

Hauser

STUDENT HANDBOOK

2022-2023

Changes from last year's handbook are highlighted in gray.

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<http://www.flatrock.k12.in.us/hhs>

MISSION OF HAUSER JR.-SR. HIGH SCHOOL

The mission of Hauser Jr.-Sr. High School is to be an exemplary school in Indiana that provides each of its students with the opportunity for a comprehensive education that allows him or her to be a healthy citizen, life-long learner, and contributing member in a global community.

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FLAT ROCK-HAWCREEK SCHOOL CORPORATION 2022-2023 SCHOOL CALENDAR

Tuesday, August 9	Teacher Work Day
Wednesday, August 10	First Student Day
Monday, September 5	Labor Day – No School
Friday, October 7	End of 1 st 9 weeks (44 Days)
Monday, October 10-Friday, October 14.....	Fall Break – No School
Monday, October 17	Classes Resume
Wednesday, November 23 - Friday, November 25	Thanksgiving Break – No School
Tuesday, December 20	End of 2 nd 9 weeks & 1 st Semester (88 Days)
Wednesday, December 21 – Tuesday, January 3	Christmas Break – No School
Tuesday, January 3.....	Teacher Work Day
Wednesday, January 4	Classes Resume
Monday, January 16.....	Martin Luther King Day – No School
Monday, February 20.....	Presidents Day – No School
Friday, March 10.....	End of 3 rd 9 Weeks (45 Days)
Monday-Friday, March 13-17.....	Spring Break- No School
Friday, April 7	Good Friday – No School
Thursday, May 25	End of 4 th 9 Weeks (92 days) & 2 nd Semester – Last Student Day
Friday, May 26.....	Teacher Work Day

SNOW MAKE UP DAYS

*eLearning takes the place of snow make-up days

EARLY RELEASE FOR STAFF PROFESSIONAL DEVELOPMENT ACTIVITIES

Students will be released at 2:25 p.m. **EVERY** Tuesday for the 2022-23 school year.

Bell Schedules

Regular Day	(M,W,R,F)		Early Release	Tuesday
1st period	7:55-8:44		1st period	7:55-8:43
2nd period	8:48-9:35		2nd period	8:47-9:35
3rd period	9:39-10:26		3rd period	9:39-10:27
JH Lunch HS Resource	10:30-10:58		HS Lunch A 5th period	10:31-11:01 10:31-11:49
JH Resource HS Lunch A	10:58-11:28		HS Lunch B	11:19-11:49
JH 5th period	11:32-12:20		HS 6th period	11:53-12:41
HS 5th period	11:02-12:20		JH 6th period	11:23-12:11
HS Lunch B	11:52-12:20		JH Lunch	12:11-12:41
6th period	12:24-1:13		7th period	12:45-1:33
7th period	1:17-2:06		8th period.	1:37-2:25
8th period.	2:10-3:00			

2-Hour Delay				
Period 1/5	9:55-10:31		HS Period 5/1	11:55-1:01
Period 3	10:35-11:11		HS Lunch B	12:31-1:01
HS Period 2 JH Lunch	11:15-11:51		Period 6	1:05-1:41
HS Lunch A JH Period 2	11:51-12:21		Period 7	1:45-2:21
JH Period 5/1	12:25-1:01		Period 8	2:25-3:00

HAUSER FACULTY/STAFF DIRECTORY

ADMINISTRATION

Shawn Price..... Superintendent
Kris Fortune..... Principal
Kristy Madden Dean of Students
Tyler Phillips..... Athletic Director
Kelli Hoeflinger..... Counseling Director
.....School Counselor
Tim Robertson

Alison Wold..... Technology Coordinator
..... Director of eLearning

TEACHERS

Elizabeth Bollinger..... Social Studies
Erin Brown..... Social Studies
Audrey Bush..... Math
Bill Bush.....Accelerated Learning Remed
Makayla Caldwell..... English
Shannon Dailey..... iGrad
April Dalton..... FACS/P.E.
Aleesa Dickerson..... Agriculture
..... Agriculture
..... English
Jeanne Gordon..... Math/P.E.
.....Special Education
.....English
Kim HedrickSpanish
Michael Klinger..... Music
Sharon Mapes..... Science
Jessica Matheny.....Special Education
J.P. Mayer German/Speech
Eric McGath..... Science

Danielle Mize..... Math
Trent Moorhead.....Accelerated Learning CR
Colin Mowery.....Computer Science
Melissa Newcomb..... Science
Bob Nobbe..... Social Studies
Madison Owens..... English
Andrea Reed..... Math
Jerry Schoen..... P.E.
Elizabeth Sexton..... Art
Brent Strong..... Science
Steven Todd.....Special Education
Stephanie Tom..... Social Studies
Becky Voyles..... English
Anita Watkins Math
Dwayne Williams.....Alternative School

SUPPORT STAFF

Heather Miller.....Administrative Assistant
Dawn Wilson.....Administrative Assistant
Shannon Pitman..... Food Service Director
Lori Kistler..... Nurse
Sharri Hamilton..... Library Assistant
Lois Gollmer..... Guidance Secretary
Heidi Sipes Aide
Kindra Roberts Aide
Nancy Neal..... Aide
Brenda Christy Aide

HAUSER HIGH SCHOOL HISTORY

Located in Hope, IN, Hauser High School is a school rich in community ties. Hauser is the result of a consolidation in 1957 between Hope and Clifford High Schools. At this time the school board turned to the community in the form of a contest to determine the name of the new school. Community members submitted names from which the board made the final decision. The board decided that it would be a fitting tribute to name the school Hauser High School to honor Hope's founder, Martin Hauser and all of his efforts to make Hope a unique community. While the community was taking on the task of naming the school, the students submitted names for the new mascot. The student council made the final decision to use the name "Jets." Hauser's current building, which now houses the junior and senior high schools, graduated its first class in 1967.

SCHOOL EMBLEM - BLAZON

JETS – Signifies the High School Mascot

C.H.S. & H.H.S. – Recognizes Clifford and Hope High Schools, which consolidated to form Hauser High School

LEAF MANTLING – Signifies remembrance, reward, and honor

CROSS DIVIDER – Represents the strength of the Moravian, and all religions in the community

CLASPED HANDS – Represents friendship, comradeship, and the consolidation of Hope and Clifford High Schools

OPEN BOOK & QUILL PEN – Signifies education, gospel, art, and literature

PLOW – Signifies the importance of agriculture in the community

OLYMPIC RINGS – Represents strength, security, speed skill, and superior achievement

1821 – Constitutes the founding date of education in the community

1957 – Indicates the year in which Clifford and Hope High Schools consolidated. The date is represented in the trail of the jet, which is flying upward toward the future

SCHOOL SONG

Go, Hauser High Jets,
Zoom across the floor,
Let us fight for the black and white,

Fight for our name,
And win this game
So, go you Hauser High School Jets!

So we can raise that score
Rah, Rah, Rah,
Go, Hauser High Jets
We know you're the best!

HELP!!! WHAT TO DO IF...

You are absent: Have your parent/guardian call school by 10:00 a.m. If a phone is not available, bring a note the day you return. For more information, see the attendance section of this handbook.

You are tardy to school: Sign in at and get a pass from the main office before going to class.

You get ill at school: Get a pass to the nurse's office from a teacher. A parent must be contacted by school staff before you may go home.

You must leave early: Get an "early dismissal" pass from the office and sign out before leaving. (Must have note or phone call from parent.) For more information, see Parent Responsibilities in the attendance section of this handbook.

You need to contact a teacher: Go to www.flatrock.k12.in.us and access his/her email address. If email isn't possible, call Hauser during the teacher's prep period.

You want to know your child's academic progress: Call Hauser's Counseling Department to request a password to access Hauser's online student management system, Skyward, to check your student's grades and other pertinent information.

You need a schedule change: See the school counselor in the Counseling office.

You have a personal problem: See the school counselor in the Counseling office.

You have questions about college or career: See the counselor and access Indiana Career Explorer account, <https://indiana.kuder.com/landing-page>.

MESSAGE FROM THE ADMINISTRATION

The administration, faculty, and staff welcome you to our school and to the opportunities that await you. It is our hope that you will have an enjoyable and successful year.

The intent of this handbook is to provide communication among students, parents, and the school. It provides information about policies, practices, and procedures for student life at Hauser. Our goal is to make "our school" the pride of Bartholomew County and South-Central Indiana.

Therefore, we encourage you to become involved in the many activities at our school. We also encourage you to do your best in the classroom in order to achieve the necessary preparation for the future. Understand that your success is proportional to the initiative you take in the classroom and in extracurricular activities. This initiative combined with the efforts of your parents and our staff will result in helping you obtain the best education possible.

Our staff is ready and willing to assist you whenever possible. We hope your educational experiences will be enriching and rewarding. We look forward to working with you during the school year and shall expect you to do your best in whatever you undertake. Best wishes for a great school year!

STUDENT ATTENDANCE POLICY

Purpose

The educational process requires a continuous sequence of instruction. When broken by a period of absences, this instruction can never be fully regained by extra work. Research shows that students who have regular school attendance achieve higher grades and enjoy school more. Hauser students are expected to be in attendance and on time all day on which school is held. The primary purpose of Hauser's student attendance policy is to develop high standards of dependability and reliability, to promote punctuality, to develop traits of good citizenship, and to enhance academic success.

Accountability

Hauser Jr. Sr. High School is in compliance with Indiana law. School attendance laws are important for parents and students to understand. Below are Indiana's school attendance laws:

- IC 20-33-2-3.2: Children are required to attend school for the days in which school is in session. To "attend" means to be physically present: 1) in a school; or 2) at another location where the school's educational program in which a person is enrolled is being conducted, during regular school hours on a day in which the educational program in which the person is enrolled is being offered.
- IC 20-33-2-5: A student for whom education is compulsory under this chapter shall attend school for the number of days in which public school is in session: 1) in the school corporation in which the student is enrolled in Indiana; or 2) where the student is enrolled if the student is enrolled outside of Indiana.
- IC 20-33-2-44: A person who knowingly violates student attendance laws commits a Class B Misdemeanor and such offense may be judicially prosecuted.
- IC 20-33-2-25: The Superintendent or an attendance officer having jurisdiction shall report a child who is habitually absent from school in violation of law to an intake officer of the Juvenile Court or the Department of Children and Family Services.
- IC 20-20-8-8: The definition of a habitual truant is a student who is absent ten (10) days or more from school within a school year without being excused or without being absent under a parental request filed with the school. **Chronic absenteeism includes students absent from school for ten percent (10%) or more of the school year for any reason.**

In order for a high school student to receive credit or a junior high school student to receive points in any course, the student may not be absent more than **TEN** (10) times from that course in a given semester. A student who exceeds this limit may be withdrawn from the course and may receive no credit. Students who are withdrawn from three or more classes because of non-attendance may be suspended pending proceedings for expulsion. Students who are absent ten (10) or less school days have met the Department of Education's definition of 95% school attendance rate.

In an effort to ensure a high standard of attendance students who have more than **SIX** (6) absences may be placed on an attendance contract upon further review by administration. This

contract addresses any deviation from the attendance policy and may include, but is not limited to, the following actions: Extra study time in the form of Lunch Study Tables, Friday School, ISS, any alternative to OSS program, or loss of extracurricular and/or driving privileges. Any student who fails to comply with his/her attendance contract and exceeds the allowable number of absences may be withdrawn from classes, recommended for expulsion, and/or prosecuted.

Parent/Guardian Responsibility

Students and parents are encouraged to keep track of school attendance and strongly encouraged to frequently monitor attendance through the Skyward student database system. Students are responsible for communicating with each of their teacher(s) concerning any homework/make-up work missed during a school absence(s).

A parent/guardian is also accountable throughout the school year for keeping the school informed of changes regarding address, phone number, email, or important parent/guardian contact information. The school cannot keep a parent/guardian informed of their student's attendance without proper contact information. This includes: 1) having your phone's mailbox setup for receiving messages from the school and 2) providing a phone number that accepts incoming calls.

Medical and social agency appointments should be made on non-school time whenever possible. If an early dismissal for such an appointment is necessary, the student *must* present a note signed by the parent or guardian requesting an early dismissal by describing the purpose for the early dismissal. The student must obtain proof of the appointment from the medical or social service agency and submit it to the office upon returning to school for the absences to be counted as a doctor's visit.

Notification of Student Absence

Parents/guardians are required to notify the school any time a student is absent from school. Parents are expected to call or come into the school before 10 AM on the day of the absence. If unavailable to do so, a message should be left with the school attendance line **812-546-4421 Extension 166**. A message can be left on this line 24 hours a day within two days of the student's absence. If verbal contact cannot be made, the student must present a signed note from the parent or guardian explaining the reason for the absence. Without verification of the student's absence by a parent/guardian, the student's absence will be documented truant.

Early Dismissals

Parents may request early dismissals for students by a written note or phone call. These communications need to detail the reason for the request, the time for dismissal, and be signed/phoned in by the parent or guardian **BEFORE THE STUDENT LEAVES THE BUILDING**.

Upon receipt of a dismissal request from a parent, office staff will either send an early dismissal slip to the student or will directly contact the student's teacher. If the student has the pass,

he/she should present it to his/her teacher at the time stated for him/her to leave on the pass. In all cases, the student should then report to the front office to sign out. If the student returns to school that day, he/she must sign in at the office upon return. Questions regarding the status of a dismissal request should be directed to the administration before the student leaves school.

All students who are ill and wish to go home should report to the front office to be assessed by the nurse. Students SHOULD NOT use cell phones to call or text parents to obtain permission to leave school.

Student Absences

All absences will be treated as unexcused without the foregoing parental documentation being given within **TWO** school days of the student's return to school. Written notes must include the parent or guardian's signature and a phone number where the parent may be reached to confirm the note.

EXCUSED ABSENCES

Absences from school shall be excused for the following reasons according to Indiana Department of Education mandates:

1. Personal illness of the student
2. Funerals for persons outside the immediate family when requested by a parent or guardian
3. Administration-approved school-related activities
4. Administration-approved non-school activities
5. Visits to the school nurse as approved by a staff member

Please note that even though an absence may be documented as excused (i.e., with a doctor's excuse), the absence still counts toward the student's allowable days absent.

ABSENCES THAT DO NOT COUNT TOWARD THE 10 DAYS

1. Death in the immediate family (father, mother, brother, sister, grandparents, aunt, uncle, niece, nephew, or cousin)
2. Court appearance with written verification
3. Working at the polls on Election Day when pre-arranged and with written verification
4. School bus does not run its route
5. Serving as a page in the state legislature with written verification
6. Required duty with the Indiana National Guard (no more than 10 days) or Civil Air Patrol (for up to 5 days)
7. Qualifying instruction at religious organizations with approval of administrator
8. Absences due to school disciplinary actions
9. College visits/military training with approval from an administrator
10. Exhibits or participates in the Indiana State Fair for educational purposes with approval from an administrator

COMPLETION OF MAKE-UP

Work for any of the foregoing reasons will follow these guidelines:

1. A student has minimally one day to complete make-up work for each excused absence. The deadline for completing make-up work beyond this minimum allowance is established by the teacher.
2. It is the student's responsibility to request make-up work. This request should occur the day of his/her return or through email. The student is encouraged to turn in work before the absence.
3. If a student misses more than two days or class, he/she should arrange to meet with a teacher outside the school day to receive missed instruction and explanation of assignments.

UNEXCUSED ABSENCES

1. Any absence not provided for under "Excused Absences" will be considered unexcused.
2. Students will not receive credit for any work missed during an unexcused absence; however, a teacher may assign extra work to at least partially replace the classroom learning experiences the student has missed. Extra work assigned by the teacher may be requested, but credit may not be granted. Students will be allowed to take final exams.
3. Any student who accumulates five unexcused absences (excluding suspensions) during a given semester may be withdrawn from the class with an F.
4. Any student who accumulates five unexcused days of absences (excluding suspensions) during a given semester may be recommended for expulsion by administration and reported to the department of child services or juvenile probation.
5. A habitual truant is defined as any student exceeding four unexcused absences. 6. Days that students spend suspended are considered unexcused; however, these days do not count against the total number of days missed nor against the maximum number of unexcused absences allowed per semester. Requests for homework may be made by parents or students during suspensions, but the requests are not binding on the students' teachers to provide assignments during this time. Students may upon return to school be given one day to make up any work missed during a suspension upon return to school at the teacher's discretion.

ADVANCED ABSENCES

Advanced absences may be excused only when the reason for the absence is covered under the excused section of the policy. All other requests for advanced absences will be considered unexcused. Advanced absences will not be approved as excused if:

1. The student has not turned in a completed advanced absence form.
2. The form is not approved by the principal's office by 3:00 p.m. prior to the first day of absence. The request covers any period or day in which the student is scheduled for a final Examination.
3. The number of days absent as requested through the advanced absence will give the student a total of ten or more absences for the semester.
4. Field trips, although not counted for a student's total days absent as per the attendance

policy, also affect the amount of instruction a student receives. It should also be noted that the sponsoring teacher and/or administration can deny a student the privilege of participating in a field trip because of disciplinary issues and poor academic standing.

EXTENDED ILLNESS

To qualify for the extended illness policy, a student must meet one or more of the following guidelines:

1. In-patient or outpatient hospital treatment
2. Infectious illness or disease, which by Indiana State Board of Health regulations requires exclusion from school
3. Other long-term illness or injury that results in being under a physician's care for three or more consecutive days

If one of these guidelines is met, the student must present a statement signed by a physician confirming the dates of illness and justifying the request.

Student Exemplary Attendance Recognition

Exemplary attendance is defined as not being absent from any class or combination of classes more than six times (except for those reasons that do not apply toward a student's 10 days) in the year. Students who have exemplary attendance will receive special recognition and a certificate at the end of the second semester. A senior with exemplary attendance for four years will receive a special award on Awards Day in May.

TARDY POLICY

Late to School: Any student arriving late to school is required to sign-in at the front office. A student will be considered late to school if the student arrives to his/her assigned first period classroom six (6) to twenty (20) minutes late. Students arriving in this time frame will receive a disciplinary action. **He/she must have a parent or guardian contact the front office at 812-546-4421 Ext. 1 to provide verification of their knowledge of their child's lateness to school *prior* to or upon the student's arrival to school.**

Tardy to Class: A student will be considered tardy if she/he is late to class by **five** minutes or less. Students have two (2) hall passes per class per quarter that may be used for tardies or to leave class with teacher permission. The teacher shall monitor student tardiness. Administration will monitor tardies beyond 6 and may assign alternative consequences for habitual tardiness.

- Tardies 1 thru 5 - Teacher's Discretion
- Tardies 6-10 - Administration After-School Detention
- Tardies 11-12 - 1 day of ISS
- Tardies 13+ - ISS for 3-5 days
- At Tardy 12 - Loss of hallway passing period privileges, loss of driving privileges, and/or possible removal from class with loss of credit.

Period Absence: Any student who is more than twenty (20) minutes late to class is considered absent from the period. This is recorded as a period absence in the student's attendance record.

STUDENT DISCIPLINE POLICY

THOUGHTS ON DISCIPLINE

Please keep the following in mind and your experience as Hauser students will be enhanced: Consider the school environment as a “Work-Place for Learning.” The adults are responsible for providing a safe and orderly environment and running the school. Carefully follow their directions to contribute to the best learning environment for all. Every person in our school, including you, deserves and owes respect. No one may interfere with another person’s right to learn. School is a place to learn how to settle disputes in a respectful manner – that is part of your educational experience. People best learn by being actively engaged in their own learning process. We are all in this together and need to help one another.

