advertise or contain references in writing or pictures to drugs, alcohol, tobacco, weapons, profane or suggestive language.
- Any items that may potentially be harmful are not allowed
- Sandals, Crocs, Slippers, or any open toed shoes are not allowed.

Students who are not in proper attire will be sent to ISS. If a student can rectify the infraction, the student will be issued one (1) hour detention and sent to class. The school administration reserves the right to use its discretion in determining the type of clothing appropriate for the school setting.

Consequences:

1st Violation – Sent to ISS, until infraction is rectified, parent notification.

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

Drug Sale or Delivery – IC 35-48-4-4.5

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

Drug Use / Possession – IC code varies dependent on drug

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

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

Students who smell like marijuana or any other substance that interferes with the school setting will not be allowed to enter class. That student will be instructed to ISS. A parent/guardian will be notified, and a conference with parent/guardian will be scheduled.

Electronic Devices

Students are not to use cell phones or any electronic communication devices between 8:00 am and 2:55 pm, except during lunch or passing periods. When a student is found using an electronic device during instructional time, the following progressive discipline steps will occur; along with student being asked to turn their cell phone in to the Dean's office:

1st Violation – Assigned one (1) hour Detention

2nd Violation – Assigned two (1) hour Detention

3rd Violation – Assigned one (1) Alternative Placement (ISS)

4th Violation – Assigned one (1) day of Alternative Placement

5th Violation – Assigned one (1) day Out of School Suspension

6th Violation – Assigned three (3) days Out of School Suspension

7th Violation – Assigned five (5) days Out of School Suspension

8th Violation - Assigned ten (10) days Out of School Suspension and recommend for expulsion

Electronic Devices(continued)

Students who refused to comply with the request of turning their phone into the dean will be sent to ISS for the duration of the day, and will serve a full ISS the following day, or their next day in attendance at school.

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

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

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

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

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

Electronic Devices(continued)

- Because student cell phones have been found in a number of Indiana school districts to have contained evidence of “sexual conduct” as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.

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

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

Students utilizing the Hammond Academy of Science and Technology internet access must first have the permission of, and must be supervised by, an appropriate staff member. Just as they are

responsible for good behavior in the classroom, students are expected to show the same type of consideration while using the Internet. Only use the Internet for educational purposes. Uploading, downloading, or distributing materials that are deemed offensive, discriminatory, derogatory, or sexually explicit, or show others how to do the same is prohibited. Be aware that the transfer of certain kinds of materials is illegal and is punishable by fine or jail sentence.

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

Acts of Disruption

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

Alcohol Use / Possession – IC 7.1-5-7-7

The use, consumption, possession, or selling of non-alcoholic beer or alcoholic beverages of any kind is prohibited. Using, consuming, possessing, transmitting, or being under the influence of any alcoholic beverage by any student while on school property or at any function connected with Hammond Academy will result in suspension, recommendation for expulsion, and notification of law enforcement. Selling any of the items listed above will result in expulsion for a minimum of one calendar year and notification of law enforcement.

Use of Breathalyzers at School or at School-Sponsored Events

Hammond Academy is committed to the promotion of healthful living and to the safety and well-being of its students. In keeping with this commitment, using breathalyzers during school-sponsored events, on or off school grounds, and during the school day is an acceptable deterrent to the use of alcohol by underage drinkers. The use of breathalyzers shall be guided by this policy.

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

A. Extra-Curricular/Voluntary School-Sponsored Events

Students and their parents or guardians will be notified through annual policy notices, newsletters and event permission forms, specifically that breathalyzers may be used at school-sponsored events. Students and their parents or guardians will also be notified that student will be denied entry and/or be removed from the event or activity in the event that they are found to have consumed and/or possessed alcohol at or before a school-sponsored event and could face

additional disciplinary action as described in Hanover School Board Policy or Administrative Guidelines.

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

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

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

The administrator(s) in charge of the event and any other school personnel who will participate or assist in the breathalyzer tests will be knowledgeable in the proper use of available breathalyzers. Breathalyzers will be properly calibrated and maintained in accordance with accepted manufacturer standards.

Any student who tests positive after the first breathalyzer test will be given a second test after 10 minutes on a different breathalyzer in the presence of a second administrator, designee or School Resource Officer. If a student tests positive for a second time, his/her parents or guardians will be notified to pick up the student from the school-sponsored event. Under no circumstances will a student be allowed to transport himself from the event. No refunds will be provided to these students or their guests.

Use of Breathalyzers at School or at School-Sponsored Events (continued)

Additional disciplinary action may follow which could include in-school suspension, out-of-school suspension, expulsion, and/or other disciplinary consequences as outlined in the Hammond Academy of Science & Technology Policy *or Administrative* Guidelines.

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

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

B. Breathalyzers During the School Day

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

out-of-school suspension, expulsion and/or other disciplinary consequences as outlined in the Hammond Academy of Science and Technology School Policy or Administrative Guidelines. Should the student refuse to take a breathalyzer test, it will be deemed that the suspicion of the administrator is confirmed, and the student will face consequences as outlined in the Stratford Public Schools Policy 5147 and the Hanover Community School Board Policy or Administrative Guidelines.

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

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

Arson – IC 35-43-1-1

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

Bullying and Harassment – IC 20-33-8-0.2 and IC 20-33-8-13.5 Board Policy [5517.01](#) - BULLYING

The School Board is committed to providing a safe, positive, productive, and nurturing educational environment for all 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.

Bullying and Harassment (continued)

This prohibition includes physical, verbal, and psychological abuse as provided herein. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation.

Engaging in bullying behavior through the use of data or computer software that is accessed through a computer, computer system or computer network also is prohibited.

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

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

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

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

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

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

Bullying and Harassment (continued)

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

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

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

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

Bullying Assessment

Type of Bullying	Behavior Exhibited	Disciplinary Response
------------------	--------------------	-----------------------

Level 1- Repeated incidents of spoken, written, or electronic communication	Name calling, threatening, derogatory, or hate speech	Notify parents/ guardians; possible referral to school counselor; discipline such as loss of privilege, detention, suspension.
Level 2- Physical acts of any type where injury does not result.	Tripping, pushing, shoving, horseplay.	Notify parent/ guardian; detention suspension from school.
Level 3- Physical acts of any type where injury occurs and/or continued behavior listed above in levels 1 through 3.	Slapping, punching, hitting, kicking and/or continued behavior listed above in Levels 1 through 3.	Notify parents guardians; suspension from school possible referral for expulsion

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

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

Bullying and Harassment (continued)

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 HAST Board. 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 – AntiHarassment.

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

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

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying. Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and making intentionally false reports may result in disciplinary action as indicated above. For a definition of and instances that could possibly be construed as hazing, consult Policy 5516.

Confidentiality

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

Drug Sale or Delivery – IC 35-48-4-4.5

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

Drug Use / Possession – IC code varies dependent on drug

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

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

Extortion / Intimidation – IC 35-45-2-1

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

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

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

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

Fighting – Physical or Verbal – IC 35-45-1-3

A student who takes any physical action toward another individual is considered a participant in a fight. This includes inciting, pushing, shoving, horseplay, purposefully slamming or running into other individuals. Any student who participates in a physical altercation is subject to suspension and/or expulsion. Any student(s) who physically participates in an existing fight will be subject to suspension and a possible recommendation for expulsion.

Fighting – Physical or Verbal(continued)

A student who physically assaults another individual while engaged in educational or school-sponsored activities connected with Hammond Academy of Science and Technology is subject to disciplinary action, and possible notification of law enforcement. Physically assaulting or verbally threatening a staff member will result in suspension, recommendation for expulsion, and request for prosecution by law enforcement.

Forgery and/or Illegal Possession of Official School Documents or Doctor's Note—IC 35-43-5-2(b)

Possession or forgery of official documents such as final exams, teacher textbooks, teacher grade books, student reports, office passes, etc. Forgery includes but is not limited to falsifying

signatures and impersonation of phone calls of parents, staff members, physicians, or other persons. Consequences may range from detention to a recommendation for expulsion.