STUDENTS HAVE THE RIGHT TO LEARN -- TEACHERS HAVE THE RIGHT TO TEACH

Each student is responsible for his or her own actions. An environment that provides equal opportunity for all and permits the teaching-learning process to proceed in an orderly manner is the goal of all school personnel. Therefore, we believe that anyone who distracts or prevents others from reaching this goal is subject to discipline. Failure to obey the rules will lead to disciplinary action. All discipline is handled on an individual basis as the need arises. The degree of consequence administered will depend on the nature and/or frequency of the misbehavior of the student. Examples of disciplinary actions include: verbal reprimands, teacher assigned consequences, parent contact, parent conferences, rearranging class schedules, team assigned consequences, timeout (isolation – in school or at home), detention (before school/after school), administrative assigned "work" consequences, curtailing participation in school activities, alternative educational placement, behavior contracts, external suspension, expulsion and referral to law enforcement agency. Any student who is externally suspended or expelled from school is not allowed to participate in or attend any school activity. Additionally, that student is not to be on school property for any reason except when requested by a school administrator. The student may not ride any school bus during this period of suspension or expulsion. **Students have the right to expect that discipline be conducted in a fair, professional, and consistent manner.**

A primary purpose of Hauser Jr. Sr. High School is to ensure that students make adequate educational progress toward graduation.

The purpose of discipline is to maintain the best possible learning atmosphere. The student’s responsibility is to get an education. The superintendent, principal, or any administrative designee of the school corporation shall be authorized to take action in connection with student behavior. Such actions include but are not limited to:

- Counseling with a student or group of students
- Conference with a parent or group of parents
- Assigning students additional work
- Rearranging class schedules

- Restriction of extracurricular activity
- Detention
- Friday School
- In-School Study
- Out-of-School Suspension
- Removal from bus
- Expulsion
- Exclusion

POSITIVE BEHAVIOR SUPPORTS (PBIS)

In collaboration with the Indiana Department of Education and in response to HEA 1419 (IC 20-26-5-32), Hauser Jr.-Sr. High School has an evidence-based plan for improving behavior and discipline. Many of the discipline policies and procedures outlined herein are a result of this evidence-based plan and are intended to promote a positive school climate and to facilitate student achievement.

Some of the positive interventions and/or programs in our model include a graduated discipline system; a program to discourage students from failing to turn in work; a daily resource period to allow access to teachers; guided study halls that allow for more time and intensive interventions for struggling students; and an incentive-based reward program that encourages good attendance, good behavior and positive actions throughout the school year. Working with Flat-Rock Hawcreek School Corporation, parents, and the community of Hope Indiana, Hauser High School will continue to develop our model of Positive Behavior Supports, which provides intentional intervention in behaviors and practices that may impede a positive school climate and/or student achievement.

GROUND FOR SUSPENSION OR EXPULSION

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. 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:
 - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use
 - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
 - c. Setting fire to or damaging any school building or property.
 - d. Firing, displaying, or threatening the use of firearms, explosives, or other weapons on the school premises for any unlawful purposes.
 - e. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.

- f. 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.
- g. Forgery-misrepresentation of staff/faculty/parent names on any pass or other school document constitutes forgery. This is also applicable to medical statements, parental signatures, or other similar documents that require signatures.

Note: This subdivision shall not, however, be construed to make any particular student conduct a ground for expulsion where such conduct is constitutionally protected as an exercise of free speech or assembly or other right under the Constitution of Indiana or the United States.

- 2. Causing or attempting to cause damage to school property, stealing, or attempting to steal school property.
- 3. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
- 4. 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 is necessary to protect some other person does not, however, constitute a violation of this provision.
- 5. Threatening or intimidating any student for any purpose or intent especially of obtaining money or anything of value from the student.
- 6. Knowingly possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon.
- 7. 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 drug authorized by a medical prescription from a physician is not a violation of this subdivision. Also, any type of drug paraphernalia found on the person of a student or in a student's vehicle or locker.
- 8. 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.
- 9. 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. (Failure to make adequate educational progress.)
- 10. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
- 11. 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:
 - a. engaging in sexual behavior on school property;
 - b. disobedience of administrative or teacher authority; disrespectful toward authority.
 - c. willful absence or tardiness of students;

- d. 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;
 - e. failing to comply with school restrictions on smoking and tobacco usage. The restrictions are: No smoking or tobacco usage or possession at school, on the school grounds or at school sponsored activities. This includes cigars, cigarettes, electronic cigarettes, chewing tobacco, snuff, etc. Also included in this article are possession and/or use of any vaping device and e-liquid.
 - f. willfully absent or truant from school without the knowledge or consent of the parent or school, or absent from school when there is an attempt to evade the School Attendance Law.
 - g. driving, riding or sitting in or on a vehicle during the school day without the knowledge or consent of the parent or school.
 - h. possession of chemical mace, pepper gas, animal scents or other chemical gasses designed or used to cause respiratory discomfort or disruption of the educational environment.
 - i. leaving school grounds without permission, skipping classes or school.
 - j. being in an unauthorized or unsupervised area, this includes the parking lot during the school day without permission.
 - k. using vulgar or offensive language in the presence of students or staff.
 - l. possession of any type of drug paraphernalia that includes papers, pipes and other items described in U.S. code—this would include in autos, clothing, lockers etc.
 - m. indecent exposure or suggestive clothing, dress code violations and or immoral conduct
 - n. setting false fire alarms.
 - o. possession of, or exploding of, firecrackers or other such devices.
 - p. forging signatures or adding names to passes or any other school document, medical statement, etc..
 - q. throwing of projectiles or other objects such as snowballs, rocks, pencils, nails, etc.
 - r. lying in any situation to school employees.
 - s. cheating on school related assignments.
 - t. after procuring or having the resources to procure necessary tools, building, sewing and cooking items, clothing, safety equipment, instruments, text or materials, consistently appearing at school without the same.
 - u. harassing another student through conduct or communication of a sexual nature.
 - v. any act that compromises the security of the building, i.e. unlocking a door.
 - w. repeated use of cell phone or other electronic device without permission
 - x. Any other act deemed by the administration to be disruptive or deviant, or interferes with school purposes.
12. Knowingly possessing or using without permission on school grounds during school hours an electronic device or cell phone in a situation not related to a school purpose or educational function.
13. Possession of a Firearm

- a. No student shall possess, handle or transmit any firearm on school property.
 - b. The following devices are considered to be a firearm 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, 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, 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.
 - c. the penalty for possession of a firearm or weapons **is up to ten (10) days suspension and expulsion from school for one calendar year.** The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.
 - d. Any excessive amount of ammunition which includes shotgun shells, rifle shells, deer slugs, arrows or etc. may result in suspension from school.
 - e. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.
14. **Bullying of another student** whether **physical, verbal or on the computer** can and will lead to suspension and possible expulsion if it continues. See complete description below.
15. Participating in the taking or sharing of vulgar, other inappropriate or unauthorized pictures at school or with school equipment.
16. Cheating
- We take a tough stance on cheating and we **will not tolerate cheating of any kind.** Any student caught plagiarizing work, cheating off another student's work, doing work for another student, using 'cheat' apps like Mathway or even cheating off the teacher's work will be subject to severe consequences and perhaps removal from the class with a failing grade.
17. Public Display of Affection
- We will not tolerate kissing, excessive touching, obscene gestures or any other public display of affection that is deemed excessive by any school personnel. Hand holding is acceptable.
18. Failing to comply with the directions of or being insubordinate to any school personnel in addition to teachers.
19. Receiving two suspensions in the same school year and subsequently committing another violation of school rules resulting in a third suspension.

In addition, a student may be disciplined or suspended from school attendance by the principal for a period of up to a maximum of ten (10) school days for the following:

- Violation of rules and standards of behavior adopted by each principal with the school or school function under his jurisdiction, of the Superintendent and/or of the administrative staff

- Repeated offenses
- Refusal to obey school rules and standards of school authorities and/or advocating that others do the same
- Use of obscene gestures or abusive and/or vulgar, indecent language which creates an imminent danger of, or can reasonably be foreseen as likely to cause, a substantial disruptive or material interference in the carrying out of school purposes
- Throwing or propelling any object that might harm another person or distract a class or school activity
- Indecent exposure
- Being disrespectful to teachers or other school authorities
- Conduct constituting an interference with school purposes
- Soliciting funds for any purpose without approval from the principal
- Mutilating, littering, defacing or destroying school property at any time

BULLYING

Hauser Jr.-Sr. High School prohibits bullying in any form of an individual while on school grounds immediately before or during school hours, immediately after school hours or at any other time when school is being used by a school group; off school grounds at an 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.

Bullying Definition from www.stopbullying.gov

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both kids who are bullied and who bully others may have [serious, lasting problems](#). **In order to be considered bullying, the behavior must be aggressive and include:** An Imbalance of Power: Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people. **Repetition:** Bullying behaviors happen more than once or have the potential to happen more than once. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

There are three types of bullying:

Verbal bullying is saying or writing mean things. Verbal bullying includes but is not limited to:

- Teasing
- Name-calling
- Inappropriate sexual comments

- Taunting
- Threatening to cause harm

Social bullying: sometimes referred to as relational bullying, involves hurting someone's reputation or relationships. Social bullying includes but is not limited to:

- Leaving someone out on purpose
- Telling other children not to be friends with someone
- Spreading rumors about someone
- Embarrassing someone in public

Physical bullying involves hurting a person's body or possessions. Physical bullying includes but is not limited to:

- Hitting/kicking/pinching
- Spitting
- Tripping/pushing
- Taking or breaking someone's things
- Making mean or rude hand gestures

If an individual is a victim of bullying or suspects acts of bullying they should immediately report the incident to the Principal, Counselor or Dean of Students. If they are not around please notify the nearest faculty member, so that action can be taken to rectify the problem.

SUSPENSION PROCEDURES

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

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

EXPULSION PROCEDURES

When the principal or assistant principal recommends to the superintendent that a student be expelled from school, the following procedures will be followed:

1. The superintendent may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting.
 - a. Legal counsel
 - b. A member of the administrative staff who did not expel the student and was not involved in the events giving rise to the expulsion.

- c. An administrative representative from another area school corporation
2. An expulsion may take place only after 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. A student or student's parent who fails to request and appear at an expulsion meeting after receipt of a notice of the right to appear at an expulsion meeting forfeits all rights administratively to contest and appeal the expulsion. For purposes of this section, notice of the right to appear at an expulsion meeting or notice of the action taken at an expulsion meeting is effectively given at the time when the request or notice is delivered personally or sent by certified mail to a student or the student's parent.
3. Notice of the right 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.
4. At the expulsion meeting, the principal or his designee will present evidence to support the charge against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position.
5. The person conducting an 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.

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

LEGAL REFERENCE: 20 U.S.C. 8001, 20 U.S.C. 8002, I.C. 20-8.1-5.1-1 et seq. Full details of the rules, regulations and due process procedure of the FRHC are available to any parent, guardian or student in the office of each school in the Corporation, and at the Superintendent's office.

DETENTION POLICY

Detention is an alternative form of discipline a teacher or administrator may use to handle a wide range of discipline problems. Currently, there are two types of detention:

- 1) The detention is the consequence of a disciplinary offense that falls under steps 1, 2, or 3 on the progressive discipline plan or
- 2) The detention, assigned by a classroom teacher, is to be monitored in the teacher's classroom for those offenses that the teacher considers to deem a consequence, but which do not warrant being nor are required to be documented as part of the student's progressive discipline offense file.

Detention begins 5 minutes after the final release bell of the day and ends at 3:45 p.m. on Mondays and Thursdays. If a student fails to arrive at detention on time, fails to bring

and to work on appropriate school materials, talks without permission, sleeps, or is

insubordinate/disrespectful to the monitor, the student may be dismissed from detention. Dismissal from detention, failure to report to detention, or an unexcused absence on the day of a detention assignment will result in the student being placed on the next progressive step in his/her discipline file. In the case of an excused absence, the student is expected to make up the detention on the next available detention date. Transportation to and from detention is the student's responsibility. Any adjustments to the dates or times detention is to be served will occur at the discretion of the assigning party.

WEDNESDAY/FRIDAY SCHOOL

The purpose of Friday School is to correct student behavior while allowing the student to complete assignments provided by classroom teachers. Friday School will be held 5 minutes after the final release bell of the day – 5:30 p.m. If a student fails to arrive on time, fails to bring and to work on appropriate school materials, talks without permission, sleeps, or is insubordinate/disrespectful to the monitor, the student may be dismissed. Students who do not attend an assigned Friday School or who are removed will be placed on the next progressive step on their discipline file. (Any reference to Friday School in this document also includes Wednesday School as an option.)

PROGRESSIVE DISCIPLINE POLICY

The following discipline offenses are tracked and progressive within a **semester**. A discipline file is maintained for each student as the student commits discipline offenses. This file is updated with each offense and is in a binder accessible to both administrators and teachers to track disciplinary offenses and allow appropriate disciplinary action. These steps provide a basic guideline for disciplinary action. It must be understood that the penalty for some offenses will jump steps and in some cases a step may be repeated. A list of specific inappropriate behaviors and punishments follows this section.

A **Discipline Offense** is defined as a student action that fails to meet classroom or school expectations.

Tardy: Being tardy is defined as being late to class by five minutes or less. Being absent from class for longer than five minutes without permission of school faculty may be considered a failure to report.

Distinctive Discipline Offenses are those offenses which warrant an advanced disciplinary step/action because of their critical nature, i.e. fighting. An offense of this type results in assignment to a step/action appropriate for that offense. If the student should reach this same step through normal progression of the policy, the student will move to the next step in the policy. Hauser administrators have final determination with regard to the appropriate step/action for a given distinctive discipline offense. Students

will advance one step in the progressive policy as a result of any action not deemed to be distinctive.

Step 1 Detention – assigned for failing to meet classroom or school expectations. Detention dates are assigned by the teacher and are alterable only at teacher’s discretion.

Step 2 Detention – assigned for failing to meet classroom or school expectations. Detention dates are assigned by the teacher and are alterable only at teacher’s discretion. Parent will be notified by email.

Step 3 Detention – assigned for failing to meet classroom or school expectations. Detention dates are assigned by the teacher and are alterable only at teacher’s discretion. Parent will be notified by email.

Step 4 One-Day In-School-Study – assigned for the fourth discipline offense. In-school dates are assigned by the principal/dean and are alterable only at principal/dean’s discretion.

Step 5 Friday School – assigned for fifth discipline offense. Friday School dates are assigned by principal/dean and are alterable only at principal/dean’s discretion. Student may also be required to attend a behavior intervention conference in order to create a plan to promote positive student behavior.

Step 6 Three-Day In-School Study – assigned for the sixth discipline offense. In-school dates are assigned by the principal/dean and are unalterable.

Step 7 Three-Day Out-Of-School Suspension – assigned for the seventh discipline offense. Out-of-school suspensions are effective immediately for the next three full school days. The student’s parent/guardian is notified by email of the student’s current discipline level. Any student suspended from school is not permitted to attend any school function or be on school grounds anytime during the duration of the suspension.

Step 8 Expulsion –Suspended pending parent meeting/Expulsion. (Student is not allowed to return until the parent/guardian comes in and has a meeting with administration and teachers. During this meeting, we will come up with a behavior plan that the student must follow in order to stay at school. If the student fails to follow this plan, then expulsion will follow.)

EXAMPLES OF BEHAVIORS AND PUNISHMENT

These are guidelines that are supported by Indiana Law I.C. 20-33-8. The administration has the option of exercising any or all of these progressive steps.

1. BULLYING/HAZING/HARASSMENT – VIOLATION OF RESPECT

FRHC has established a corporation Bullying policy that will be enforced. It is the intention of Hauser High School to maintain a learning environment that is free from students being intimidated by other students. Bullying is prohibited 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 school activity, function, or event; or using property or equipment provided by the school. Bullying is defined as “overt, repeated acts of gestures, including verbal or written communications transmitted; physical act committed; 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.”

Any physical, spoken, or written act of abuse, violence, harassment, intimidation, extortion, destruction of an individual’s property, use of vulgarity, making remarks of a personally destructive nature toward another person, or any restriction on the free movement of an individual constitutes a violation of human respect. This violation includes those actions directed at an individual or group regarding race, color, creed, national origin, gender, sexual orientation, physical or mental disability, and religious or beliefs. The student due process procedures will be enforced against the perpetrator.

Penalty: Depending upon the severity of the violation, punishment may range from an administrative detention to expulsion. Notification of law enforcement officers may also take place and civil criminal charges may be filed.

1ST offense - 3 day SUSPENSION/parents contacted

2nd offense - 5 days SUSPENSION /Law Enforcement agencies notified/enrollment in counseling program

3rd offense - 10 days out of school suspension/Pending Expulsion—Law Enforcement authorities notified

2. BUS CONDUCT

A student does not have an absolute right to ride a school bus to and from school. Riding the bus is a privilege, which a student may lose if he or she does not behave properly while riding the bus. The driver of the bus is charged with the safety of his/her passengers and will enforce the rules of bus conduct. All definitions, guidelines, rules, & procedures. Specific penalties are found in the BUS CONDUCT section on page 30.

3. CHEATING

Any observation made by a teacher that gives an indication of an attempt to cheat will be treated as an incident of cheating.

Penalty:

1st offense - Zero on work in question, Friday School, and a call to his/her parents

2nd offense - Student will be withdrawn from class with an “F”

4. DISRESPECT TO SCHOOL PERSONNEL, LEAVING CLASS WITHOUT PERMISSION/MAJOR CLASSROOM DISRUPTIONS/DISRESPECTFUL TO TEACHER/FAILURE OR REFUSAL TO DO ASSIGNED WORK/NOT BEING IN ASSIGNED CLASSROOM

Students will not be disrespectful to teachers, staff, cafeteria workers, bus drivers, administration or any other school personnel.

1st offense - 2 days of ISS

2nd offense - 2 days of ISS and a Friday School

3rd offense - 1 Day SUSPENSION

4th offense - 3 Day SUSPENSION

5th offense - Removal from class with W/F

5. DRESS CODE

Each student needs to dress in the manner that is appropriate for school and its related activities. If the standards outlined in the dress code section of the HHS are violated, the teacher and/or administrator will confer with the students and/or the students' guardians in order to effect a change that will meet proper standards. If needed, a school administrator or faculty member may request the clothing be changed or covered by a jacket. If this is not possible, the student may be asked to go home to rectify the problem, or be placed in ISS for the remainder of the school day. Repeated dress code violations, after the aforementioned discussion/counseling has taken place, are an indication of a negative and belligerent attitude towards the dress code. The consequences are as follows:

1st offense Verbal Warning, change to appropriate dress

ISS if cannot change (Any refusal to comply will be a one day suspension.)

2nd offense Written warning, change to appropriate dress, detention

ISS if cannot change

3rd offense 1 Wednesday or Friday School – call to parent

4th offense One day SUSPENSION

6. BANNED SUBSTANCES

a. USE OR POSSESSION OF TOBACCO PRODUCTS, E-CIGARETTES or A VAPOR DEVICE -- Students will be issued a citation for possession on school grounds by SRO.

PENALTIES OUTLINED IN ABOVE SUBSTANCE ABUSE SECTION.

b. Knowingly possessing, using, transmitting, or being under the influence of drugs at school.

PENALTIES OUTLINED IN ABOVE SUBSTANCE ABUSE SECTION.

c. Knowingly possessing, using, transmitting, or being under the influence of alcohol at school.

PENALTIES OUTLINED IN ABOVE SUBSTANCE ABUSE SECTION.

7. ELECTRONIC DEVICES

Students will be allowed to bring ELECTRONIC DEVICES to school, but they **ARE TO ONLY BE USED WHEN GIVEN PERMISSION BY THE TEACHER OR AN ADMINISTRATOR.** Electronic devices taken during the day will be turned into the office and returned at the end of the day.

Cell phones, smart watches, and headphones/wireless earbuds may only be used during the day with teacher or administrator permission. Electronic devices may be used during the lunch periods and between classes if not deemed excessive by the administration. Sharing unauthorized pictures and video from school, such as posting to social media is NOT permitted.

1. No games or music may be downloaded into student files
2. Students cannot log on to computers using another student's login
3. Students may not enter websites that contain profanity, nudity, or other objectionable Materials

Inappropriate use or use of electronic devices without permission will result in:

- 1st offense - Students will give the device to the teacher. Teacher will turn The device into the office and may be picked up at the end of the day. - Detention
- 2nd offense - Students will give the device to the teacher. Teacher will turn the device into the office and must be picked up by a parent – Friday School
- 3rd offense - Student barred from having the device in that class for rest of semester– SUSPENSION for 2 days

Sharing unauthorized pictures, video, and/or audio from school, such as posting to social media is NOT permitted.

- 1st offense Device is confiscated to be returned to the parent. Student barred from having the device for rest of semester – SUSPENSION for 2 days
- 2nd offense Device is confiscated to be returned to the parent - SUSPENSION for 3 days
- 3rd offense Device is confiscated to be returned to the parent - SUSPENSION for 5 days

Students will be required to follow the Acceptable Use Policy and Flat Rock-Hawcreek iPad Handbook- Any violations will result in disciplinary consequences that range from detention to recommendation of expulsion. See [Acceptable Use Policy](#) and [FRHC iPad Handbook](#)

REFUSAL TO GIVE UP THE DEVICE WILL ALSO RESULT IN A "DISRESPECTFUL TO TEACHER" PENALTY

8. EXPLOSIVE DEVICES

Any student using, possessing, or otherwise being involved with the use of an explosive device of any kind on school grounds, buses, or at any school related function is subject to the following discipline measures:

Penalty: Suspension or expulsion as outlined in FRHC policies and Indiana Code.

9. EXTORTION

No student shall obtain, or attempt to obtain money, goods, or information from another student by force, threat of force, intimidation, or coercion of any sort.

Penalty: Consequences will range from I.S.S. to expulsion depending upon the severity of the situation.

10. FAILURE TO COOPERATE WITH SCHOOL OFFICIALS

All students are expected to correctly identify themselves when asked by any Hauser staff member, and fully cooperate with school officials during investigations. Students who are not honest with school officials, or try to mislead them will be dealt with as follows: Students failing to cooperate with school officials, giving only partial answers or found to mislead school officials will be dealt with on a case by case basis. Punishments will range from I.S.S. to Expulsions depending on the severity of the initial infraction.

11. FAILURE TO SERVE A TEACHER ASSIGNED DISCIPLINE

Any student who fails to serve a teacher-initiated discipline will be referred to the office and will

serve the following penalty:

1st offense Administrative Detention and phone call to parent

2nd offense 1 Friday School

3rd offense 3 Day SUSPENSION

12. FAILURE TO SERVE AN ADMINISTRATIVE DETENTION

Students who fail to serve an Administrative Detention, or who are disruptive during an Administrative Detention are subject to the following:

1st offense 1 Friday School

2nd offense 2 Friday Schools

3rd offense 1 Day SUSPENSION

4th offense 3 Day SUSPENSION

5th offense Additional suspension or recommendation for expulsion

13. FLEEING FROM OR REFUSING A SEARCH

No student shall refuse any reasonable search of his or her person or property by a school administrator.

1st offense 3-10 Day SUSPENSION or Suspension

2nd offense Recommendation for Expulsion

14. FIRE ALARMS

Any student involved in falsifying a fire alarm call:

Penalty: The student will be subject to expulsion from school and also subject to prosecution under Indiana Law.

15. INSUBORDINATION/INTERFERENCE WITH AUTHORITY

Insubordination is defined as defiance of authority. Students will not threaten those in authority or interfere with members of the staff in the discharge of their duties:

1st offense 3 Day SUSPENSION to Recommendation for Expulsion

2nd offense 5 Day SUSPENSION to Recommendation for Expulsion

3rd offense Recommendation for Expulsion

16. KNIVES/WEAPONS/FIREARMS

All guidelines pertaining to knives, weapons, chemical irritants, firearms, and other defined objects found in the Hauser Grounds For Suspension Or Expulsion section will apply to Students. Possession of these items may result in suspension or recommendation for expulsion.

17. LEAVING SCHOOL GROUNDS WITHOUT PERMISSION/BEING IN AN UNAUTHORIZED AREA/SKIPPING CLASS (TRUANCY)/PROPPING DOOR OPEN/ALLOWING ENTRANCE IN UNAUTHORIZED DOOR DURING SCHOOL HOURS

1st offense - loss of driving privileges for one week - 1 Friday School (**no credit for time truant**)

2nd offense - 1 Day SUSPENSION - loss of driving privileges for two weeks - **probation notified**

3rd offense - 3 Day SUSPENSION - loss of driving privileges remainder of year

4th offense - 5 Day SUSPENSION to Expulsion

18. LOCKERS

The policy on Search and Seizure for the school is in compliance with the state of Indiana. Essentially, the Principal or his designee may search a locker/s if there **is reasonable cause** to believe that the locker/s contain In the event of an individual locker search the student will be notified, where possible, if present in the building, and given the option to observe the search.

19. FALSE LETTER FROM HOME, FALSE PARENT SIGNATURE, WRITTEN STAFF PASS FORGERY

Altering a teacher's pass or forging a note from your guardian is not permitted.

1st offense Administrative Detention and loss hall/pass privileges

2nd offense 1 Friday School

3rd offense Friday School to Suspension

20. PUBLIC DISPLAY OF AFFECTION

Physical contact and public display of affection are not appropriate in our school setting. This includes, hugging, kissing, etc.

1st offense Warning

2nd offense Administrative Detention, phone call home

3rd offense 1 Friday School

4th offense 2 Friday Schools

21. PROFANITY

(minor)

1st offense - After-school detention

2nd offense - Friday School

3rd offense - 1-3 days ISS

(major)

1st offense - 1 day of ISS

2nd offense - 2 days of ISS plus 2 days SUSPENSION

3rd offense - 3 days of ISS plus 5 days SUSPENSION or more

(PROFANITY/ABUSIVE LANGUAGE DIRECTED TOWARD A SCHOOL EMPLOYEE, GUEST, DELIVERY PERSON, ETC.)

1st offense - ISS plus 5 Day SUSPENSION

2nd offense - ISS plus 10 Day Suspension or Expulsion

3rd offense - ISS plus 10 day suspension pending Expulsion

Loud profanity used during class will be treated as a class disruption and a Friday School will be assigned. Subsequent incidents will result in suspension.

22. STEALING/THEFT/VANDALISM

Any student committing or attempting to commit theft of school property or property that belongs to others will be dealt with on an individual basis – determined by the severity of the action. The taking of a pencil off another student's desk for instance, while clearly wrong, does not rise to the

level of stealing a \$1,000 computer.

1st offense - Restitution and 1 Day SUSPENSION

2nd offense - Restitution and 3 Day SUSPENSION

3rd offense - Recommendation for Expulsion

23. SEXUAL HARASSMENT

It is the intention of Hauser to maintain a learning and working environment that is free from sexual harassment. FRHC has a comprehensive Sexual Harassment Policy in place and this policy will be enforced.

24. FIGHTING

Student fights have profound effects on all participants and the whole school atmosphere. Because of the seriousness of fights, it is necessary to classify the type of fight according to the circumstances as well as the intent. The classification and the penalties are as follows:

a. Verbal Disruption/Near Fight/Disturbance

Defined as a verbal confrontation between students that disrupts the classroom or a verbal confrontation/short scuffle in the hallway where students will not stop the argument when asked. This also includes any disturbance, real or contrived, which leads to a student gathering. **Penalty: Depending upon the severity of the situation, the consequences will range from ISS up through suspension.**

b. Fight

A fight between two individuals over a personal grievance and not directly involving other students will sometimes occur. This type of fight almost always has some kind of provocation or a prior personal grievance between the two parties. If a student is merely defending himself/herself he/she should not be throwing any punches. An individual whose behavior directly leads to a fight between other parties shall be considered a participant.

1st offense 3-5 Day SUSPENSION

2nd offense 10 Day Suspension to recommendation for expulsion

c. Physical Attack

Our definition of a physical attack is an incident where one student, with little or no provocation, physically attacks another student.

1st offense 10-Day Suspension to recommendation for expulsion and notification of law officials

2nd offense Recommendation for Expulsion and notification of law officials

d. Battery by Bodily Waste

Battery by bodily waste is intentionally or knowingly touching or putting bodily fluid or waste on someone in a rude, angry, or insulting way.

1st offense 5 Day Suspension

2nd offense 10 Day Suspension to recommendation for expulsion

e. Exceptions and Notes

1. An administrator may increase or decrease punishment in any given situation depending upon emerging facts surrounding the incident.

2. If it can be determined that a student in a fight was merely defending himself/herself

that student will receive a lesser penalty or no penalty. **Hitting back is not required to defend yourself – hitting back will detract from the “just defending yourself” argument.**

3. Participants will not be permitted to attend classes for the remainder of the day that the fight took place.
4. Students shall be held accountable for the statements they make to school staff while being separated from a confrontation or while being taken to the office. Profanity at a staff member is a five-day suspension.
5. A student involved in verbal or physical altercation who fails to comply with the directions of school personnel; fails to demonstrate self-control; or who requires physical restraint, will be subject to expulsion procedures from the school. This includes arguing with or not responding to and following the directions of school personnel, arguing with other students, making threats, using profanity, or being aggressive toward another student or staff member.
6. Surrounding students who are fighting and/or encouraging them is not acceptable behavior. Those spectators watching a fight may be subject to being assigned ISS and/or Friday School days.

25. Possession and/or distribution of pornography

Suspension – up to Expulsion with proper authorities notified if necessary

26. OTHER SITUATIONS/NOTES

The administration has put together these discipline procedures to guide the discipline process of students. Obviously, it would be impossible to address every possible situation that may occur. It is the responsibility of the administration to take prudent and responsible action to protect the safety and welfare of our students, the safety of welfare of our staff members, and the orderly educational process of our school – as situations manifest.

These discipline measures are suggested guidelines and will generally be followed. The administrators also have the authority, however, to skip steps and increase or decrease punishment in each individual case at their discretion, exercising their professional judgment. These penalties are cumulative and comprehensive. They may accumulate among and across the types of offenses.

Furthermore, any student who acts in a manner that brings embarrassment or shame to themselves and/or their school, or negatively impacts the reputation of themselves and/or their school, may be subject to disciplinary action from suspension to expulsion. Examples of such conduct include any illegal activity; any non-illegal activity that is lewd, vulgar, obscene, indecent, or that portrays sexual conduct done in a manner whereby the community learns of

such activity; or any activity that degrades, demeans, or disparages any coach, activity sponsor, school official or student.

DUE PROCESS

Due process protects the rights of individuals so that no arbitrary government action can be levied against an individual. Due process means that students who are accused of school rule violations will be given notice of the charges and will be given the opportunity to refute the charges. In addition, they will be given an explanation of the evidence on which any disciplinary action is based. Grounds for suspension or expulsion are:

1. Student misconduct
2. Substantial disobedience

RULES AND REGULATIONS FOR BUS RIDERS

All school regulations apply while riding buses to and from school. The bus driver may make additional rules for behavior. The moment a student steps on a bus, that student is in the custody of the Flat Rock-Hawcreek School Corporation and under direct supervision of the driver. Riding the school bus is a privilege for the student, not a responsibility of the corporation.

FLAT ROCK-HAWCREEK SCHOOL DISTRICT

1. The bus driver may assign seats at their discretion
2. Remain in seat; no moving to another seat.
3. Use seatbelt (on buses so equipped)
4. Be courteous
5. Do not eat or drink on the bus; keep the bus clean.
6. Violence is prohibited
7. Do not smoke
8. Do not put any part of your body out of a window
9. Do not throw anything in the bus or out the window
10. Do not use profanity
11. Do not destroy property
12. Students shall conform to the same standards of conduct that are expected of them at school
13. Students are expected to obey the driver the same as other school staff and be respectful of other students
14. For your own safety, do not distract the driver through misbehavior

DISCIPLINARY GUIDELINES FOR BUS CONDUCT:

If a violation of the above rules occurs, the driver will fill out a conduct report and return it to the school administration within 24 hours of the offense. The report will state the date of the offense, student name, offense committed and the driver's signature and route number.

The following disciplinary actions will be taken by the school administration, depending on the nature of the report:

1. The school official will inform the parent of the offense and discuss possible disciplinary

measures to correct the situation.

2. Failure to use seatbelts (on buses so equipped):

1st offense: Warning

2nd offense: Off the bus for 3 days

3rd offense: Off the bus for one week

4th offense: Off the bus for the remainder of the nine weeks.

Drivers may refuse to transport a student only if an immediate report of the circumstances is made to the school administration on the next trip to school. No students shall be put off the bus except at the school or at his/her home. The driver may not put a student off the bus unless authorized by the school administration.

Student Transportation Change Procedures and Request for Transportation Change Form are available on INFO SNAP.

DRESS CODE

We believe that Hauser Jr. - Sr. High School students have the maturity to determine the appropriateness of their personal dress and appearance. However, any dress/appearance that is deemed to be dangerous, disruptive, or distracting to other students and/or to the teachers or interferes with the learning process shall be prohibited. This dress code applies from the moment a student arrives on school campus to when they exit school campus, when attending school-sponsored events off-campus, and when attending dances (except for where formal attire may be appropriate) or other student-only after-school activities.

The following outlines unacceptable dress:

1. Any clothing alluding to drugs, alcohol, tobacco, weapons, or other inappropriate, vulgar, illegal, or violent activities.
2. Clothing, accessories, or cosmetics designed to call undue attention to or make the wearer conspicuous is inappropriate at school, including, but not limited to, spiked jewelry, dog collars, wallet chains, undergarments worn as outerwear (such as compression shorts/shirts), low cut shirts, and sagging/bagging/ripped or torn clothing that presents a hazard or exposes undergarments.
3. Hats, caps, full head coverings (including hoodies pulled up), and/or bandanas may not be worn in the hallways or in the classrooms per teacher classroom decorum guidelines during school hours but may be worn before 7:55 and after 3:00.
4. Clothing MUST COVER students from SHOULDER to SHOULDER and from their SHOULDERS to at least their MID-THIGHS. Skirts should extend past the MID-THIGH by two inches. Undergarments should not be visible. No rips in pants above mid-thigh.
5. Gang related display: The school prohibits the wearing or displaying of any gang colors or symbols, which include any article of clothing, badge, sign, lettering, hairdo or personal adornments which are intended by the student to designate a gang symbol or to signify an affiliation with, participation in, or approval of a gang.
6. Heavy coats may not be worn in the building during instructional hours.
7. Clothing that intimidates, threatens, or demeans a fellow student or staff member by means of a symbol or sign may not be worn in the building at any time. Displays of the Confederate Flag, *Hooters* logo, the motto Interstate 420, or any culturally insensitive garb are examples of inappropriate attire.
8. "Heelies" may be worn as footwear; however, the wheels must be disengaged or locked at all times while on school campus.
9. Blankets are not permitted.

Administration reserves the right to judge any student's dress appropriate or inappropriate. A student who wears inappropriate clothing to school will be issued and required to wear alternative dress. Administration may also confiscate and hold the inappropriate clothing or accessory until such time as the parent picks it up. Class time missed while inappropriately dressed will be considered unexcused. Students shall receive one warning regarding inappropriate dress. Failure to comply with the dress code after this warning will result in disciplinary action.

DRIVERS' LICENSE LAW

Section 1 of I.C. 9-24-2-1 state law states:

The bureau shall suspend the driving privileges or invalidate the learner's permit of an individual less than eighteen (18) years of age who meets any of the following conditions:

1. Is a habitual truant
2. Is under at least a second suspension from school for the school year
3. Is under an expulsion from school
4. Is considered a dropout

SEXUAL OR PEER HARASSMENT

It is school policy to maintain an educational environment free from bullying and/or harassment. As defined in I.C. 20-33-8-0.2, bullying involves overt, repeated acts or gestures, including verbal or written communications transmitted, physical acts committed, 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. Examples of such advances include innuendos, suggestive comments or jokes, initiation rites (hazing), insults, threats, placement of suggestive objects or pictures in school environment, insulting sounds or gestures, inappropriately touching another individual, or posting/sending a threatening, intimidating, or derogatory message on social media sites, email, or text messages. Hauser Jr.-Sr. High School prohibits bullying and harassment and works to promote positive interpersonal relationships through curricula taught in several classes. Any student, parent, or other individual, including any bystander to such behavior, should immediately report such advances to the school administration or staff.

Any report of bullying or harassment will be investigated by the school. Should the report confirm that harassment has taken place; the school will take appropriate action, including opportunities for education, notification of the parents of all involved parties, and appropriate interventions and recovery efforts. Disciplinary action will be based on the severity, context, and nature of the incident and records of prior incidents with the perpetrators. Local authorities may be notified as well.

STUDENT IN GOOD STANDING PROGRAM

Part of the mission of Hauser Jr.-Sr. High School is to provide each of its students with the opportunity for a comprehensive education that allows him or her to be a healthy citizen, life-long learner, and contributing member in a global community. Therefore, in an effort to encourage all students to meet our expectations as well as the criteria necessary to graduate or be promoted, students' opportunity to participate in field trips, prom, school dances, school activities, driving to school and extra-curricular events may be limited or denied. Good Standing is defined as maintaining three or fewer discipline levels on a student's behavior plan and maintaining six or fewer absent days per semester so as NOT to be on an attendance contract. Additionally, students who have failed to complete homework assignments or a significant

assessment (i.e., test, project, paper) may be required to participate in lunch study tables or after-school tutoring sessions. In this intervention, the student is held accountable for completion of homework, time on task, and engagement in classroom learning opportunities.

In addition to those consequences outlined above for distinctive behaviors and attendance concerns, those students who do not qualify for The Student in Good Standing Program will receive the additional opportunity of a mandatory supervised study period for each day that assigned work is not completed. If the missing work constitutes a more significant project, the required study table time could be lengthened accordingly. The time when that study period may occur is at the discretion of the teacher, but is strongly encouraged to be within one school day of the date of the infraction. This time could be during lunch or after school. In the event that the student would qualify to stay after with more than one teacher on the same evening, the involved teachers would decide with whom the student would work. It is the teacher's discretion as to if credit will be received on work completed after the due date/time. If the student fails to attend an assigned lunch study table or an assigned after-school tutoring session, that student is deemed insubordinate and will be assigned a disciplinary T.I.P. (for junior high students) or a detention (for high school students). This discipline is applied to the student's school behavior plan.

STUDENT INSPECTION & SEARCH POLICY

Student inspection and searches will be conducted in accordance with I.C. 20-33-8-32 and Flat Rock-Hawcreek policy 5-6-5-2 and the Hauser Locker and Parking Lot and Vehicle Regulations contained in this handbook. Copies of this code may be obtained from the main office.

TRESPASSING ON SCHOOL GROUNDS

Unless supervised by school personnel, students are not allowed to assemble on school property. Persons who violate this rule may be suspended or expelled and may be subject to prosecution.

Visitors on school campus or to the school who do not check in through the front office are considered to be trespassing and may be referred to legal authorities.

WATER DEVICES

The use of squirt guns, water balloons, and fire extinguishers or the inappropriate use of liquids will result in appropriate discipline.

FLAT ROCK – HAWCREEK SUBSTANCE ABUSE POLICY

STATEMENT OF PHILOSOPHY AND PURPOSE

The Flat Rock-Hawcreek School Board supports the concept that students will function at school with greater effectiveness if they are not under the influence of illicit mood-altering substances. These substances have a negative effect on learning and on the total development of the individual, causing behavior that interferes with the educational environment and the right of other students to learn. The school further believes that suspension or expulsion is appropriate and may act as a deterrent for those who choose to possess, distribute, be under the influence of, or use illicit mood-altering substances at school or at school-related events. In addition to a penalty, help should be offered to those students wishing to deal with their abuse problems.