Gambling – IC 35-45-5-2

Any form of gambling is prohibited.

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

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

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

Harassment – IC 325-45-2-2

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

Harassment –(continued)

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

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

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

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

Indecent Exposure – IC 35-45-4-1

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

Insubordination

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

Lewd, Indecent, and Offensive Behavior

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

Loitering

Being out of the classroom during class time is something which is to be avoided. While out of the classroom with a pass, a student should be conducting only the business which her/she was given permission to accomplish. If a student is not in his/her assigned area they will be considered loitering and subject to disciplinary action. In addition, students who leave campus after they have arrived at school in the morning, or at other times, and congregate off school grounds will be considered loitering.

Students should not be in the building after 2:55 p.m. unless under the direct supervision of a staff member. *This section also includes: cutting classes and leaving school grounds without permission.

Look-Alike Drugs – IC 35-48-4-4.6

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

Missed Detention(s)

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

Misuse of Equipment

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

Obscenity – IC 35-49-2-1

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

Obscenity toward a Teacher / Staff Member – IC 35-49-2-1

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

Parking Violation

Driving to school is a privilege. The administration does not endorse students driving to school. The decision to do so is between the student and his/her parents. Students who drive to school must park in their designated parking lot. All student drivers must have a valid license on file in the office, along with current registration and proof of automobile insurance. In addition, they must obtain a parking permit in the Bookkeeper's Office at a cost of \$15.00. Parking permits are to be used only by the student to whom it was issued and are not transferable.

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

Students are expected to drive safely and at low speeds not to exceed ten (10) miles per hour. The person to whom a vehicle is registered is responsible for the vehicle at all times, regardless of who is driving it. The school is not responsible for theft, vandalism or accidents. Students are not permitted to sit in vehicles or be in the parking lot during the school day unless a principal has granted permission.

Parking Violation (continued)

Violations of parking regulations may result in loss of driving privilege, issuance of a City Traffic Code citation, towing of the vehicle at the owner's expense and/or school disciplinary action.

FEES & ELIGIBILITY:

- School authorities have been charged by the Indiana Department of Public Instruction with the responsibility for the safety of every student. The principal or designee will, therefore, give final approval to all student drivers. A student parking permit will cost \$15.00 for vehicles properly registered in the State of Indiana.
- To be eligible for a parking permit, students must be current with all fees and or fines assigned by the school (i.e. textbook rental, athletic fees, parking fines). Hardship cases will be handled on a case-by-case basis.
- Students must maintain passing grades in all classes to keep their parking privilege. Administration will revoke the driving privilege of any student failing to maintain passing grades during any nine (9) week period. The revocation will be for nine (9) weeks.
- Student attendance must also be within appropriate guidelines (five (5) days of absence within a semester). Failure to maintain appropriate attendance will result in revocation

of driving and parking privileges. Suspension of driving privilege based on excessive absence will be for the remainder of the semester.

- The parking permit is the property of the campus distributing the permit and must be surrendered upon request. The permit is only valid for the current school year. Permits may only be transferred to another vehicle with the approval of the administration and completion of a new registration form.

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

- Driving fast or recklessly to, from, at school, or upon any school corporation property.
- Squealing tires. (Peeling out, burning rubber)
- Loud music.
- The use of cellular phones while operating any vehicle on school property.
- Hammond Academy of Science and Technology is a closed campus school. Once a student enters the campus he/she may not leave without permission to leave or until the end of the instructional day for that student.
- Do not take any underclassmen off campus before the school day ends without administrative approval.
- Use or possession of tobacco, alcohol, illegal drugs, fireworks, weapons, or firearms of any kind in and or around your vehicle, while on school grounds or while driving to or from school or any school sponsored event or activity.
- Throwing, placing, discarding, or leaving any garbage on any school property or school contracted property.
- The parking permit MUST be properly displayed on the vehicle it is registered to.
- Vehicles MUST be parked properly (i.e. no double parking)
- Students are not permitted to loiter in the parking lots before, during, and/ or after school.