SECONDARY POLICY AND PROCEDURE

Students shall not possess, distribute, be under the influence of, or use illicit or illegal substances at school or school-related functions and/or shall not possess paraphernalia associated with such use. Such substances include, but are not limited to, alcohol, 34 mood-altering chemicals or substances, and/or controlled chemicals or substances. **Proper law enforcement authorities will be notified for incidents involving controlled substances or alcohol.**

REASONABLE SUSPICION OF POSSESSION OR BEING UNDER THE INFLUENCE The administration shall have the authority to require a student to submit to a chemical test of the student's breath or urine if the administration has reasonable suspicion the student, while at school or a school-sponsored function, is using or is under the influence of alcohol, marijuana, or a controlled substance. Reasonable suspicion may arise when:

- 1) a student's conduct, physical appearance, and/or odor indicates the use of alcohol, marijuana, or a controlled substance,
- 2) the student possesses drug paraphernalia, alcohol, or a controlled substance, and/or
- 3) reliable information indicating a student is presently using, in possession of, or under the influence of alcohol, marijuana, or a controlled substance is communicated to administration.

Failure or willful refusal to submit to a chemical test or a positive test will result in disciplinary action as outlined in the Possession/Under the Influence section below.

POSSESSION AND/OR UNDER THE INFLUENCE

First Offense:

The principal shall file a recommendation for expulsion for the rest of the current semester and the next semester for the violation of the FRHC Substance Abuse Policy, but will direct the superintendent and hearing examiner to defer the recommendation for expulsion of the next semester if the following criteria are satisfactorily met by the student who has violated the rules and by his/her parents. This alternative to expulsion will be available only one time during the student's enrollment at Hauser Jr.-Sr. High School. It will not be available in offenses that involve distribution of those substances described in the FRHC Substance Abuse Policy.

1. The student will be suspended for a minimum of five days (up to ten days) during which time the student must schedule and complete a chemical assessment administered by a professional drug/alcohol counselor
2. The student must enroll in and complete, within 60 days of the first day he/she was suspended pending expulsion, an approved drug/alcohol abuse program (as certified by the Division of Addiction Services, Indiana Department of Mental Health) at the parents' expense. The student also may be required to participate in follow up activities with the Student Assistance Director when he/she returns to school.
3. The student must submit written verification from the drug treatment program coordinator to the school administration that he/she has entered a recommended program for treatment (as delineated in item #2) within ten days of the first day he/she was suspended pending expulsion.
4. The student and parent or guardian must meet with a building administrator and the Student Assistance Director to discuss the above criteria and follow-up activities. The student, parent or guardian, and building administrator must sign the conditional agreement to

defer expulsion proceedings, and satisfactorily complete all of the terms and conditions provided in the agreement.

5. If the student fails to satisfactorily complete all terms and conditions provided in the agreement, the principal shall forward the request for expulsion for a second semester to the superintendent and hearing examiner.

Second Offense (within a school career):

The school administration will move for expulsion from school for the rest of the current semester and the next semester through due process proceedings.

DISTRIBUTION OF ILLICIT SUBSTANCE (not illegal) i.e. over-the-counter or natural substances, which are given or used, with the implied and/or express intent of mood alteration.

The school administration will move for expulsion from school for the rest of the current semester and the next semester.

DISTRIBUTION OF ALCOHOL, ILLEGAL, OR CONTROLLED SUBSTANCES Proper law enforcement agents will be contacted upon the establishment or reasonable suspicion that use of or distribution of an illegal substance has occurred. The school administration will move for the maximum penalty (minimum expulsion of two semesters) through due process proceedings.

POSSESSION OF PARAPHERNALIA

Drug paraphernalia are items intended for ingesting, testing, or enhancing the effect of a controlled substance.

Violation involving paraphernalia **with** residue may be subject to the same school and legal rules and policies that involve possession of a controlled or illicit substance.

Violations involving paraphernalia **without** residue will result in:

First Offense: Three (3) day out-of-school suspension, and parent contact.

Second Offense: Recommendation for expulsion from school for one entire semester.

SECONDARY TOBACCO, E-CIGARETTES, ANY VAPOR DEVICE POLICY AND PROCEDURE

Hauser Jr.-Sr. High School is a tobacco-free campus. Students shall not possess or use tobacco products at school or any school function on school property. This includes e-cigarettes or any other electronic smoking devices.

First Offense Each School Year: Three-day out of school suspension

An alternative is offered on the student's first offense committed during junior high and first offense during high school:

Three-day in school suspension AND three meetings with an administrator, potentially outside of school time.

Second Offense Each School Year: Three to five-day suspension

Third Offense Each School Year: Five to ten-day suspension pending expulsion for the remainder of the semester.

Adults may not use tobacco products at school or any school event on any part of the campus. This includes e-cigarettes or any other electronic smoking devices. If found using tobacco products on school campus, the adult will first be asked to dispose of the product in use. If the adult fails to comply, law enforcement officials will be asked to issue a citation in addition to the adult in question being asked to leave the premises.

RANDOM DRUG TESTING POLICY

Rationale: The Flat Rock-Hawcreek School Corporation has a strong commitment to the health, safety and welfare of its students. Results of studies throughout the United States which point out a substance abuse issue in our community, indicate that education alone, as a preventive measure, is not enough in combating substance abuse. Our commitment to maintaining a safe and secure educational and extracurricular environment requires a clear policy and supportive programs relating to detection, treatment, and prevention of substance abuse.

Drug education is a K-12 process at Flat Rock-Hawcreek School Corporation. Classroom instruction, speakers, D.A.R.E, SADD, and handbook policies represent a consistent message. The athletic, co-curricular, and extra-curricular policy is a comprehensive policy, covering 365 days a year and 24 hours a day.

Purpose: The drug testing program is not intended to be disciplinary or punitive in nature. Students involved in extracurricular activities need to be exemplary in the eyes of the community and other students. It is the purpose of this program to prevent students from participating in extracurricular activities while he/she has drug residues in his/her body. And it is the purpose of this program to educate, help, and direct students away from drug and alcohol abuse and toward a healthy and drug free participation. No student shall be expelled or suspended as a result of any verified "positive" test conducted by his/her school under this program other than stated herein.

RANDOM DRUG TESTING

Participation in extra-curricular (includes athletics, driving to school, co-curricular, and extra-curricular) activities is a privilege. This policy applies to all Flat Rock-Hawcreek School Corporation students in grades 9 – 12 who wish to participate in extra-curricular and co-curricular activities that are listed in the current student handbook and any other school sponsored extra-curricular activities not listed. These students must enroll in the random drug screen program. The student will be enrolled in the random drug screening program the semester the consent form is signed and, if still enrolled in school, the following semester. If a student refuses to participate in the random drug-testing then they will not be allowed to participate in extra-curricular activities. If a student enrolled in a co-curricular activity refuses to participate in the random drug-testing then they will not be allowed to participate in any activities

which occur outside of the classroom.

The results of the random test will be provided to the parent(s) or guardian(s) and to the designated school personnel. Students who test positive for an illegal substance will not be allowed to participate in any extra-curricular activities until a follow-up test shows no illegal or mood-altering substance in the student's system. If a student refuses to provide a urine sample when chosen during the random testing, then he/she will be considered to have had a positive test.

In addition, if students test positive then driving privileges as defined above will be revoked for 9 weeks and until the follow-up test shows no illegal substance. Failure to comply with the driving stipulation will be considered insubordination and will be dealt with according to the student handbook.

The school system will be responsible for the initial cost of any random test. If a student must be re-tested for participation in extra or co-curricular activities, or to reinstate driving privileges, the parent/guardian will be responsible for the cost of the follow-up test.

PROCESS FOR SELECTION TO RANDOM DRUG TESTING POOL

The Athletic Director and the school appointed personnel will meet with all students, faculty, coaches, and sponsors during the course of the year. Information and materials will be provided at those meetings. During those meetings, the Flat Rock-Hawcreek School Corporation substance abuse policies will be explained. This will include explanations of the consequences for violations and of the drug screening policy and consent forms.

The fall sports and co-curricular activities will be the first activities to have the random drug testing consent forms collected. These should be in by September 1st unless otherwise noted. The determination of the date will be done on a yearly basis. Students failing to return the consent form within a week of this date will be considered ineligible for athletic, extra-curricular, and co-curricular activities unless an exception for the return of the consent form has been allowed.

Other secondary school activities will have the consent forms signed and turned in as those activities develop. The designated school official can determine those due dates. These forms will be kept in the dean's office. These will be given to the drug testing company for use in enrolling names in the random selection computer program.

A student and family will sign electronically. only one form, unless the original is misplaced. When a school sponsor or director collects consent forms, they also need to go to the dean's office to check the forms already signed by students who state that they have already turned these in.

An appointed school personnel will collect copies of the newly signed consent forms each month in order to have the names added to the random selection computer program. Once a student's name enters the random selection pool, it stays in the computer for 365 days.

TESTING PROCEDURES

RANDOM: A company trained in drug testing procedures will be in charge of the random selections. A computerized program will determine random selections for Flat Rock-Hawcreek School Corporation each month. The company will notify the dean of students and/or designated school personnel of the selections. Testing will be done on-site by that company at the time and dates agreed upon by both parties. The dates and times of collection will be throughout the month.

No student will be given advance notice or early warning of the testing. In addition, a strict chain of custody will be enforced to eliminate invalid tests or outside influences.

REQUIRED TESTING: Required testing will be determined by 1) a student's conduct, physical appearance, and/or odor indicates the use of alcohol, marijuana, or a controlled substance, 2) possession of drug paraphernalia, alcohol, or a controlled substance, and/or 3) reliable information indicating a student is presently using, in possession of, or under the influence of alcohol, marijuana, or a controlled substance is communicated to administration.

When a required test occurs, the school will call a contracted drug testing office, and a staff member of that agency will answer the call by reporting to the designated school to implement the procedures.

RANDOM AND REQUIRED PROCEDURES

At the appointed time and date, staff of the drug testing agency will present themselves at the scheduled school and secure a restroom in the designated area. Bluing agent will be added to the commode and during testing, water will be shut off.

The agency will require identification of the selected students by a school representative before testing begins.

The student will have no longer than two hours to produce a urine specimen. At that time, an information sheet for options will be given to the student by the company representative.

Because of issues such as the time of the incident, injury, and so on, there may be exceptions made to allow the urine sample to be obtained either at the school or at the drug testing facility within 24 hours. Hospitalization and/or emergency procedures may require an altered procedure.

Calling four or five students at a time allows the collections to be carried out quickly and will not cause students to wait a long time, thereby creating a loss of important class time.

Students will be instructed to remove all coats and to empty their pockets into a lock box in front of the collector. The student will be given the key to the lock box after emptying his/her pockets.

The student will be instructed to wash his/her hands before testing begins.

The student will choose a drug screen kit - which is sealed - for the specimen. The specimen will be collected in a specimen cup with a temperature strip, a strip indicating the validity of the urine specimen by temperature. Students will be required to produce a sample of "fresh" urine which will register on the temperature strip above 90 degrees.

The student will enter the restroom facility alone and will close the door. The student will have three to five minutes to produce a urine specimen.

The drug testing agency will split the specimen into two containers which are sealed in the presence of the student. The student will initial each specimen as it is sealed.

If the seal is tampered with or broken, after leaving the student's possession and prior to arriving at the lab, the specimen is invalid. The student will remain eligible for all activities subsequent to retest and results.

Diluted samples which indicate a possible tampering would require a retest. The student will remain eligible for all activities subsequent to retest and results. If the specimen provided for the retest is diluted, that student is ineligible for activities until a negative screen from the drug testing agency is obtained. The student or the student's family would pay for the screen that follows the second test.

Adulterated tests will be treated as positives.

The Chain of Custody (COC) form will be correctly completed by the staff of the drug testing agency and sent with the drug screen via Airborne Express to the laboratory.

The specimens will then be turned over to the testing laboratory, and each specimen will be tested for "street drugs" (which may include all drugs listed as controlled substances under the laws of the State of Indiana). Also "performance enhancing" drugs such as steroids may be tested, as well as specific substances such as LSD.

The drug testing agency will notify the Flat Rock-Hawcreek School Corp. dean of students and/or designated school personnel of all lab results. The dean of students and/or designated school personnel will notify parents/guardians of positive test results. In the event of a result due to a possible prescription, the drug testing agency will request documentation from parents/guardians. The Medical Review Officer will review all prescriptions and subsequent results will be reported to the dean and/or designated school personnel. Prescriptions must be in the name of the donor. Until this process is complete, there is no reason to assume a violation or to enforce any consequences.

Results of the test will be shared with the dean of students and/or designated school personnel, the student, the family, and, if necessary, Flat Rock-Hawcreek personnel supervising the activities and the driving privileges affected.

FINANCIAL RESPONSIBILITY

Under this policy, Flat Rock-Hawcreek School Corporation will pay for the initial random drug tests. Once a student has been verified with a "positive" test result, then any follow-up drug test

must be conducted by the school designated company. This follow up test will be paid for by the student or his/her parent/guardian.

Samples which indicate a possible tampering, diluting, or cheating will require a retest.

The student will remain eligible for all activities subsequent to retest and results. If the retest indicates possible tampering, that student is ineligible for activities until a negative screen from a professional drug testing organization is obtained. The student or the student's parent/guardian is responsible for paying for this drug screening.

Counseling and subsequent treatment by non-school agencies is the financial responsibility of the student or his/her parent/guardian.

CONFIDENTIALITY

Under this drug testing program, any staff, coach, or sponsor of Flat Rock-Hawcreek School Corporation who may have knowledge of the results of a drug test will not divulge to anyone the results of the test or the disposition of the student involved, other than in the case of a legal subpoena being made upon that person in the course of a legal investigation.

PENALTIES FOR ATHLETICS

Following a confirmed violation, a student athlete will meet with the Athletic Director and/or school administrator to discuss how the athlete's participation in his/her sport will be impacted. A student athlete will be excluded from participating in a prescribed number of contests particular to the current or subsequent sport's season (if not participating in the current sport's season) in which he/she is involved. The number of contests comprising the exclusion will be calculated based upon the number of regular season events. However, the number of contests necessary to fulfill the penalty will include regular season events, IHSAA-sponsored tournament play, and any additional contests in the subsequent season.

First Offense: Following a confirmed violation, the student will be excluded from the number of contests comprising 25% of the regular season's events of the current or subsequent sport's season. An exclusion here implies that the student athlete may practice with the team and may attend contests, but will not be permitted to dress. In order for the penalty to be fulfilled, the student must complete the current or subsequent season in order for the penalty to adequately have been served and have received a negative result on follow-up drug screenings measuring the presence of illegal or mood-altering substances.

Second Offense: The student will be excluded from all sports activities for the remainder of the current semester plus the next complete semester.

Subsequent Offense: The student will be excluded from all sports for the remainder of the student's high school career at Hauser.

PENALTIES FOR EXTRA-CURRICULAR ACTIVITIES/STUDENT DRIVERS

Following a confirmed violation, a student will meet with a school administrator to discuss how the student's participation in his/her extra-curricular activities and/or driving privileges will be impacted.

First Offense: Students serving on clubs, committees, and other organizations will be placed

on restricted status for a period of nine-weeks beginning on the date of the confirmation, making them ineligible for sponsored activities such as dances, contest, conferences, etc. However, students will be allowed to meet, practice, and prepare with their organization until the penalty has been fulfilled.

Following a confirmed violation all students will be excluded from driving to school and from coming to school related activities (i.e. - ball games, prom, and plays) for a period of nine-weeks beginning on the date of the confirmation.

In order for the penalty to be fulfilled, the student must receive a negative result on follow-up drug screenings measuring the presence of illegal or mood-altering substances in their body.

Second Offense: Following a confirmed violation, the student will be excluded from all extra-curricular activities and/or driving privileges for the remainder of the current semester and the next complete semester.

Subsequent Offense: The student will be excluded from all extra-curricular activities and/or driving privileges for the remainder of his/her high school career at Hauser.

PENALTIES FOR CO-CURRICULAR ACTIVITIES

First Offense: Any student with a confirmed violation will be excluded from, but not limited to, the following co-curricular events for a period of nine-weeks beginning on the date of the confirmation: field trips, conferences, competitions, concerts, and district meetings. Students will be allowed to meet and practice with his/her co-curricular organization in preparation for when the penalty has been fulfilled.

In order for the penalty to be fulfilled, the student must receive a negative result on follow-up drug screenings measuring the presence of illegal or mood-altering substances in their body. This will include all field trips.

Note: An alternative assignment will be provided by the sponsor or director when a co-curricular program/event that is required for credit is missed because of a drug screen result.

Second Offense: The student will be excluded from all off-campus events for the remainder of the current semester plus the next complete semester. This includes all field trips.

Subsequent Offense: The student will be excluded from all off-campus events for the remainder of his/her high school career at Hauser.

PARENT-REQUESTED TESTING

A parent or guardian may request a school-administered drug test for his or her student. In **all** cases the cost for the test and any follow-up tests will be the responsibility of the parent or guardian. The results of the random test will be provided to the parent(s) or guardian(s) and to the appointed school personnel. Students who test positive for an illegal substance will not be allowed to participate in any extra or co-curricular activities until a follow-up test shows no illegal

substance in the student's system. In addition, driving privileges as defined above will be revoked until the follow-up test shows no illegal substance.

CAFETERIA PROCEDURES AND POLICIES

Flat Rock-Hawcreek Schools participate in the National School Lunch and School Breakfast as established by the United States Department of Agriculture (USDA), and is proud to offer a complete breakfast and lunch program at all of our schools. The cafeteria staff in your child's school is concerned for the health and safety of each student and strives to serve foods that are nutritionally balanced and accepted by the students. The Food Service Department is a self-supported segment of the School Corporation. All expenses related to serving meals to our customers are supported by the sales and government reimbursement received for the meals. Eating a nutritious breakfast and lunch has been linked to academic success for students. We strongly encourage parents to ensure their children eat nutritious meals every day, whether meals are purchased through Flat Rock-Hawcreek Schools or brought from home.

CAFETERIA RULES AND EXPECTATIONS

The following are some guidelines for FRHC Schools Cafeterias. The building principals may set additional rules for the building. These guidelines are in place to ensure the health and safety of all students.

1. Students will be expected to eat in the cafeteria unless specifically given permission to eat elsewhere in the building, i.e. shelter house or breezeway.
2. Students are expected to be polite and respectful with each other and with staff.
3. Students should keep the area around their tray clean and neat.
4. The cafeteria is a good place to visit with friends, but the staff regulates the noise level allowed.
5. Food and beverages should only be taken out of the cafeteria when going directly to another eating area where you have permission to go.
6. The school does not supply refrigerators for student use unless medically necessary. Microwaves will be available in the cafeteria for student use as long as their use is not abused.
7. Please send everything your student needs to eat a packed lunch- spoon, fork, and napkin. Knives of any kind are NEVER allowed. Do not send packaging that is difficult for your student to open or items that require adult assistance.
8. If parents wish to join students for lunch we will provide a separate area for them to eat after signing in at the front office.

SPECIAL DIET NEEDS

If your child has special diet or feeding needs, including, but not limited to: PKU, Celiac Disease, or Food Anaphylaxis (severe food allergy), please have your child's medical care provider complete a Special Diet Request Form, available at every school. If applicable, a conference may be held with the school nurse, food service director, and cafeteria staff to develop a special diet plan for your student. Please note that menu substitutions cannot and will not be made for personal diet preferences or food intolerances, or without proper documentation. This includes milk substitutions for students with lactose intolerance. Under Offer vs. Serve, milk is not a required meal component and may be left off the tray at lunch and breakfast. All cafeterias offer access to a water fountain and drinking glasses will be provided for those students who cannot or do not drink milk. A select few milk substitutes that are nutritionally equivalent to cow's milk

are allowable for substitution with specific medical documentation. If you have any concerns about Special Diet Needs, please contact the Food Service Department office or the school nurse.

FREE AND REDUCED PRICE MEALS

All students who attend FRHC Schools are eligible to participate in the school lunch and breakfast programs. We strive to offer quality meals at affordable prices. The USDA has established income guidelines that provide qualifying families assistance with the cost of school meals. If you believe you may qualify for free or reduced price meals, you are encouraged to contact the Food Service Department to apply. Students who qualify for free or reduced price meals may also qualify for free textbook rental (fees may still apply). Applications may be requested at any time during the year and should be returned as soon as possible so that students may benefit from participating in the meal program. An approved application is valid for the entire school year. A new application is necessary only when it results in greater benefits. One application per household is all that is needed each year. Additionally, students who qualify for certain types of federal aid may be directly certified to receive free meals and textbook assistance. If you have any questions about free or reduced meal benefits, please contact the Food Service Department at 812-546-4421 Ext. 8132.

MENU COMPONENTS

All meals served meet or exceed the guidelines set for student meals by the USDA. Menus are available each month on the school website. Breakfast consists of a grain/protein entrée, 100% juice and/or fruit, and milk. Students may select 3-4 items to make a meal. One component must be a fruit or juice. Lunch consists of five components: protein, grains, vegetables, fruit, and milk. Students may select 3-5 components to make a meal. One component must be a fruit or vegetable. Choosing all five components is the best value. A variety of milk choices are available each day. Students may choose from low-fat unflavored or fat-free flavored milks. Students purchasing a meal may choose additional vegetables from the garden bar at no cost, or they may choose to make a large salad as their lunch entrée. All a la carte offerings meet the USDA

Smart Snacks Standards for Foods Sold in Schools. Sack Lunches, containing all meal components, are available from the cafeteria for field trips, if selected on the field trip permission slip.

CHARGE POLICY

Students with positive account balances may purchase “extras” or second servings of menu items, depending on availability. Students with negative account balances are NOT permitted to charge extra items, including milk. Students bringing lunch from home must have cash or money in an account to purchase milk. These rules apply to all students, regardless of free or reduced price meal benefit status. Free and reduced benefits apply only toward complete, reimbursable meals, and cannot be used for “extras” or a la carte purchases. It is our intent that all students receive a healthy meal each day. Parents who do not send meal money in a timely manner may limit the choices available to students. The cafeteria charge policy states that all students, except those who receive free meals, must have cash or a positive account balance to purchase breakfast. The complete charge policy will be available on the school website and will be sent in written form each year.

MEAL PAYMENTS AND ACCOUNT BALANCES

All meal accounts are pre-pay. Parents may send payments in any amount at any time. Please send payments in an envelope with STUDENT NAME, TEACHER NAME, and LUNCH MONEY marked on the outside of the envelope. Payments can also be made online. Parents may monitor meal accounts by registering on E-Funds. The link is on the school website as part of the food service page. The child's student ID number is needed for this service. Services offered include: monitoring account balance, tracking purchases, signing up for low balance alerts, and making online payments. Students' meal accounts, both positive and negative, stay with them at the end of the school year.

GENERAL INFORMATION, POLICIES & PROCEDURES

ACCIDENTS

Accidents happening at school must be reported to either the faculty member in charge of the group or to the administrative office. An accident report is to be filed with administration.

AFTER SCHOOL ACTIVITIES

A student cannot stay after school unsupervised until the activity begins. Students must be under the direct supervision of a teacher, sponsor or coach. A student is to wear appropriate clothes to the after school activities.

ANNOUNCEMENTS

Announcements will be made daily (usually at 7:55 a.m.) and posted on the school website.

PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE

These items will be a part of the Daily Announcements as per state law, Indiana schools are now required to have a voluntary daily reciting of the Pledge of Allegiance. The pledge will be followed with a daily moment of silence. School corporations are required to have a moment of silence. The moment of silence is not intended to be, and shall not be conducted as a religious exercise. In order that the right for each student to exercise freedom of religion is guaranteed and the freedom of each student is subject to the least state coercion from the state either to engage in or refrain from religious observation on school grounds, there will be a daily moment of silence observed in each classroom or on school grounds

BACKPACKS – BOOK BAGS

Backpacks, Gym Bags, and/or Book Bags are to be kept in student lockers during the regular school day. If a book fits in the bag it should be in the student locker. Violations will result in those outlined in the dress code policy. Due to concerns of COVID 19 and the limited ability to social distance at lockers, students are permitted to carry their backpack.

BOOK RENTAL

Textbook rental fees each year will be $\frac{1}{4}$ of the total cost of the textbooks plus the full cost of required workbooks for each class. A fee will also be charged for technology supplies for all students. Certain classes may also have special fees attached. A student's total rental fee

for the entire school year will be figured by adding each separate class's rental fee.

Parents should pay textbook fees at the time of registration. For this payment, debit and credit card payments are accepted and encouraged.

All families applying for free or reduced lunches and textbook assistance need to bring a completed application and proof of income to registration. Qualifying for textbook assistance **reduces** the book rental fee by approximately one-half depending on the student's classes. Any family that qualifies for textbook assistance is responsible for the remaining balance after this reduction is applied.

If appropriate fees are not paid, a claim will be filed in Small Claims Court. A charge of \$73.00 will be added to the amount owed to cover the court filing fee. The school is always willing to set up a payment plan to assist the parent in meeting the textbook fee obligation.

Textbooks are to be returned at the end of the year in the same condition they were issued. Normal wear and tear is expected, but excessive damage will result in a damage fee being assessed. All marks need to be erased before returning the books. If a book is lost or damaged beyond repair, the parent or guardian will receive a bill for the replacement cost of the book.

In addition to regular book fees, each student must purchase a uniform during the student's required year of physical education. All students are required to wear the proper uniform and athletic shoes to participate in PE. The Physical Education Department issues locks and lockers for students to use during class time.

BUILDING HOURS

The building is open in the morning at 7:35 A.M. and closes at 3:20 p.m. Our school office is open from 7:30 a.m. until 3:30 P.M. You are encouraged to use the facility for study, committee and project work, and for individual and group practice. You must, however, be supervised by an adult at all times. If you do not need to arrive early for study or teacher help, please plan your arrival as close to 7:45 A.M. as possible. School begins at 7:55 A.M. Unsupervised students should leave the building within five minutes of the dismissal bell.

CARE OF THE BUILDING

The taxpayers of our community, including your parents, paid for the school facilities. All of us at Hauser, as well as the greater Hope, take great pride in the facilities. They belong to all of us. Maintaining the building and its surroundings in a clean and orderly condition is the responsibility of every student in cooperation with the faculty and custodial staff. Take pride in the attractive appearance of our building. If you accidentally damage something, report it as quickly as possible so we can help to correct the damage. Intentional markings, cutting, or other defacing and damage will result in disciplinary action for those involved and restitution from them.

CLASSROOM EXPECTATIONS

Teachers will provide clear guidelines for decorum in their classrooms which students will be expected to follow in the class setting.

CLOSED CAMPUS

Students are not permitted to leave school premises during the school day. Exceptions to this rule will be granted only in cases of emergency and with the approval of a parent.

Lunch is closed as well. Outside visitors will not be permitted in the cafeteria unless they are pre-approved by the school and have completed the sufficient background check process.

CLOSING OF SCHOOL

For information related to school closings, please check the school corporation website, check your phone for a message from the School Messenger Notification Service, listen to radio station WCSI- 1010 AM or WKKG - 101.5 FM in Columbus or watch channel 8 (WISH) or channel 13 (WTHR).

In all cases, it is assumed that school will be in session on regularly scheduled school days unless an announcement is made that Flat Rock-Hawcreek School Corporation Schools will be closed. All Columbus Vocational students will attend morning classes at Hauser High School should Columbus not be in session.

CONFLICTS AMONG CO-CURRICULAR AND/OR EXTRA-CURRICULAR ACTIVITIES

When a conflict arises between an extra-curricular activity and a co-curricular class the class takes precedence. When there is a conflict between two extra-curricular activities the student may choose which one he/she participates in.

CONVOICATIONS

Convocations will be periodically scheduled throughout the year. You are asked to conduct yourself in the best possible manner and to show courtesy and respect to those presenting the program.

DELIVERIES

Parents should make every effort to ensure that students take with them the things they need during the school day, (i.e. homework, supplies, P.E. clothes, lunches, etc.) If/when students forget these common items, parents may bring them to school, and the items will be delivered to the students. The school WILL NOT deliver flowers, candy, balloons or other items that may cause a distraction in the classroom. Such items will be held in the front office area until the end of the school day.

1:1 ELECTRONIC DEVICES

The district's technology vision is "As Jets, we will work together using innovative technology to challenge ourselves to persevere, grow, and succeed." Hauser Jr.-Sr. High School utilizes one-to-one mobile technologies to create a 21st century classroom. – Information is in the palm of students' hands. – Students are at the center of their learning. We expect the Network to be used only for educational purposes approved by Hauser Jr.-Sr. High School.

Violators of the policy will be disciplined in accordance with the school's rules. Students are responsible for their own actions while using the Internet/Network at Hauser Jr.-Sr. High School, and are also accountable for the online activities of others who are allowed access to their account.

In order to gain access to the Network, each student and their parent/guardian must read and sign Hauser's Acceptable Use Policy for Network Access. A copy of this agreement can be obtained from the front office. Hauser Jr.-Sr. High School makes no guarantee that the functions

or the service provided by or through the district system will be error-free or without defect. The district will not be responsible for any damage a student may suffer including but not limited to loss of data or interruptions of service. The district will not be responsible for financial obligations arising through the unauthorized use of the system.

ELECTRONIC DEVICES

Electronic equipment, including, but not limited to, portable TV's, DVD players, laptop computers, electronic toys, hand-held video games, cellular telephones, personal music devices, and cameras, may not be used in the classroom at anytime unless the individual teacher deems the use of such equipment necessary to enhance the learning environment. Audio and/or video recording of classroom lessons, lectures, and activities is prohibited without the consent and permission of the classroom teacher. Outside the classroom, students may use this electronic equipment during passing periods and lunch with the exception of cell phones used for digital communication purposes.

EQUAL OPPORTUNITY

HAUSER JR.-SR. HIGH SCHOOL IS AN EQUAL OPPORTUNITY EDUCATIONAL

INSTITUTION. Hauser Jr.-Sr. High School is committed to equal opportunity and does not discriminate on the basis of: age, race, color, religion, sex, handicapping conditions, or national origin, including limited English proficiency, in any educational opportunity. No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational program or student activity.

HOMEWORK POLICY

Homework is an out-of-school assignment that enhances or completes learning. Homework may include additional practice exercises, reading of material on a specified subject, or in-depth extensions of classroom instruction.

Homework should fulfill the following objectives:

1. To review, reinforce, or extend classroom learning by providing practice and application of knowledge.
2. To teach students responsibility and organizational skills.
3. To promote wise and orderly use of time.
4. To encourage a carry-over of worthwhile school activities into permanent career and leisure interests.
5. To provide opportunities for enrichment activities.

Teachers and administration reserve the right to serve students with disciplinary consequences for failure to participate appropriately in class, including the Student in Good Standing Program.

FIELD TRIPS

Educational field trips enrich and reinforce classroom instruction. To be eligible to participate in a field trip, a student must submit a completed class release form.

Telephone calls to acquire parental permission will not be permitted.

Students are expected to abide by the regular school rules on field trips.

Students may be denied participation in a field trip by the sponsoring teacher or administration if the student is not in Good Standing or the desire of another of the student's teachers for the student to remain at school to receive instruction or to make up incomplete work.

LOCKERS

All lockers made available for student use are property of the school corporation. Lockers are made available for student use in storing school supplies and personal items necessary for use at school. Students are expected to keep lockers clean and orderly. The school corporation retains the right to inspect any locker and its contents to insure that the locker is being used in accordance with its intended purpose, to eliminate fire or other hazards, to maintain sanitary conditions, to attempt to locate lost or stolen materials, and to prevent use of the locker to store prohibited, dangerous, or disruptive materials.

A law enforcement agency at the request of the school principal and/or designee in accordance with rules of the governing body of that school corporation may assist the school administrators in searching a locker and its contents.

Locker expectations:

1. Do not share your locker combination with other students.
2. Lockers should not be slammed, kicked, or marked on.
3. Stickers should not be placed in or on your locker; writing on or in lockers is strictly prohibited.
4. Soft drinks, water bottles, food, snacks or candy SHOULD NOT be stored in lockers.
5. Students should not bother or attempt to open a locker other than their own.
6. If you have trouble with your locker, see the main office.

LOST AND FOUND

The lost and found department is located in the main office. Students may check for lost items between 7:30-8:00 a.m., during lunch, and from 3:00-3:30 p.m.

MCKINNEY-VENTO ACT

Who qualifies for homelessness services?

- Children or youth who lack a fixed, regular, and adequate nighttime residence, including:
 - Sharing the housing of others due to loss of housing, economic hardship, or similar reason ("doubling up")
 - Living in motels, hotels, trailer parks, camping grounds, due to the a lack of adequate alternative accommodations
 - Living in emergency or transitional shelters
 - Abandoned in hospitals
 - Awaiting foster care placement
 - Living in public or private place not designed for humans to live.
 - Living in cars, parks, abandoned buildings, substandard housing, bus or train stations, or a similar setting
 - Migratory children living in the above circumstances
 - Unaccompanied youth living in the above circumstances

The McKinney-Vento Act provides certain rights for homeless students. They include waiving certain requirements such as proof of residency when students are enrolling and allowing categorical eligibility for certain services, such as free textbooks. The Act also states:

- Homeless students may attend their school of origin or the school where they are temporarily residing;
- Homeless students must be provided a written statement of their rights when they enroll and at least two times per year;
- Homeless students may enroll without school, medical, or similar records; ● Homeless students have a right to transportation to school;
- Students must be provided a statement explaining why they are denied any service or enrollment;
- Students must receive services, such as transportation, while disputes are being settled;
- Students are automatically eligible for Title I services;
- School districts must reserve a portion of Title IA funds to serve homeless students; ● School districts must review and revise policies that provide barriers to homeless students;
- Schools must post information in the community regarding the rights of homeless students, in schools and other places that homeless families may frequent; and ● School districts must identify a McKinney-Vento Liaison to assist students.

[A Parent's Guide to the Rights of Children and Youth Experiencing Homelessness](#)

PARKING LOT AND VEHICLE REGULATIONS

Driving to school is a privilege that may be revoked by the administration of Hauser Jr.-Sr. High School if a driver's actions present a hazard to others, are potentially destructive to property, or are discourteous to other drivers or pedestrians. To retain the driving privilege, student drivers must observe the following regulations:

1. All student drivers must register their vehicles each school year and sign a driver's agreement form. The driver agreement form is to be signed by the student and his or her parent/guardian.
2. All student drivers will be assigned a parking space by the assistant principal/dean. 3. Students are to park on school property in their assigned locations. The vehicle should be parked straight in marked parking lanes.
4. Upon arrival at school, student drivers are to park their vehicles immediately. Once vehicles are parked, they may not leave the assigned parking space until they are dismissed from school or an administrator authorizes the student to move the vehicle.
5. Students may not use vehicles to store those items not permissible on school grounds or that could conceivably interfere with the function of the school.
6. Speeding or reckless driving on school property is not permitted at any time. 7. Students are not permitted in the parking lot during the school day without permission from an administrator. This includes passing periods and lunch.
8. Students must demonstrate that they are responsible enough to arrive at school on time when driving to school. Four unexcused tardies to school in any nine-weeks or a total of seven unexcused tardies to school in any semester may result in the suspension of

driving privileges for the remainder of the current quarter.

9. Smoking is not permitted on school grounds, including the parking lot. 10. Entrance to and exit from the parking lot shall be through the east entrance from Hauser Drive. Students may not enter or exit from the west entrance at any time. 11. The student must be in Good Standing. Failing more than one class and/or having more than three disciplinary referral levels and/or having been placed on an attendance contract may result in driving privileges being suspended. Parking passes will not be issued to students less than sophomore status.
12. Agree to participate in the Random Drug Testing Program.
13. Transportation is provided to and from Columbus North, Columbus East and/or McDowell for those students participating in the C⁴ Columbus Area Career Connections. Students may not drive without having a permission slip on file in the principal's office signed by the C⁴ instructor, Hauser administrators, and the student's parent/guardian.

The school corporation retains the right to inspect the vehicle and its contents to ensure that any items that could cause or be reasonably foreseen to cause/interfere with school purposes, the educational function of the school, or that are forbidden by state/federal law are not on school property. A law enforcement agency having local jurisdiction may assist school administrators in searching vehicles and their contents. **KEEP CARS LOCKED!!!!**

SCHOOL DANCE POLICY

Students of Hauser, and their guests, are expected to behave in a respectable and appropriate manner at all school functions. This includes school dances. All dancing that is inappropriate, overly sexual in nature, or creates unsafe conditions is not allowed. Students will receive two warnings from any adult serving as a school official and then upon the third infraction be removed unless the behavior warrants immediate removal. School officials reserve the right to make decisions on suitable dancing and any persons engaging in behavior deemed unsuitable shall be removed from the school function.

School-sponsored dances provide students with an opportunity for supervised social interaction. To ensure the safety of all dance attendees and to emphasize the integrity of school codes of conduct, any administrator or dance sponsor may refuse admittance to or remove students from a dance at any time who:

1. do not adhere to the school x, unless the dance theme would allow appropriate modification of the dress code.
2. refuse to check any backpacks or other bags with an administrator or sponsor of the dance. The loss or breakage of any item is not the responsibility of Hauser High School.
3. leave a dance without the expressed permission of an administrator or sponsor of the dance.
4. exhibit inappropriate levels of physical contact as determined by administrators and sponsors of the dance. Students may be given one warning of inappropriate physical contact. Upon the second warning, sponsors or administrators may ask the students to leave the dance.
5. are guests of Hauser students and were not signed up and approved prior to the dance by the sponsoring organization and/or administration.
6. are 21 years of age or more.
7. are not current students in Good Standing of a high school, GED program, or a state

recognized homeschooling program, or are not graduates of a high school program.

8. bring in beverages or food to the building without the permission of an administrator or sponsor of the dance.

9. pose a threat to the safety or well-being of those in attendance or to themselves.

Additionally, Hauser administration or the dance sponsor may deny admittance to any otherwise qualifying attendee who is not a Hauser student.

SUBSTITUTE TEACHERS

A substitute teacher is an important visitor who has a job to do. You, the student, can help by giving this teacher your complete cooperation. Remember: A substitute teacher has the same authority as a regular teacher. Impressions--good or bad -- are carried from the school to the community by visiting substitute teachers. Let us make certain that positive impressions of our school and its programs are extended to the community!

TELEPHONE MESSAGES

The school cannot be responsible for the delivery of phone messages to students. All personal arrangements should be made prior to school. Students are not permitted to use cell phones during class; parents should not call or text students during class hours. In case of an emergency, parents/guardians should call the main office at 812-546-4421.

VISITOR PASS POLICY

All visitors must report to the main office upon entering the school. Once there, they must obtain an identifying visitor pass, which is to be worn at all times. Students are not permitted to have visitors except for their parents/guardians during the school day. Outside visitors will not be permitted in the cafeteria unless they are pre-approved by the school and have completed the sufficient background check process. Past graduates wishing to visit with teachers may be granted permission to see that teacher on his/her preparatory period or lunch time. Parents are encouraged to visit and must obtain a pass as well. However, to maintain the integrity and safety of the classroom educational experience, permission to observe classes will be limited to those individuals the principal approves and who agree to and complete all the requirements prescribed by our Volunteer Approval Protocol. Please arrange a meeting with the principal if you desire a classroom observation.