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

- Arriving at school tardy six (6) or more times during any semester (tardiness to school due to vehicle problems, mechanical failure, flat tires, etc. WILL NOT be considered as valid reasons for tardiness). Violation of this rule will result in revoking driving privileges for a semester.
- Driving to school and or parking on a suspended or revoked permit.

Participation in a Food Fight

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

School Safety

Homeland Security and Crisis Response

- Hammond Academy of Science and Technology has an Emergency and Crisis Response Plan that reflects the common and unique needs of educators, students, families, and

the greater community. Our procedures are based upon recommendations from the United States Department of Education, the United States Department of Homeland Security, The Indiana Department of Education and local Police and Fire Agencies. These procedures are based on the most effective model plans of school districts around the nation. They are updated yearly or as needed.

Hammond Academy of Science Emergency and Crisis Response Plan outlines how everyone in the school community (administrators, teachers, parents, students, van drivers, and support staff) will be prepared for an “all hazards” approach to school safety and security and how to identify the behavioral and emotional signs of children at risk. The plan also details how school and community resources can be used to create safe environments and to manage responses to acute threats and incidents of violence. The principal or their designee is responsible for responding quickly and effectively to any natural or man-made disasters. In the event of such an incident, the principal will advise teachers, students and staff of the proper actions to be taken. Any injury to students or staff will be immediately addressed. The incident will be managed as per School Board policy and according to established procedures. The principal or designee will then notify the parents/guardians of the situation in a timely manner.

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

Fire:

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

Hammond Academy of Science Emergency and Crisis Response Plan-(continued)

Severe Weather or Tornado Watch:

- Monitor Weather Stations.
- Bring everyone inside the 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

Student Activities

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

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

Student Insurance

Hammond Academy of Science & Technology does not insure its students against injury during the school day or at extracurricular activities.

Telephones

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

Tardies – Same Class Per Quarter

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

Tardy Procedure

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

- 1st Tardy – Tardy officially documented by teacher
- 2nd Tardy – Tardy officially documented by teacher
- 3rd Tardy – Tardy officially documented by teacher
- 4th Tardy – Office will assign one (1) hour detention
- 5th Tardy – Office will assign one (1) hour detention
- 6th Tardy – Office will assign one (1) full day of ISS
- Any tardy after 6 will result in a full day of ISS.
- 8th Tardy – Office will assign one (1) day Out of School Suspension (OSS)

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

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

Theft – IC 35-43-4-2

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

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 device, 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:

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

- 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.

Truancy – IC 20-33-2-6

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

Students who are found in an unauthorized area of the school will be considered truant.

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

- 1st Truancy – Office will assign one (1) one hour detention
- 2nd Truancy – Office will assign one (1) Alternative Placement – ISS
- 3rd Truancy – Office will assign one (1) day Out of School Suspension (OSS)

- 4th Truancy – Office will assign three (3) days Out of School Suspension (OSS)
- 5th Truancy – Office will assign five (5) days Out of School Suspension (OSS).
- 6th Truancy – Office will assign ten (10) days Out of School Suspension (OSS) with a recommendation for expulsion.
- ALL DAY Truancy – In School Suspension

Habitual Truancy Designation

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

Unlawful Activity – IC 20-33-8-15

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

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

Vandalism – IC 35-43-1-2(a)(1)(A)(i)

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

- 1st Offense – Restitution and 1-5 days OSS
- 2nd Offense – Restitution and 10-days OSS pending expulsion

Weapons – Possession – IC 20-33-8-16

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

- Violation of this rule banning the possession of weapons or destructive devices on school premises shall constitute grounds for suspension and/or expulsion. Violators of this policy shall also be subject to arrest and prosecution.

Weapons – Possession – (continued)

- The Superintendent/Principal or designee shall notify the appropriate law enforcement agency when a student is expelled under this rule.
- The penalty for possession of a firearm or a destructive device: suspension up to ten (10) days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one-year period. The Superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.