EXTRA/CO-CURRICULAR POLICIES

ATHLETIC ELIGIBILITY

Athletic eligibility (athletes, managers, cheerleaders) is defined by the IHSA rules, which state that a student must be passing five subjects at the end of each nine-week grading period. Student-athletes who become ineligible MAY, with coach's approval, continue to practice with a team if eligibility can be achieved by the next grading period if occurring during that team's season.

Seventh and eighth grade students become ineligible for the same period if the student receives a failing grade in any two subjects.

EXTRA-CURRICULAR ACTIVITIES

It is the belief of those concerned with the development of youth that membership and participation in co-curricular and extra-curricular activities have a positive effect in the

development of constructive attitudes for citizenship and life skills. The co-curricular and extra-curricular phase of the total education is an area in which leaders of youth have a unique opportunity to instill desirable qualities, among which may be principles of justice, fair play, good sportsmanship, respect for one's own health and physical well-being, development of leadership, group pride, team work, self-discipline, and self-sacrifice. It is the position of Hauser Jr.-Sr. High School that participation in co-curricular and extracurricular activities is a privilege. High standards of conduct are expected for students participating in these activities. Furthermore, any student who acts in a manner that brings embarrassment or shame to themselves and/or their school, or negatively impacts the reputation of themselves and/or their school, may be removed from extra/co-curricular activities for all or part of the year. Examples of such conduct include any illegal activity; any non-illegal activity that is lewd, vulgar, obscene, indecent, or that portrays sexual conduct done in a manner whereby the community learns of such activity; or any activity that degrades, demeans, or disparages any coach, activity sponsor, school official or student.

GUIDELINES FOR PARTICIPATION

It is important that the participants and their parent/guardian be aware of the philosophy, rules, and regulations under which they will be given the opportunity to participate. These rules and regulations shall be enforced throughout the calendar year. Some activities have membership

requirements such as a certain grade point average. Membership in National Honor Society is one such activity with a grade point requirement. The ability to participate in sports and cheerleading is another example of maintaining certain grade expectations. But, with a few exceptions, the basic requirements for participation in any activity are desire and interest.

All student activities are carried out under the basic rules and regulations of the high school, and those participating are expected to follow the established guidelines, even if the activity takes place after school or on a non-school day. These basic rules and regulations are given to each student as part of registration. It is the responsibility of the sponsor to see that those in the activity stay within the guidelines. Violators will be dealt with by the school administration.

HOW TO GET INVOLVED

Hauser prides itself on offering great learning experiences in and out of the classroom. We offer activities suitable for a variety of interests and ability levels. You don't have to be the best to join; you just have to have a desire to be involved! In order to participate in an extra-curricular organization, the student must agree to participate in the Random Drug Testing Program.

Here are just some of the opportunities for involvement available at Hauser Jr.-Sr. High School and the head coach or sponsor for the activity:

Sports

- **Athletic Director – Tyler Phillips**

Junior High

- **Volleyball**
 - **7th- Alisha Dowell**
 - **8th- Erica Raisor**

- Soccer- Josh Hamilton
- Cross Country - Melissa Newcomb
- Girls Basketball
 - 7th -
 - 8th -
- Boys Basketball
 - 7th - Jason Pence
 - 8th -
- Cheerleading -
- Baseball - Anthony Foster
- Softball - Herby Asher
- Boys Track - Josh Hamilton
- Girls Track - Melissa Newcomb

Senior High

- Volleyball
 - Varsity - Jeff Case
 - Reserve - Christian Case
- Boys Tennis
 - Varsity - Heather Miller
- Soccer
 - Varsity - Barry Grimes
 - Assistant
- Cross Country - Ben Finke
- Girls Basketball
 - Varsity - Chad Evans
 - Reserve - Melinda Berriger
- Boys Basketball
 - Varsity - Brent Keck
 - Reserve - Trenton Moorhead
 - C Team - Dwayne Williams
- Cheerleading - Reagan Shroyer
- Baseball
 - Varsity - Nate Long
 - Reserve - Doug Johnson
- Softball
 - Varsity - Andy Brunner
 - Reserve - Zach Haggard
- Girls Tennis - Mollie Crabtree
- Golf -
- Track - Ben Finke

Clubs and Organization

See Mr. Fortune for more information

Junior High

- FFA - Aleesa Dickerson
- Danger Zone - Stephanie Tom
- Hauser Historians - Sharon Mapes
- Gay/Straight Alliance - Jessica Matheny
- Bible Club - Brent Strong

- Academic Team - Sharon Mapes
- Choir - Michael Klinger
- Band - Michael Klinger

Senior High

- FCA - Michael Klinger
- FFA - Aleesa Dickerson
- German Club - JP Mayer
- SADD - April Dalton
- Student Council - Stephanie Tom
- Spanish Club - Kim Hedrick
- Gay/Straight Alliance - Jessica Matheny
- Danger Zone - Stephanie Tom
- School Play - Steven Gross
- Academic Team - Sharon Mapes
- Key Club - Sharri Hamilton
- National Honor Society - Erin Brown
- Choir - Michael Klinger
- Band - Michael Klinger
- Games Club - Eric McGath
- Sunshine Society - Becky Voyles

ATHLETIC, EXTRA-CURRICULAR, AND CO-CURRICULAR POLICY Students involved in athletics, extra-curricular, or co-curricular activities will be penalized for confirmed substance abuse offenses occurring 365 days a year.

A confirmed violation will be defined as:

1. Communication from law enforcement or probation that indicates probable cause to file charges of possession or use.
has been involved with possession or use of an illicit/illegal substance.
3. A voluntary admission of use.
4. A positive result in a randomly conducted drug test.

PENALTIES FOR ATHLETICS

Please see the corresponding section under the Random Drug Testing Policy.

PENALTIES FOR EXTRA-CURRICULAR ACTIVITIES

Please see the corresponding section under the Random Drug Testing Policy.

PENALTIES FOR CO-CURRICULAR ACTIVITIES

Please see the corresponding section under the Random Drug Testing Policy.

EXTRA-CURRICULAR ACTIVITY PROBATION

Any student receiving two or more “unsatisfactory conducts” on a report card in a nine-week grading period will be ineligible to attend or to participate in extra-curricular activities during the subsequent grading period.

An extracurricular activity is defined as any organization, club, team, or event sponsored by or in part by Hauser Jr.-Sr. High School excluding those activities for which participation is required as part of the curriculum for a course offered at Hauser.

SPORTSMANSHIP

Good sportsmanship is a primary goal of athletic programs in Flat Rock-Hawcreek Schools. Both adults and students are expected to exhibit good sportsmanship during all extra- and co-curricular events. Coaches and other adult supervisors shall use appropriate disciplinary measures (such as loss of playing time, additional drills or conditioning exercises, and possibly removal from the team) as a deterrent to poor sportsmanship. Student fans will be held to the same standard as players. In addition to the possibility of being barred from attendance at further events, misconduct at an extracurricular event will bear the same consequences as misconduct at school. Instances of poor sportsmanship on the part of fans and spectators is cause for security personnel, administration, or school staff to suggest that they are not serving as a good role model for young people and to potentially ask them to leave the campus for that event and possibly be barred for additional events.

STUDENT INSURANCE

Student insurance is available at the beginning of the school year. All athletes are required to take the student policy or have on file a signed parental statement that the family insurance covers school injuries. The school corporation is not responsible for personal injury accidents that occur at school.

STUDENT PUBLICATIONS

Student publications that have not been approved by a faculty sponsor or administration may NOT be composed on or copied by school equipment or distributed on school property. Faculty sponsors are responsible for monitoring style, grammar, format, and appropriateness of materials. Students will be directed by faculty sponsors to judge literary value, news worthiness, propriety, and /or to edit material considered obscene, libelous, slanderous, or apt to incite students to commit unlawful acts, violate school regulations, or to disrupt school operations.

SAFETY AND WELLNESS PROCEDURES

EMERGENCY PROCEDURES

FIRE AND TORNADO

Information cards are posted in each classroom stating directions to follow in case of tornado or fire drills. Teachers will give further instructions about leaving the building in case of emergencies. Fire, earthquake, and crisis drills are set up to help prevent injuries and deaths in the case of an emergency.

CRIMINAL GANGS AND CRIMINAL GANG ACTIVITY IN SCHOOLS

(ISBA Sample Policy based upon IDOE Model Policy)

The Board of School Trustees of the Flat Rock-Hawcreek School Corporation prohibits gang activity and similar destructive or illegal group behavior on school property, on school buses, and/or at school-sponsored functions and prohibits reprisal or retaliation against individuals who report gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or other people with reliable information about an act of gang activity and similar destructive or illegal group behavior.

The following definitions apply to this policy:

Criminal Gang means a group with at least three (3) members that specifically: (1) either: (A) promotes, sponsors, or assists in; or (B) participates in; or (2) requires as a condition of membership or continued membership; the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery.

Gang Activity means to knowingly or intentionally actively participate in a criminal gang, or a student who knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal gang.

Per state law, a school employee shall report any incidence of suspected criminal gang activity, criminal gang intimidation, or criminal gang recruitment to the principal and the school safety specialist. The principal and the school safety specialist may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services.

Appropriate consequences and remedial actions are those that take into consideration the severity of the offenses and consider both the developmental ages of the student offenders and the students' histories of inappropriate behaviors per the code of conduct.

Any corporation and school employee who promptly reports an incident of suspected gang activity and who makes this report in compliance with the school corporation procedures is immune from a cause of action for damages arising from any failure to remedy the reported incident.

The principal or designee shall conduct a thorough and complete investigation for each report of suspected gang activity. The investigation shall be initiated by the principal or the principal's designee within one school day of the report of the incident. The principal may appoint additional personnel and request the assistance of law enforcement to assist in the

investigation. The investigation shall be completed and the written findings submitted to the principal as soon as possible, but not later than five school days from the date of the report of the alleged incident of criminal gang activity.

The principal shall take any appropriate disciplinary actions based upon the findings of the investigation, in accordance with the code of conduct. The superintendent of the school corporation is authorized to define the range of ways in which school staff and the principal or the principal's designee shall respond once an incident of criminal gang activity is confirmed, according to the code of conduct. Consequences for a student who engages in gang activity may range from positive behavioral interventions up to and including suspension or expulsion. The principal shall provide the parents of the students who were investigated with information about the investigation. The information to be provided to parents includes the nature of the investigation, whether the corporation found evidence of criminal gang activity, and whether consequences were imposed or services provided to address the activity. This information is to be provided in an expedited manner.

As appropriate to the investigation findings, the principal also shall provide intervention and/or relevant support services. The principal shall inform the parents of all students involved in alleged incidents and discuss the availability of intervention services.

Support services may include one or more of the following:

1. Gang awareness education that shows promise of effectiveness based on research. The gang awareness education information should be revised and updated regularly to reflect current trends in gang and gang-like activity.
2. Culturally and/or linguistically appropriate services/supports for parents and families.
3. Counseling coupled with mentoring for students and their families.
4. Community and faith-based organizations and civic groups.
5. Viable, sustainable after-school programs developed in collaboration with other stakeholders.
6. Job training and employment opportunities as both a deterrent to gang involvement and an incentive to leave gang involvement.
7. School sanctioned/facilitated extra-curricular activities.

The principal shall submit the report to the superintendent of the school corporation within ten (10) school days of the completion of the investigation. The superintendent or his/her designee shall report the results of each investigation to the school board on a regular basis during regularly scheduled board meetings.

Each school within the school corporation shall record the number of investigations disposed of internally and the number of cases referred to local law enforcement, disaggregated by race, ethnicity, age, and gender. Each school shall report this information to the school corporation superintendent who shall submit a report to the Indiana Department of Education by June 2 of each year.

This policy shall be annually disseminated to all parents who have children enrolled in a school within the school corporation. Notice of this policy must be published in student handbooks and the policy shall be posted on the corporation website.

School officials are encouraged to collaborate with stakeholders to provide gang prevention and intervention services and programs, including but not limited to:

1. Provide training for staff and teachers on gang prevention and intervention resources within a jurisdiction on a periodic basis. The gang awareness information should be revised and updated regularly to reflect current trends in gang activity.
2. Create formalized collaboration plans between local school administration and community based prevention and intervention providers (possibly using the existing County Safe School Commissions as points of contact). The formalized collaborations should make effective, coordinated, and maximized use of federal funding a priority.
3. Coordinate resources and funding opportunities to support gang prevention and intervention activities.
4. Consider integrating the Gang Resistance Education and Training (G.R.E.A.T.) Program into curricula.

LEGAL REFERENCE: IC 20-26-18; IC 20-33-9-10.5; IC 35-45-9-1

RELEASE OF STUDENT DIRECTORY INFORMATION

All public schools in the United States are required to comply with the Family Educational and Privacy Act (FERPA), which prohibits disclosure of “personally identifiable information” from a

minor student's education record without the written permission of the student's parent. However, the Indiana General Assembly through P.L. 81-2000 has amended the Indiana legal code that supports FERPA to allow greater access by military recruiters and institutions/organizations for higher education to student directory information, defined as the student's name, address, and telephone number if listed/published. Pursuant to I.C. 20-10.1-29, Hauser High School will release student names and addresses to such agencies as commissions on higher education, Learn More Indiana, and military agencies when the principal feels it is in the best interest of the student. Military agencies are defined as the United States branches of the Air Force, Army, Navy, Coast Guard, Marine Corps, and any reserve component and/or service academies of these branches as well as the Indiana branches of the Air National Guard and Army National Guard. This information, which may not be disclosed to any nonofficial recruiting representative, may only be used to provide information to students concerning career and educational opportunities available in the military. Any eligible student or parent/guardian may request that the directory information not be released to these agencies by submitting a signed, written request at the end of the student's sophomore year. This request may be rescinded at any time through another written request by the parent or student.

FERPA ACT

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

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the Flat Rock-Hawcreek School Corporation to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520
<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

PPRA ACT

Notification of Rights Under the Protection of Pupil Rights Amendment

PPRA affords parents and students who are 18 or emancipated minors (“eligible students”) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

· Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sexual behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

· ***Receive notice and an opportunity to opt a student out of –***

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and

· Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others. 1.

Inspect, upon request and before administration or use –

2. Protected information surveys of students;
3. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
4. Instructional material used as part of the educational curriculum.

Flat Rock-Hawcreek School Corporation has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the

administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Flat Rock-Hawcreek School Corporation will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. Flat Rock-Hawcreek School Corporation will also directly notify parents and eligible students, such as through U.S. Mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

<http://www2.ed.gov/policy/gen/guid/fpco/ppra/index.html>

PPRA NOTICE AND CONSENT/OPT-OUT

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires Flat Rock-Hawcreek School Corporation to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings.

AHERA NOTIFICATION

Under the Asbestos Hazard Emergency Response Act (AHERA) of 1986, Flat Rock-Hawcreek Schools are required to annually notify all school building employees, building occupants or their legal guardians, of the availability and location of Asbestos Management Plans and of any post-response action activities, including periodic re-inspection and surveillance activities that are planned or in progress. In the past year, the AHERA-related activities have been the Periodic/6-Month Surveillance and the Mandated 3-Year Re-Inspection and was conducted by the ASTESCO Laboratory, Inc., an independent firm. The AHERA Management Plans are available for public review at the Superintendent’s Office during normal working hours. A reasonable charge will be made for requested copies of such plans.

PESTICIDES

Flat Rock-Hawcreek Schools do not apply pesticides on a regularly scheduled basis, but as needed. They are applied when students are not present. Only OSHA-approved pesticides will be applied when necessary.

MEDICATION POLICY

Indiana Law Code, IC 20-33-8-13, allows students with a chronic disease or medical condition to possess and self-administer emergency medication for that disease or condition if the following conditions are met:

1. The student's parent has filed an authorization form with the school principal certifying that the student may possess and self-administer the medication. This form must be filed annually.
2. A written physician's statement has been filed with the school nurse confirming that:
 - A. The student has an acute or chronic disease or medical condition for which the physician has prescribed medication;
 - B. The student has been instructed in how to self-administer the medication and the nature of the disease or medical condition REQUIRES emergency administration of the medication, i.e. Glucagon for diabetes or Epi-Pen for allergies.
 - C. In addition to a written permission slip from the parent, prescription medication requires a note on doctor's office stationery with the prescribing doctor's signature certifying that the medication must be taken at school. All prescribed medication must be in a prescription bottle with a proper pharmacy label. (Pharmacists will give a second labeled bottle upon request.) Medication administration forms are available in the nurse's office and on the school website.

<http://www.flatrock.k12.in.us/Page/962>

If a parent does not have access to a medication administration form, a note stating the student's name, the name of the medication, the time it is to be given, and the signature of the parent or legal guardian will be accepted.

Indiana Code, states that ALL other medication must be kept in the health room and be given by the school nurse, principal, or other designee of the principal. These medications, including Tylenol, ibuprofen, cough medications, etc. can only be given with written permission from the parent or legal guardian. All over-the-counter medication must be in the original container identifying contents, dosage, and expiration date. No medication will be accepted if brought to school in baggies, plastic containers or anything other than the original container. Medications brought to school without the original container will be disposed of immediately, and students found carrying such improperly labeled medications will be subject to the Substance Abuse Policy. No school in Flat Rock-Hawcreek School Corporation keeps medications in stock for student use. All medications must be provided by parent/guardians. When provided, they will be labeled with the student's name and used only for that student.

Herbal and dietary supplements are treated as medications and the permission guideline as above should be followed.

Medications may not be sent home with students in grades 7 and 8. These medications must be picked up by the parent/guardian or a person at least 18 years of age and designated by the

parent/guardian in writing. Medications may be sent home with students in grade 9-12 with written permission from a parent/guardian. All medication left at school after the last day of school will be disposed of unless prior arrangements have been made with the nurse. No medication is/will be stored at school during the summer months. (IC 20-34-3-18).

NURSE

All students who become ill at school must get a pass from the teacher and report to the nurse's office, unless it is an emergency. Students with vomiting, diarrhea, or fever over 100 degrees will be sent home. Please keep all contact information current for situations like this where school staff may need to contact a parent/guardian. Students must not leave the building because of illness or injury without permission from the nurse or administration. Students who are not released by the nurse or school personnel, but who call home to be picked up will not be given an excused absence.

PHYSICAL RESTRAINT AND SECLUSION

Our goal here at Hauser is to maintain a school environment that is orderly and safe for all students. Physical restraint and/or seclusion of a student may sometimes be necessary to protect the student or other individuals. Physical restraint is the use of bodily force to limit a student's freedom of movement. Physical restraint will be used with extreme caution and only in emergency situations where there is a risk of injury to the student or others and only after other less intrusive alternatives have failed or been deemed inappropriate.

Seclusion is the confinement of a student in an enclosure "time out room" from which the student's egress is restricted.

As part of the emergency procedures in place in our schools, no student will be restrained and/or placed in seclusion by school staff unless the student's behavior poses an imminent risk of injury to him/herself or others. However, significant violations of the law including assaults on

students and staff will be reported to the police. As soon as possible after any such use of restraint and or seclusion, the parent or guardian will be informed when any of these actions have occurred and will be provided with a detailed account of the incident including the circumstances that led to the use of restraint and/or seclusion.

Any time physical restraint and/or seclusion is utilized a report detailing the circumstances of the situation will be submitted to the Hauser office and the Principal will be informed of the incident.

Administration will provide all staff with guidelines and procedural information regarding physical restraint/seclusion and will arrange for the appropriate training of staff. Key staff will be trained to administer physical restraint. Except in the most extreme emergency situations, trained staff will be the only individuals that will administer physical restraint. However, nothing precludes any teacher or employee from using reasonable force to protect students, other persons, or themselves from assault or physical harm.