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

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

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

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

10 – Day OSS Rule

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

Reporting Harassment

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

- ***Sexual Harassment***
- **Verbal-** The making of written or oral sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the Corporation.
- **Nonverbal-** Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the Corporation.
- **Physical Contact** -Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual intercourse, with a fellow student, staff member, or other person associated with the Corporation.
- ***Gender, Ethnic, Religious, Disability, Height, Weight Harassment***
- **Verbal-** Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the Corporation
- **Nonverbal** -Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the Corporation.
- **Physical** - Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the Corporation.

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

- If the alleged harasser is a student, staff member, or other person associated with the Corporation other than the student's principal the affected student should, as soon as possible after the incident, contact his/her principal.
- If the alleged harasser is the student's principal, the affected student should, as soon as possible after the incident, contact the Superintendent.

- The student may make contact either by a written report or by telephone or personal visit. During this contact, the reporting student should provide the name of the person(s) whom she/he believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each such report is to be prepared promptly and forwarded to the principal.

Reporting Harassment(continued)

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

The purpose of this provision is to:

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

Investigation of a complaint will normally include conferring with the parties involved (may include parents), and any named or apparent witnesses.

All students and others involved are to be protected from coercion, intimidation, retaliation, or discrimination for filing a complaint or assisting in an investigation.

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

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

Search and Seizure – IC 20-8.1-5-17

Students have the right to be safe and secure and to pursue their education in a safe and disciplined environment. School authorities may seize any contraband, substance, or article that is illegal, or any material or object which violates a school rule or poses a hazard to the safety and

good order of the school. Students are not to bring these items to school or to any school sponsored function.

- ***Authority to Conduct a Search*** – The law allows school authorities to search students, their lockers, their motor vehicles and personal property when they have reasonable suspicion that a particular student is in possession of something prohibited by school rules or by law. The administration reserves the right to rely on anonymous tips that are given on a good faith basis to

Search and Seizure – (continued)

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

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

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

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

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

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

Jurisdiction

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

Detention

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

Alternative Placement – In School Suspension (ISS)

Alternative Placement – In School Suspension (ISS) is intended to provide an alternative, isolated setting for students who exhibit chronic or serious behavior problems. Students assigned to Alternative Placement – ISS will experience no interaction with their peers. Students will have an opportunity to acquire instructional materials, class assignments, and/or tests from their regular classroom teacher on a daily basis. Students are expected to do their assigned class work each day. All written work will be completed, turned into the ISS supervisor, and returned to the teacher and credit will be given as appropriate. The final grade may be affected incidentally, depending on the nature and type of the work missed. A student is considered present for the day(s) during Alternative Placement – ISS but may not participate in any school-related activity during the course of the suspension. There is no talking to other students while in ISS. There is no usage of personal electronic devices in ISS. (ear devices, phones, hand held games, etc) Eating/ or drinking is only allowed during your designated lunch time. All other school rules apply. Students who are in breach of rules will receive an additional day(s) in ISS, and subject to OSS.

Out of School Suspension (OSS)

Out of School Suspension will be assigned by a principal for major infractions of school policy. In appropriate cases, students will be suspended immediately for up to ten (10) days with a parent conference required prior to returning, or where the continued presence of a student on campus would be a threat to the safety and well being of others or to the educational atmosphere. The days missed will not be counted toward the student's five (5) day absence limit. Students who are suspended out of school, will not be allowed to make up any class work or missed exams while on out of school suspension. Students who are suspended from school will be required to have a re-entry meeting with their parent/guardian and the Dean of Student.

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

Suspension Procedures

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

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

Expulsion

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

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

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

Expulsion Procedures

- The superintendent (or designee) may conduct an expulsion meeting or may appoint one of the following persons to conduct the expulsion meeting.
- legal counsel;

Expulsion Procedures-(continued)

- An expulsion may not take place until the student and the student's parents are given notice of their right to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parents to request or appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion.
- The request to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and contain the procedure for requesting an expulsion meeting.
- At the expulsion meeting, the principal (or designee) will present evidence to support the charges against the student.
- The student or parent will have the opportunity to answer the charges against the student and to present evidence to support the student's position.
- If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parents.