STUDENT ASSISTANCE PROGRAM

The Flat Rock-Hawcreek School Corporation recognizes that there are often obstacles that stand in the way of a student reaching his potential. Those problems may be at school, home or in a student's social life. The Student Assistance Program is an effort on the school's part to assist a student in need of dealing with those problems.

Referral to the Student Assistance Program may be by a student, parent, teacher, or administrator. After a student has been referred, the Student Assistance Program Coordinator and a core team appointed by the principal will review gathered information and assist the student, family and staff in dealing with the problem.

For more specific information, please contact the counseling office.

CIVIL RIGHTS COMPLIANCE

It is the policy of Flat Rock-Hawcreek Schools not to discriminate on the basis of race, color, religion, gender, age, disability or national origin including limited English proficiency, in its programs or employment policies, as required by the Indiana Civil Rights Act (I.C. 22-9.1), Title VI and VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), Section 504 (Rehabilitation Act of 1973), and Americans with Disabilities Act.

Information, inquiries, or complaints related to discrimination or Civil Rights Compliance should be directed to the Superintendent, P.O. Box 34, Hope, IN 47246, phone (812) 546-2000.

Information, inquiries, or complaints related to discrimination or Civil Rights Compliance should be directed to the Superintendent, P.O. Box 34, Hope, IN 47246, phone (812) 546-2000.

HAUSER JR-SR HIGH SCHOOL COUNSELING

Hauser Jr-Sr High School continues to develop a comprehensive school counseling program. School counselors support student development through social/emotional, academic, and career counseling. These areas are supported through individual, group, and classroom sessions, along with multiple modes of communications such as email, newsletter, and events.

Examples of services provided and competencies developed are included.

Social/Emotional Development

- Individual brief counseling
- Group counseling, i.e., Grief Group, Girls Empowerment Group, Boys Group, etc... ● Advocate for students' social/emotional needs, respect for diversity, and identify and help resolve barriers for social/emotional growth.
- Build healthy coping skills
- Provide appropriate mental health and community resources and referrals
- Develop problem solving, decision-making, and goal setting skills

Academic Development

- Creation of graduation plan
- Academic planning through scheduling and 4 year planning
- Teach how high school credits and GPA are calculated and how they apply to graduation ● Offer sessions on post-secondary planning and financial aid
- Individual meetings to address and problem solve academic concerns

Career Development

- Career interest inventories, i.e., Indiana Career Explorer
- Career exploration opportunities, i.e., Reality Store
- Individual meetings to plan steps to obtain career goal
- Individual meetings to select courses and opportunities that will best prepare student for career path

SOCIAL AND EMOTIONAL DEVELOPMENT

Contact the school counseling office for information regarding personal concerns, community resources, and mental health referrals.

Students may see the school counselor by submitting the green Counseling Department Notice. Student requests will be prioritized by student need. A student in a crisis situation may also report directly to the counseling office to be seen immediately. Group counseling opportunities are announced to the student body and are voluntary opportunities.

Flat Rock-Hawcreek School Corporation has partnered with Centerstone to allow a School-Based Mental Health Clinician to support students within the building. To meet with the clinician parents/guardians must sign a referral form, complete a student intake, and voluntarily request and accept services. The purpose of this service is to offer additional supports to students that are receiving mental health care outside of the school, remove potential barriers to the access of mental health care, and improve overall services. If a student is in a crisis situation that is NOT approved for services, the school-based clinician may offer assistance to stabilize the student.

ACADEMIC INFORMATION

Students and parents should work closely with the counselors to determine the appropriate diploma type and courses required to obtain the goals the student is pursuing. We encourage all students to pursue Indiana's Core 40 Diploma. It is widely recognized and encouraged by technical schools, community colleges, and employers. The Indiana Core 40 with Academic Honors Diploma and the Indiana Core 40 with Technical Honors Diploma are more rigorous than the Core 40 Diploma and they provide students with the best level of preparation for future success.

This course guide is designed to aid incoming freshmen as well as upperclassmen in careful program planning and course selection. [Course Guide](#)

***Some courses included in this course guide may not be offered every year.**

TIMETABLE FOR SCHEDULING CLASSES

The scheduling process includes parent information, classroom presentations, and individual meetings. A counselor will lead a classroom session to schedule all students grades 7-11th grade. A counselor will meet individually with students in grades 9 through 11 to finalize the schedule, conduct an annual interview, and build and revise the graduation and post-secondary plan. After counselors finalize the master schedule and meet with students to resolve any conflicts (in April/May), all student schedules will be considered final and changes will only be allowed per the schedule change policy.

A counselor will also meet with all sixth grade students (in a group setting) at the elementary school each year to assist students in selecting 7th grade classes. Placement of seventh grade students into English, math, and science courses will be determined by student interest, teacher recommendation, and academic data.

At all grade levels, teacher recommendations are made for appropriate course levels. A student may only be placed into a class other than the one recommended with written permission by the parent in which the parent assumes responsibility for the student's success in that class.

The following is a tentative plan for completing the student scheduling process:

- January: Parent 4-year planning information shared
- January: In-class pre-enrollment presentations by the counselor
- Feb/March/Apr: Individual scheduling conferences with 9-11th grades
- February: 6th grade pre-enrollment presentations
- May: Completion of student schedules and resolution of conflicting course selection
- July: **Final** student schedules for the upcoming school year will be available online

Course choices made during the individual conferences will be considered final. The only changes after this point will be to resolve any conflicts or if such changes meet the criteria listed in the schedule change policy. Courses are subject to change based on semester grades, teacher changes, and master schedule constraints.

SCHEDULE CHANGE POLICY

During the **first week** of a school semester, students may change their schedules only with the written approval of the teacher of the current course, the teacher of the new course, a counselor, and a parent. In addition, administrative approval may be required. The following reasons are the criteria for changing a student's schedule after the individual conference of the previous year. All changes are to be made before the start of the semester if possible. **Changes are dependent upon the availability of seats in the class.**

1. To fulfill a graduation requirement.
2. For a documented college admission requirement.
3. For a medical reason verified by a detailed, written medical doctor's report.
4. Recommended through 504 meeting or Individualized Education Plan conference.
5. By teacher recommendation that the class is inappropriate placement for the student.

After the first week of a school semester, students may change their schedules only at the request of a teacher, counselor, or administrator that the current placement is not appropriate or by a decision from the 504 committee or special education conference committee. Anyone who wishes to change classes without written approval or a student who is removed from a class for disciplinary reasons may receive a "WF" for the course for the semester. A "WF" is considered to be a 50% and this failing grade will figure into the GPA as a credit attempted.

****Please note that requests for specific teachers, lunch periods, and teacher changes will not be honored unless severe, extenuating circumstances are presented to the principal. Communication between parents, student, and teacher is encouraged.**

GRADUATION REQUIREMENTS

All students graduating from Hauser Jr-Sr High School must meet the following requirements for graduation as set forth by the State Department of Education.

1. Earn a minimum of 40 credits as outlined below.
2. Meet or exceed the standard score on the ISTEP+ End-of-Course Assessments (ECAs) for English 10 and Algebra I or earn a waiver (see more information on the ECAs and the waiver process in the Testing section of this handbook). Beginning with the Class of 2019, students must meet or exceed the standard score on the English and math portions of the ISTEP+ Grade 10 assessment.

COMMENCEMENT REQUIREMENTS AND SENIOR ACTIVITIES

Students must successfully complete state and local graduation requirements, including passing the ISTEP+ or receiving a waiver, before they are allowed to participate in the Commencement Exercise. Students who do not complete all graduation requirements, including passing ISTEP+ or receiving a waiver, will not be allowed to participate in the Commencement Exercise; however, they will be encouraged to meet with their counselor to discuss options and procedures to continue working towards earning their diploma.

Check the links below for Graduation Requirements

<https://www.in.gov/doi/students/graduation-pathways/>

[Core 40 and Honors Designation Requirements](#)

[General Diploma Requirements](#)

[Graduation Pathway Information \(Begins with Class of 2023\)](#)

See your counselor for planning and details.

NEW GRADUATION REQUIREMENTS FOR INCOMING FRESHMEN ARE AVAILABLE IN THE OFFICE

Core 40 Diploma Graduation Requirements

	CORE 40 DIPLOMA	CORE 40 with TECHNICAL HONORS DIPLOMA	CORE 40 with ACADEMIC HONORS DIPLOMA
English/ Language Arts	8 Credits	8 Credits	8 Credits
	8 credits: English 9,10,11,12	8 credits: English 9,10,11,12 <i>(Honors and AP courses recommended)</i>	8 credits: English 9,10,11,12 <i>(Honors and AP courses recommended)</i>
Mathematics	6-8 Credits	6-8 Credits	8 Credits
6 math credits must be earned in grades 9-12 & a math or quantitative reasoning course is required each	Credits to include: Algebra I, Geometry, and Algebra II <i>An advanced math course is strongly recommended.</i>	Credits to include: Algebra I, Geometry, and Algebra II <i>An advanced math course is strongly recommended.</i>	Credits to include: Algebra I, Geometry, Algebra II, and at least 2 credits in a more advanced math course

year of high school.			
Science	6 Credits	6 Credits	6 Credits
	2 credits: Biology I 2 credits: Integrated Chemistry/ Physics, Chemistry I, (or) AP Physics 2 credits: Advanced Science: Earth Space Science, Chemistry, Anatomy & Physiology, AP Physics, Advanced Life Science: Animal Science	2 credits: Biology I 2 credits: Integrated Chemistry/ Physics, Chemistry I, (or) Physics 2 credits: Advanced Science: Earth Space Science, Chemistry, Anatomy & Physiology, AP Physics, Advanced Life Science: Animal Science	2 credits: Biology I 2 credits: Integrated Chemistry/ Physics, Chemistry I, (or) Physics 2 credits: Advanced Science: Earth Space Science, Chemistry, Anatomy & Physiology, AP Physics, Advanced Life Science: Animal Science
Social Studies	6 Credits	6 Credits	6 Credits
	2 credits: Geography and History of the World, World History (or) AP World History 2 credits: US History (or) AP US History 1 credit: US Government (or) US Government A 1 credit: Economics (or) Economics A	2 credits: Geography and History of the World, World History (or) AP World History 2 credits: US History (or) AP US History 1 credit: US Government (or) US Government A 1 credit: Economics (or) Economics A	2 credits: Geography and History of the World, World History (or) AP World History 2 credits: US History (or) AP US History 1 credit: US Government (or) US Government A 1 credit: Economics (or) Economics A
PE/Health & Wellness	3 Credits	3 Credits	3 Credits
	2 credits: PE 1 credit: Health & Wellness Or 3 FACS classes in place of Health: <ul style="list-style-type: none"> - Preparing for College and Careers - Adult Roles - Child Development - Nutrition and Wellness 	2 credits: PE 1 credit: Health & Wellness Or 3 FACS classes in place of Health: <ul style="list-style-type: none"> - Preparing for College and Careers - Adult Roles - Child Development - Nutrition and Wellness 	2 credits: PE 1 credit: Health & Wellness Or 3 FACS classes in place of Health: <ul style="list-style-type: none"> - Preparing for College and Careers - Adult Roles - Child Development - Nutrition and Wellness
Fine Arts	Encouraged	Encouraged	2 Credits

	<i>Count towards 5 directed electives requirement.</i>	<i>Count towards 5 directed electives requirement.</i>	2D and 3D Art Band Guitar Choir Photography Digital Design Visual Communication Studio Art Ceramics
World Languages	Encouraged	Encouraged	6-8 Credits
	<i>Count towards 5 directed electives requirement.</i> <i>Strongly encouraged and required by some colleges & universities.</i>	<i>Count towards 5 directed electives requirement.</i> <i>Strongly encouraged and required by some colleges & universities.</i>	German I, II, III, IV Spanish I, II, III, IV <i>6 credits from one language or 4 credits in each of two languages</i>
Electives	Additional elective credits to meet the 40 total credits required for graduation. <i>Must include a total of 5 directed elective credits in fine arts, world language, computers, or a career area.</i>	Additional elective credits to meet the 47 total credits required for the THD diploma. Must include 6 or more credits in a College & Career Pathway . (See Additional Requirements)	Additional elective credits to meet the 47 total credits required for the AHD diploma.

<p>Additional Requirements</p>		<ul style="list-style-type: none"> • Complete a College & Career Pathway resulting in 6 or more related elective credits and <u>one</u> of the following: <ol style="list-style-type: none"> 1. Earn a state-approved, industry recognized certification or credential 2. Dual credits from the priority course list resulting in 6 transcribed college credits in a CTE area • Complete 1 of the following: <ol style="list-style-type: none"> A. One of the AHD options (A-E) B. Work Keys C. ACCUPLACER 	<ul style="list-style-type: none"> • Complete <u>one</u> of the following: <ol style="list-style-type: none"> A. Two AP courses (4 credits) and corresponding AP exams B. Dual high school/college credit courses from the priority course list resulting in 6 verifiable transcribed college credits C. One AP course (2 credits) and corresponding AP exam & dual H.S./college credit course from the priority course list resulting in 3 verifiable, transcribed college credits D. Earn a composite score of 1250 or higher on the SAT and a minimum of 560 on math and 590 on the evidence based reading and writing section.** E. Earn an ACT composite score of 26 or higher and complete written section
<p>Testing Requirements</p>	<p>Student must pass the ISTEP+ ECAs in English 10 and Algebra I (ISTEP+ Grade 10 assessments for Class of 2019+) or meet the requirements for a waiver.</p>	<p>Student must pass the ISTEP+ ECAs in English 10 and Algebra I (ISTEP+ Grade 10 assessments for Class of 2019+) or meet the requirements for a waiver.</p>	<p>Student must pass the ISTEP+ ECAs in English 10 and Algebra I (ISTEP+ Grade 10 assessments for Class of 2019+) or meet the requirements for a waiver.</p>

Grade/GPA Requirements		Student's cumulative GPA must be a 3.00 (B average) or above. Student must earn a C- or above for all 47 semester grades which count toward this diploma.	Student's cumulative GPA must be a 3.00 (B average) or above. Student must earn a C- or above for all 47 semester grades which count toward this diploma.
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Recognitions	Core 40 Diploma; seal affixed to diploma and notation on transcript	Core 40 with Technical Honors Diploma; Honors Cord; seal affixed to diploma and notation on transcript	Core 40 with Academic Honors Diploma; Honors Cords; seal affixed to diploma and notation on transcript
Post-Secondary Options	<ul style="list-style-type: none"> ● Work Force ● Military ● Vocational School ● Technical School ● 2-Year College ● 4-Year College or University 	<ul style="list-style-type: none"> ● Work Force ● Military ● Vocational School ● Technical School ● 2-Year College ● 4-year College or University 	<ul style="list-style-type: none"> ● Work Force ● Military ● Vocational School ● Technical School ● 2-Year College ● 4-Year College or University

	GENERAL DIPLOMA <i>There are specific requirements that must be met to move to a regular diploma. Consult the school counselor for details.</i>
English/ Language Arts	8 Credits English 9,10,11,12
Mathematics	4 Credits
	Algebra I (required) and 2 credits from the following: Algebra I Lab Geometry I Algebra II Business Math * Earning 2 credits in a math or <u>quantitative reasoning course</u> is required during junior or senior year.
Social Studies	4 Credits

	<p>2 credits: US History</p> <p>1 credit: Government</p> <p>1 credit from the following: Indiana Studies Civics Geography and History of the World World History Psychology Sociology Economics</p>
Science	4 Credits
	<p>2 credits: Biology I</p> <p>2 credits: Integrated Chemistry/ Physics, Chemistry, or Earth Space Science</p>
PE/Health & Wellness	3 Credits
	<p>2 credits: PE 1 credit: Health Or 3 FACS classes in place of Health: - Preparing for College and Careers - Adult Roles - Child Development - Nutrition and Wellness</p>
College & Career Pathway	6 Credits
	Electives selected in a deliberate manner taking full advantage of career exploration and preparation
Flex Credit	5 Credits
	Additional election courses in Pathway, courses involving workplace learning, high school/college dual credit courses, or additional courses in Language Arts, Social Studies, Math, Science, World Language, or Fine Arts
Electives	6 total credits to meet the 40 credits required for graduation

Testing Requirements	Student must pass the ISTEP+ Grade 10 assessments or meet the requirements for a waiver.
Recognitions	High School Diploma
Post-Secondary Options	<ul style="list-style-type: none"> ● Work Force ● Military ● Vocational School ● Technical School ● 2-Year College (with option of transferring to a 4-Year college later)

CAREER GUIDANCE & FOUR-YEAR PLANS

All Hauser students have access to the Indiana Career Explorer program. This is an online program that allows students to take interest inventories and discover occupations that best fit their interests. Students can also learn detailed information about hundreds of careers and search for colleges that offer specific majors of study. The Indiana Career Explorer website is <https://indiana.kuder.com/landing-page> and it can be accessed 24 hours a day with the student's username and password.

In eighth grade, students begin working on a four-year plan of courses for high school. These plans serve as a guide to help them best prepare for their future career and educational goals. We recognize that students may change their minds regarding career and educational choices, so this plan is meant to be flexible enough to allow for changes, yet still get students thinking about their futures.

In high school, counselors meet individually with students each year to discuss the student's selected diploma track, career and educational plans, and appropriate courses to help them reach their goals. Students are encouraged to participate in career exploration activities throughout high school to help them identify potential career options and related educational requirements.

The Indiana Department of Workforce Development has identified 12 Career Clusters (listed below), under which related occupations are grouped. More information about Career Clusters and the range of occupations that belong in each cluster can be found online at

<http://www.doe.in.gov/cte/indiana-college-career-pathways>. This site also contains ideas for high school courses that may be beneficial for each Career Cluster.

The state-approved Career Clusters and College & Career Pathways, along with the sequence of courses recommended for each Pathway and the Course Frameworks, can be accessed by clicking the Career Cluster links below.

Agriculture Architecture & Construction
Arts, AV Technology & Communication Business & Marketing
Education & Training Health Science

Hospitality & Human Services Information Technology
Manufacturing Public Safety
STEM Transportation
Career & Technical Education Home

SAMPLE FOUR-YEAR PLANS

CORE 40 DIPLOMA

9th Grade	English 9	Algebra I	Biology	PE	Health	Directed Elective	Directed Elective
10th Grade	English 10	Geometry	ICP or Chemistry	World History	Directed Elective	Directed Elective	Directed Elective
11th Grade	English 11	Algebra II	Advanced Science	US History	Directed Elective	Directed Elective	Directed Elective
12th Grade	English 12	Advanced Math <i>(recommended)</i>	Government & Econ	Directed Elective	Directed Elective	Directed Elective	Directed Elective

CORE 40 with TECHNICAL HONORS DIPLOMA

9th Grade	English 9 or 9 Honors	Algebra I	Biology	PE	Health/Elective	Directed Elective	Career-Technical
10th Grade	English 10 or 10 Honors	Geometry	ICP or Chemistry	World History or AP World History	Career-Technical	Directed Elective	Directed Elective
11th Grade	English 11 of AP Literature	Algebra II	Advanced Science	US History or AP US History	Career-Technical	Career-Technical	Directed Elective
12th Grade	English 12 or AP Language	Advanced Math <i>(recommended)</i>	Advanced Science	Government (or) Government (A) & Economics (or) Economics (A)	Career-Technical	Career-Technical	Directed Elective

CORE 40 with ACADEMIC HONORS DIPLOMA

9th Grade	English 9 or 9 Honors	Algebra I	Biology	PE	World Language I	PE	Health/Elective
10th Grade	English 10 or 10 Honors	Geometry	ICP or Chemistry	World History or AP World History	World Language II	Fine Arts	Directed Elective
11th Grade	English 11 of AP Literature	Algebra II	Advanced Science	US History or AP US History	World Language III	Directed Elective	Directed Elective
12th Grade	English 12 or AP Language	Advanced Math <i>(recommended)</i>	Advanced Science	Government (or) Government (A) & Economics (or) Economics (A)	Directed Elective	Directed Elective	Directed Elective

ENGLISH LEARNERS (EL) PROGRAM

Each new student will complete a Home Language Survey upon enrollment. When any part of the survey indicates a language background other than English, the student will be given an English proficiency test within the first 30 days of enrollment. This assessment will determine the proficiency level of the student in reading, writing, listening, and speaking the English language. An Individual Learning Plan (ILP) will be developed based upon the student's English proficiency level and placement in the EL program will be determined. The ILP will determine the type of EL services and accommodations the student will receive. A student's eligibility for the EL program will be evaluated on an annual basis. After achieving a score of five or higher on the proficiency test, the student will exit the EL program but will be monitored for two more years. EL students are expected to meet all graduation requirements, including passing the ISTEP exam or obtaining the waiver and earning all required credits, in order to receive a diploma in the state of Indiana.