Expulsion Appeal Rights

Parents may submit an appeal of expulsion to The School Board at board@hammondacademy.org

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

Grounds for Expulsion or Suspension

The grounds for expulsion or suspension are student misconduct or substantial disobedience and apply when a student is:

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

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

Student Due Process(continued)

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

- Knowingly possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.

Student Due Process(continued)

- Possessing, using, transmitting, or being under the influence of caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription. ***All prescription medication must be turned into the nurse and the proper paperwork must be filled out.***
- Knowingly possessing or using on school grounds during school hours an electronic device to interfere substantially with school purposes or educational functions or to facilitate or engage in any unlawful activity

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

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

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

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

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

Possessing a deadly weapon – 20-33-8-16 and 35-49-5-2.5

- No student shall possess, handle or transmit any deadly weapon on school grounds.

- The following devices are considered to be deadly weapons as defined in I.C. 35-41-1-8:
- a weapon, taser, or electronic stun weapon,
- equipment, mace, chemical substance other material that, in the manner it is used, or could ordinarily be used, is readily capable of causing serious bodily injury.

Student Due Process(continued)

- an animal readily capable of causing serious bodily injury and used in the commission, or attempted commission, or a crime.

The penalty for possession of a deadly weapon will be ten (10) days suspension from school and expulsion from school for a period of not more than one (1) calendar year. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.

Legal Settlement – 20-33-8-17

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

Disciplinary Guidelines

Students that have been deemed a habitual truant or have been suspended (2nd time), expelled, or have withdrawn from school may be reported to the Bureau of Motor Vehicles to have driving privileges invalidated pursuant to IC 9-24-2-4.

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

Infraction	1st Offense	2nd Offense	3rd Offense	4th Offense
Academic Dishonesty Cheating, Plagiarism	No credit Teacher informs parent, incident documented.	No credit, ISS Dean of Student informs parent	No credit, OSS Dean of Student informs parent	
Act of Disruption	Conference-OSS			

Alcohol Use/ possession 7.1-5-7-7	10 Day OSS Referred for Expulsion, Police Notified			
Arson 35-43-1-1	10 Day OSS Referred for Expulsion, Police Notified			
Bullying and harassment 20-33-8-0.2 & IC 20- 3-8-13.5	Conf- Expulsion Based on severity			
Van/Bus Misconduct	Conf-Expulsion Based on Severity			
Cafeteria Misconduct	Detention-Expulsion			
Computer piracy/Misuse	Detention-Expulsion Computer Restrictions			
Digital Harassment	Conf-Expulsion			
Display of Affection	Conf-Expulsion			
Disrespect	Conf-Expulsion			
Disruptive & dangerous Items	Detention-Expulsion Police Involvement			

Dress Guidelines	ISS until rectified – Rectified -Detention			
Drug Sale or delivery 35-48-4-4.5	10 Day OSS Referred for Expulsion, Police Notified			
Entering Exiting Building	Conf-OSS	ISS-OSS	OSS	ISS-Expulsion
Drug Use/ Smell possession code varies depending on drug	10 Day OSS Referred for Expulsion, Police Notified			
Electronic Device	Hour Detention - Expulsion	Hour Detention – Expulsion	ISS -Expulsion	ISS - Expulsion
Extortion/ Intimidation 35-45-2-1	Detention - Expulsion			
False Alarms False Reporting or Informing) (fire/911) 35-44-2-2	OSS Police Involvement	10 Days OSS Pending Expulsion Police involvement		
Fighting – Physical Verbal 35-45-1-3	ISS – 1-5 Day OSS	ISS - Expulsion		
Forgery 35-43-5-2(b)	Detention - Expulsion			
Gambling 35-45-5-2	Conference - OSS			

Gang, Cult and Occult Activity 35-45-9-3	Detention-Expulsion			
Indecent Exposure 35-45-4	ISS - Expulsion			
Insubordination	Conference - OSS			
Lewd, Indecent, Offensive behavior	Detention-Expulsion			
Loitering	Conf-Suspension			
Look-Alike Drugs 35-48-4-4.6	10 Days OSS Pending Expulsion Police Involvement			
Missed Detention	ISS			
Misuse of equipment	Detention-Expulsion			
Obscenity 35-49-2-1	Detention-Expulsion			
Obscenity towards teacher 35-4-2-1	1-5 Days OSS - Expulsion			
Parking Violation	Loss of parking privileges			
Participation in a food fight	ISS-OSS	ISS-Expulsion		

Racial Slurs/ Hate Speech	3 Day OSS-Expulsion	Referral for expulsion		
Sexual Harassment 35-45-2-2	Conf-Expulsion			
Tardiness (Same Class per quarter)	Teacher Warning	Teacher Warning	Warning	Detention
Theft 35-43-4-2	Return Item Restitution Detention – Expulsion Police Involvement			
Tobacco Use/ possession 35-46-1-10.5	1-day OSS followed by 3 ISS w/online Vape education course	3 days OSS referral to <i>Quit Now Indiana</i>	5 days OSS Placed on a Form 16	
Truancy – All Day 20-33-2-6	1 day ISS Loss of driving privileges for 2 weeks	3 days ISS Loss of driving privileges for 4 weeks	1 day OSS Loss of Driving privileges – 9 weeks	3 Days OSS Loss of Driving Privileges for the year.
Truancy - Class 20-33-2-6	1 Day ISS	2 day ISS	2 Day ISS Parent conference	3 days OSS possible Expulsion
Unlawful Activity 20-33-8-15	Suspension-Expulsion			
Vandalism 35-43-1-2(a)(1)(A)(i)	Restitution 5 Days OSS – expulsion	Restitution 10 Days OSS Pending Expulsion		

Weapons – Possession 20-33-8-16	10 Days OSS Pending Expulsion Police Involvement			
10-Day OSS Rule	Pending results student is removed from school setting			

MINOR VIOLATIONS

Minor violations are normally handled by the classroom teacher. Students can receive as punishment any of the following: verbal reprimand, community service, lunch/after-school detention, classroom suspension, or denial of extra privileges. Repeated offenses of minor violations can result in a 2 – 10 day suspension or Friday/Saturday detention; however this will be at the discretion of the principal, assistant principal and/or dean. This, by no means, represents the only steps that can be taken.

MAJOR VIOLATIONS

Any student that has been suspended for any major violation(s) or referred for repeated minor violations may be excluded from field trips.

Grounds for suspension or expulsion are student misconduct or substantial disobedience. The following include examples of student misconduct or substantial disobedience, but are not limited to:

1. Engaging in conduct that disrupts or interferes with school purpose or an educational function.
2. Engaging in conduct that disrupts or interferes with school purpose or an educational function including but not limited to, the use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, racism, racial slurs, engaging in sexual behavior on school property, disobedience of administrative authority, engaging in speech or conduct which is profane, indecent, lewd, vulgar, or offensive to school purposes.
3. Trespassing, breaking and entering, causing or attempting to cause substantial damage to school property or stealing or attempting to steal school property of small value.
4. Intentionally causing or attempting to cause substantial damage to valuable private property, stealing or attempting to steal valuable private property, or repeatedly damaging or stealing private property.
5. Attending school or school-sponsored activity, with the odor of alcohol on breath, will be grounds for expulsion. Breathalyzer test can be used to confirm the consumption of alcohol.
6. Repeatedly refusing to follow the directions of supervising school employees; engaging in acts of serious disrespect to school employees.
7. Being truant from school in accordance with building policy.