SPECIAL EDUCATION PROGRAM

Hauser Jr-Sr High School will provide special education services to meet the individual needs of students who require them. For transfer students to receive proper services, a copy of all testing records and IEPs should be forwarded from the previous school system. Students who have been identified with physical, learning, mental, or emotional needs will have an initial case conference to determine the appropriate education plan. Each student will be challenged to reach his or her highest potential. Students receiving Special Education services must pass the ISTEP+ Grade 10 assessments for Class of 2019 and beyond to receive a diploma in the state of Indiana. Standardized testing may be given with certain accommodations, which are determined in a prior annual case conference. (Requests for accommodations on College Board and ACT exams are not automatic and must be applied for separately.) Diploma track students who cannot pass the tests must meet the criteria for the waiver process.

CAREER & TECHNICAL EDUCATION

Hauser Jr-Sr High School works in cooperation with C4 Career Programs to offer students additional career technical education programs. Typically, students will enroll in C4 courses during their junior or senior year. Most programs take a three period block in which students earn credit for two periods. The other period encompasses travel time. Visit <http://www.bcsc.k12.in.us/Domain/1451> for more information.

TESTING

ISTEP+ GRADE 10 ASSESSMENTS & WAIVER CRITERIA

The purpose of the Indiana Statewide Testing for Educational Progress-Plus (ISTEP+) program is to measure student achievement in the subject areas of English/language arts, mathematics, and science.

In particular, ISTEP+ reports student achievement levels according to the Indiana Academic Standards that were adopted by the Indiana State Board of Education. The ISTEP+ assessment is criterion-referenced and is designed to measure students' mastery of the standards. For the Class of 2019 and beyond, students must meet or exceed the minimum standard score on the English and math portions of the ISTEP+ Grade 10 Assessments to graduate with a diploma. Students who do not pass both assessments may qualify for a waiver in order to receive their diploma.

Students who do not pass both ISTEP exams may qualify for a waiver in order to receive their diploma. State law provides that a student may graduate (and earn their diploma) without passing the ISTEP exams by successfully appealing the student's test results under criteria adopted by the State Board. The State Board adopted a rule (IC 20-32-4-4) that provides that a student may be eligible to graduate if all of the following have occurred. The student must have:

1. Taken the graduation test in the subject area or areas in which the student did not achieve a passing score at least one (1) time every school year (Students should take the test at every opportunity unless there is an unusual or extraordinary situation that arises and will consider that in the waiver process);
2. Completed remediation opportunities provided by the school each year to prepare for the retest;
3. Maintained a minimum attendance rate of 95% (excused absences are not counted against the attendance rate);
4. Maintained a "C-" average (1.67 GPA) in the courses that make up the 34 credits required by the state of Indiana for graduation;
5. a) Obtained a written recommendation supporting the request for the waiver from the principal and the student's teacher(s) in the subject area(s) in which the student has not achieved a passing score; OR
b) Completed the course and credit requirements for a general diploma, including the career academic sequence; a workforce readiness assessment; and completed at least one industry certification from the [state board's approved industry certification list](#); and
6. Satisfied all other state and local graduation requirements.

ACCUPLACER TESTS

The ACCUPLACER Tests are College- and Career-Readiness (CCR) exams which are required to be administered in the fall for those juniors who meet the criteria for testing. Students' PSAT, SAT, or ACT scores determine whether or not they are considered college- and career-ready and are exempt from testing. Students are only required to take ACCUPLACER in the subject area(s) in which they have not met the criteria. Should the student not meet the CCR benchmarks established by the state, remediation will be offered and testing will be repeated in the spring.

PSAT TEST

The PSAT is designed to help students experience the types of questions that will be asked on the SAT college admissions test. The PSAT will be offered to all 10th grade students and interested 11th grade students on a national test date in October. This test is also the National Merit Scholarship Qualifying Test (NMQT) for juniors. Based on the score obtained in the **junior year**, students who place in the top tier statewide and nationwide may be eligible for recognition by the National Merit Scholarship Corporation, and may be invited to apply for scholarships.

COLLEGE ADMISSION EXAMS: SAT, ACT, AND SAT SUBJECT EXAMS

Four-year colleges and many 2-year colleges require that students take a college admission exam. The score obtained from this exam is a requirement of the college application process. The nationally recognized tests are the SAT and the ACT. Many scholarship programs also require either an SAT or ACT score. The SAT is an aptitude test covering evidenced-based reading & writing and mathematics abilities. The ACT is an achievement test covering English, math, reading, and science reasoning skills. Students may take either or both exams as many times as they choose. Both tests are offered on Saturdays throughout the year (national test dates) and last approximately 4 hours. The scores are reported differently for each test. The new SAT scores each section on a scale of 200-800 for a composite score of 400-1600 (add the two sets of scores to achieve the composite score). Many colleges will take the best combination of scores, even if they are from different test dates. The ACT results are on a scale of 1-36 for each section. The four sections are then averaged to create a composite score ranging from 1-36. Many colleges in states outside of Indiana may prefer and even require the ACT.

The SAT Subject Exams are advanced tests covering specific subjects. A student may register to take 1, 2, or 3 subject tests on a given test date. Students cannot take the regular SAT and the SAT Subject exams on the same date.

Students should register online for the SAT at www.sat.org/register and for the ACT at www.actstudent.org, making sure to include the high school code (151565). Each test date has a corresponding registration deadline. On the day of testing, students should bring their admission ticket, a picture ID, a calculator, and a supply of #2 pencils and erasers.

GRADING SYSTEM

One credit is earned at the completion of each semester in which the student has earned a passing grade (D- or higher). No credit is received for student support time or teacher's assistant.

Hauser Jr-Sr High School operates on a nine-week grading system. The grade for each nine-week grading period is worth 40% of the semester grade. Each class is required to give a comprehensive final semester exam, which is worth 20% of the semester grade.

GPA CALCULATION

Semester grade percentages are converted to letter grades for reporting on report cards and transcripts (see the grading scale chart below for the percentage to letter grade conversion). Semester grades are then given index points for calculating the student's grade point average (GPA). The GPA is calculated by adding up the total index points and then dividing by the total number of credits attempted. The grade point averages for all students are arranged in order from highest to lowest to obtain a class ranking. GPA and class rank are updated at the end of each semester after credit is awarded. GPA and class rank for graduating seniors will be based on the classes completed by the last day of the 8th semester.

There are no weighted grades.

Class rank is determined by the order in which one's GPA falls in comparison with the other members of one's graduating class.

GRADING SCALE

<u>Percentage</u>	<u>Letter Grade</u>	<u>Regular Index*</u>	
98-100	A+	4.33	
93-97	A	4.00	
90-92	A-	3.67	
87-89	B+	3.33	
83-86	B	3.00	
80-82	B-	2.67	
77-79	C+	2.33	
73-76	C	2.00	
70-72	C-	1.67	I = Incomplete (Work needs to be completed)
67-69	D+	1.33	WF = Withdrawn Failure
63-66	D	1.00	AU = Audit
60-62	D-	0.67	NC = No Credit
00-59	F	0.00	*These indexes are used to determine GPA and class rank.

Mid-Term Progress Reports: Progress reports will be available through the Parent Portal. If a parent needs login information, please contact the Guidance office.

Semester Grades: Semester grades are calculated with *the percentage grade* of each of the nine-weeks and *the percentage grade* of the semester exam. In the event a student's percentage is an "F" (less than 60%) in a nine-weeks, the student's percentage used in calculating the semester grade will be the earned percentage if between 45% and 60% or 45% if the earned percentage grade is less than or equal to 45%. This exception will be to statistically make it possible for a student to recoup his or her grade following a poor performance in a quarter.

SEMESTER EXAM POLICY

1. **All students that do not meet exemption criteria are required to take final exams.**
2. **If a student earns a 59.5% semester average or passes 2 of 3 grades used to calculate semester grades, the student will receive credit for the class.** To qualify for this measure the student must attend the review period and complete the final exam at the end of the semester.
3. All teachers will use the corporation scale provided in calculations of grades.
4. All teachers will use the computer grading program provided.
5. Student must complete all exams in written form. All available time on exam day is to be used in association with the exam.
6. The number of evening activities will be limited during exam weeks.
7. Semester exams in face-to-face classes will count as 20%, with each of the 9 weeks counting as 40% each.

Students may reschedule finals for bereavement days if they meet these requirements:

1. Provide name and phone numbers of the funeral home so contact can be made.
2. Immediate family members (parents, guardians, brothers, sisters, and grandparents), school personnel and classmates will be acceptable exemptions.
3. Reasonable time will be allowed. Circumstances may vary with special requests being handled by the attendance committee.
4. All bereavement days will be listed as absences on state reports and report cards.

Each nine-week's percentage will be weighted 40% of the semester grade, and the semester exam percentage (which may only reflect the earned percentage) will be weighted as 20% of the semester grade. Should a student be exempted from taking a final exam, each nine-week's percentage grade will count as 50% toward the semester grade. These numeric semester grades will then be converted to "alpha letter grades" for reporting on report cards and transcripts and for GPA calculation. A student must earn a "D-" or higher in the semester grade to receive credit in the course for the semester.

Final Exams: No final exams may be taken prior to the specified exam date. Any student whose absence is unexcused will receive an F for those final exams missed. Extenuating circumstances must be discussed with the principal.

Second Semester Exam Exemption: The following criteria will be used for exempting students from second semester final exams. The principal of HHS reserves the right to revise or modify this policy with the Superintendent's approval.

- Students who have earned a 90% or above for each nine-week grading period during the second semester, have no unexcused absences for both semesters, and are considered in Good Standing (Step 3 or fewer steps on behavior plan and no attendance contract) for both semesters will be exempt from taking the final exam.
- A student who has no lower than a 70% grade in his/her class for each nine-week grading period during the second semester, has no unexcused absences and no more than 3 excused absences in any one semester is in Good Standing (Level 3 or fewer levels on behavior plan and not on attendance

contract) for both semesters will be exempt from taking the final exam. · Students who qualify for a second semester exemption may elect to take the final exam if they hope to improve their semester grade.

· This exemption policy does not apply to AP exams, state-required exams, or Dual Credit courses that require a final exam for college credit.

· Students taking a 1 semester course during the first semester will be eligible for an exam exemption as long as they meet one of the eligibility criteria above.

RETAKE A COURSE

Students may retake a course they have already completed and earned credit for; however, they cannot earn credit twice for the same course. When re-taking a course, the student will be expected to participate fully and to complete all assignments, tests, and course requirements. After completing the course, the letter grades received in both courses will appear on the student's permanent transcript. Credit will be granted for the retaken course and the grade earned will be included in the cumulative grade point average (GPA) calculation; however, the credit for the original course will be eliminated and the grade excluded from the GPA. If a student audits a course and fails it, the grade received (F) will be calculated into the cumulative GPA.

Students pursuing the Academic Honors Diploma (AHD) or Technical Honors Diploma (THD) are required to earn a "C-" or higher in all courses and maintain a cumulative GPA of 3.00 or higher. Honors Diploma students may audit a course required for their diploma only if they receive a grade below the required "C-." The final grade for the audited course must be a "C-" or higher to remain eligible for an Honors diploma. According to the general audit policy, the audited course will be awarded credit and will be included in the cumulative GPA calculation, which will be used to determine AHD/THD eligibility.

For students retaking a course to improve their eligibility for the ISTEP+ ECA waiver, only the grades earned in the 34 core credits required by the State of Indiana will be used to hand-calculate the core GPA. If a course is retaken, the retaken course will be awarded credit and will be included in the cumulative GPA calculation and the ISTEP+ ECA waiver GPA calculation.

Retaken courses should be taken in the traditional classroom setting, unless a master scheduling conflict will not allow this option.

GRADE REPLACEMENT

A grade lower than C- may be replaced in the GPA if and only if the student retakes the same course (face-to-face) at Hauser Jr.-Sr. High School. If the course is not available at Hauser, the course may be taken elsewhere if and only if the student receives prior approval from Administration in writing. A student wishing to replace a grade in their GPA must complete and submit a parent-signed intent form at the guidance office prior to beginning the course. The original grade will remain on the transcript but will not factor in a student's GPA. The replacement grade will count in the student's GPA and will be listed on the transcript for the semester completed.

ALTERNATIVE SCHOOL

The FRHC Alternative School provides an option for high school students who are not succeeding in the traditional high school setting. Our mission is to provide a means by which the individual academic, social, and behavioral needs of at-risk students are identified and met. We provide affective and rational means through which each student pursues the goal of successfully returning to the traditional school environment and/or using the program as a stepping stone to successful employment and/or further education upon high school completion. Students wishing to explore a virtual option must apply through the alternative school enrollment process.

Students may be referred to or mandated to attend an alternative school program or the Credit

Recovery program noted above.

The Alternative School will be utilized through the discretion of the principal.

Post-Secondary Visit

Post-Secondary Visit Form

Juniors and seniors are allowed two absences for post-secondary visits per year that do not negatively impact their attendance.

In order for a post-secondary visit to be considered an excused absence that does not count against the student, the following must occur:

- The student must notify the front office and his/her school counselor of the visit three school days prior to the date of the visit.
- Before the date of the visit, signatures of parent, school counselor, and attendance secretary must be completed.
- It is the student's responsibility to notify their teachers of the planned visit. All class work, projects, tests, etc. are due upon return to school unless prior arrangements are made with the teachers.
- The confirmation portion of the form must be completed and returned to the front office within two school days.

Report Cards: Report cards are available to view online at the end of each of the four nine week grading periods.

CHANGE OF ADDRESS

It is important that the school be immediately informed of any change of address, telephone number, etc. Notify the counseling secretary of any changes.

TRANSCRIPTS

In order to request a transcript to be sent to a college, students must request it through Parchment.com. Students will have to create an account. Transcripts for college admissions are now sent through an electronic transcript process for all colleges. Students and alumni (beginning with the class of 2007) may go to the Hauser website at www.flatrock.k12.in.us/hhs and click on the E-transcript link. Under the Federal Education Rights and Privacy Act (FERPA), parents may not request a

transcript after a student turns 18. Students must request the transcript either through the E-transcript process or complete a transcript Request form found at the "Curriculum" link on the Hauser web site.

WORK PERMITS

Before a work permit can be issued, an "Intention to Employ" form must be obtained from the employer. This form requires information from the student's employer, the student's parent/guardian, and the student. The completed form and a copy of the student's birth certificate should then be submitted to the guidance secretary (the birth certificate should be in the student's file from the time of enrollment). If the form and birth certificate are submitted by 8 a.m., a work permit will be issued after school on the same day (if submitted later in the day, the permit will be available the following day). Work permits can only be picked up between 7:30 a.m. and 3:30 p.m. A copy of the state laws pertaining to work permits

is distributed with each permit issued. Students may now hold more than one work permit. It is the student's and parents' responsibility to make sure that the total hours for multiple jobs remains within the child labor law requirements. Students who are failing more than one class and/or who have been suspended and/or expelled from school up to one calendar year from the date of the request may be denied a work permit. This decision rests with the principal.

ISTEP+/iLEARN/SAT

Select 12th grade students needing to retake the ISTEP+ will have the opportunity to do so in mid-November and mid-February. All 7th and 8th grade students are required by the state of Indiana to take the ISTEP+ exam. Grades 7 and 8 take the English Language Arts and Mathematics ILEARN tests. Additionally, any student enrolled in biology will take the Biology ILEARN ECA. ILEARN tests take place between mid-April and mid-May. All 11th grade students will take the SAT in early March.

ILEARN & ECA REMEDIATION

HAUSER will identify students that need remediation, remediation will be offered in variety modes (such as, within regular classroom settings, specific remediation courses, and additional opportunities)

504 SERVICES

Hauser Jr.-Sr. High School provides a free and appropriate education for any student who is an individual with disabilities as defined in Chapter 1 of the Section 504 Manual. Reasonable accommodations will be made for individuals with known physical or mental limitations. Parents are required to provide documented evidence of a disabling condition supported by medical/psychological history. It is the responsibility of Hauser to determine if the disabling condition presents a "substantial limitation" to the student's ability to earn an education. Questions about 504 services may directed to the Director of Counseling, Principal, Dean, or Superintendent.

GRADUATION INFORMATION

Students must complete all requirements for graduation before they can participate in commencement exercises. A minimum of forty (40) credits must be earned including required courses as outlined by the state of Indiana and Flat Rock-Hawcreek School Corporation.

HONOR ROLL

Hauser has A honor roll, A and B honor roll, and B honor roll.

EARLY GRADUATION/SHORTENED DAY SCHEDULE

Graduation after completion of six or seven semesters is permitted. In order to graduate after six or seven semesters. A student must meet ALL state and local graduation requirements, including the Graduation Examination requirements. (IC 20-32-4 et seq.) Seniors may have a shortened day schedule if they must work or are taking approved college classes.

Policy on the use Online Classes for Hauser High School

1. Students are expected to take all courses with regular classroom instructor from a Hauser teacher. (Hauser may designate certain classes as an online option as needed to accommodate state guidelines.)
2. Students may take online courses for credit recovery when one has failed the regular classroom course.

- a. The student must have attempted the course with the regular classroom teacher.
 - b. The student needs to improve the grade for diploma type requirements.
3. In rare occasions when a course will not fit into the student's schedule and online course may be used to fulfill a credit requirement.
- a. Hauser does not offer the course during the regular school year
 - b. The course is needed to meet graduation requirements, i.e., # of credits or course title
 - c. The student's schedule demands that other classroom courses are of greater importance.
4. If Hauser is not able to provide a given course for a student, the online course may be used.
- a. We will only accept courses offered by Hauser or a dual credit course from a college with a dual credit agreement with Hauser.
 - b. Any outside college course must be approved prior to the beginning of the Semester.
5. Students should be aware that the NCAA may not recognize an online course for eligibility requirements.
6. In all cases for online courses:
- a. The student will be assigned a teacher to monitor the course.
 - b. The teacher will provide regular monitoring of the course work and set deadline for the purpose of keeping the student on track to complete the course.
 - c. The online class is set up as a 'work at your pace' model. However, students are 93 expected to work at a pace that allows for completion in an appropriate time.

IN CONCLUSION

The superintendent, principal, any administrative personnel, or any teacher of the school corporation shall be authorized to take any action in connection with student behavior, in addition to the actions specifically provided in this chapter, reasonably desirable or necessary to help any student, to further school purposes, or to prevent an interference therewith, such action including such matters as:

1. Counseling with a student or group of students:
2. Conferences with a parent or group of parents:
3. Assigning students additional work:
4. Rearranging class schedules:
5. Requiring a student to remain in school after regular school hours to do additional school work for counseling, or
6. Restriction of extracurricular activity.

The administration reserves the right to make any changes or adjustments to this policy handbook deemed necessary.