8. Using or possessing tobacco.
9. Violating or repeatedly violating any rules, standards or policies that have been established by the School Leader and presented to the School Board; or established by the principal, reviewed and approved by the School Leader and presented to the School Board. The Board may change any such rule, standard or policy in accordance with procedures, which it has adopted.
10. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to a person. Self-defense or reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this provision.
11. Using force or the threat of force to take money or something of value from another person, engaging in blackmail, or using coercion to gain something of value or an advantage. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
12. Bullying by a student or groups of students against another student with the intent to harass, ridicule, humiliate, or harm the other student through overt, repeated acts or gestures, including verbal or written communications transmitted, and/or physical acts committed, or any other similar behavior is prohibited.
13. Failing to report the actions or plans of another person to a teacher or administrator where said actions or plans, if carried out, could result in harm to another person or persons or damage to property when the student has information about such actions or plans.
14. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
15. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
16. Possessing, handling, using, transmitting or selling weapons, dangerous instruments or explosives.
17. Knowingly possessing, handling, or transmitting a knife or any other object that can be reasonably considered as a weapon.
18. Violating the gang prevention rules as follows: Presence of gangs and gang activities can cause substantial disruption to school and school activities. A “gang” is defined as any group of students who are perceived as a distinct group (not an approved school organization) which prompts a disruptive response in the school community. The following rules act to prevent disruption and to prohibit gang activities by restricting those actions, which foster such activities or which, because they may be performed in relation to gang activities, endanger even those students who do not intend to show gang membership or affiliation. No student on school property or on any school activity:
 - a. Shall wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, drawing, graffiti, or other item, which may be viewed as evidence of membership or affiliation to a gang.
 - b. Shall commit an act or omission, or use of any speech, either verbal or nonverbal (gestures, handshakes, drawing, graffiti, other written communication, etc.) showing membership or affiliation in a gang.
 - c. Shall use any speech or commit any act or omission in promoting the interests of any gang or gang activity, including but not limited to:

- i. Soliciting others for membership in any gang.
 - ii. Intimidating or threatening any person.
 - iii. Violating any other rule as stated in the student handbook.
- d. Knowingly possessing or using on school grounds/during school hours an electronic paging device.

Violation of the above stated gang prevention rules shall subject the student to suspension or expulsion.

19. Knowingly possessing, using, transmitting, or being under the influence of any controlled substance, prescription drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the above stated substances immediately before attending school or a school function or event.

Exception to Rule 18: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed written authorization with the principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:

- a. That the student has an acute or chronic disease or medical condition for which the physician has prescribed medication.
 - b. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
 - c. The student has been instructed in how to self-administer the prescribed medication.
 - d. The student is authorized to possess and self-administer the prescribed medication.
- 20. Knowingly using or taking a prescription drug that is not prescribed for that person or that exceeds the recommended dosage for the person to whom it is prescribed or a patent drug by exceeding recommended dosage with the purpose of creating an intoxicated or irrational state or of causing physical injury, either to one's self or to other persons. Knowingly transmitting or selling such prescription or patent drugs to aid a person violates this paragraph.
- 21. Possessing or providing to any person anything used or designed to be used primarily for the storage, processing, delivery or consumption of alcohol, marijuana, stimulants, intoxicants, narcotics, depressants or hallucinogens. Examples of things which are not to be possessed or provided to another person are: pipes, rolling papers, clips, stones and any other device believed to be, by school authorities, used for storage, processing, delivery or consumption of the above mentioned drugs.

Any violation of the above rule will result in a recommendation by the school administration that the student be expelled.

Any student who is unsure if possession, use or providing another person with any particular medicine, substance or paraphernalia would violate the above rule should contact the principal or his/her designee before possessing, using or providing the medication, substance or paraphernalia.

22. Knowingly or intentionally delivering any substance that he/she represents to be a controlled substance or commits dealing in a substance represented to be a controlled substance.
23. Creating a disturbance by displaying or using a substance represented to be controlled.
24. Impersonating another person over the phone or his/her signature on a note.
25. Any student engaged in bullying and/or repeated acts or gestures, including verbal or written communication transmitted; physical acts committed; or any other behavior committed by a student or group of students against another student(s) with intent to harass, threaten, ridicule, humiliate, intimidate, harm the other student or urging others to engage in such conduct.
26. When a group of two or more students causes or attempts to cause physical injury to another student; these students may be recommended for expulsion.
27. No student should possess, handle, transmit any firearm or a destructive device on school property. It will be recommended that a student be expelled for one (1) calendar year when, while on school property, the student possess, handles, uses or transmits a firearm as defined in IC.35-47-1-5 or a destructive device. The student will be allowed to return to school at the beginning of the first semester after the end of the one (1) year period.