

Hauser Jr.-Sr. High School

STUDENT HANDBOOK 2017-2018

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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.

TABLE OF CONTENTS

HAUSER JR.-SR. HIGH HANDBOOK

SCHOOL CALENDAR
BOARD OF EDUCATION
ADMINISTRATION
HAUSER FACULTY/STAFF DIRECTORY
HAUSER HIGH SCHOOL HISTORY
HELP!!! WHAT TO DO IF ...
MESSAGE FROM THE ADMINISTRATION
SCHOOL EMBLEM - BLAZON
SCHOOL SONG

ATTENDANCE POLICY - Begin on pg. 4

ABSENCES THAT DO NOT COUNT TOWARD THE 10 DAYS
ADVANCED ABSENCES
COMPLETION OF MAKE-UP WORK
EARLY DISMISSAL
EXCUSED ABSENCES
EXTENDED ILLNESS
PARENT RESPONSIBILITIES
PERFECT ATTENDANCE
TARDY POLICY
UNEXCUSED ABSENCES

DISCIPLINE POLICIES - Begin on pg. 6

BUS RULES
DISCIPLINARY REFERRAL
DISTINCTIVE DISCIPLINE OFFENSES
DISTRIBUTION OF ILLICIT SUBSTANCE
DRESS CODE
DRIVERS' LICENSE LAW
DUE PROCESS
FLATROCK-HAWCREEK SUBSTANCE ABUSE POLICY
STATEMENT OF PHILOSOPHY AND PURPOSE
GUIDELINES: DISTINCTIVE DISCIPLINE OFFENSES
HIGH SCHOOL DETENTION POLICY
HIGH SCHOOL PROGRESSIVE DISCIPLINE POLICY
JUNIOR HIGH DISCIPLINE POLICY
OUT-OF-SCHOOL SUSPENSION AND EXPULSION
PARENT REQUESTED TESTING
PENALTIES FOR ATHLETICS
PENALTIES FOR CO-CURRICULAR ACTIVITIES
PENALTIES FOR EXTRA-CURRICULAR
ACTIVITIES/STUDENT DRIVERS
POSITIVE BEHAVIOR SUPPORTS
POSSESSION OF A FIREARM
POSSESSION AND/OR UNDER THE INFLUENCE
POSSESSION OF PARAPHERNALLA
PROCESS FOR SELECTION TO RANDOM DRUG TESTING
POOL
PUBLIC DISPLAY OF AFFECTION
RANDOM DRUG TESTING POLICY
RANDOM DRUG TESTING
REASONABLE SUSPICION OF POSSESSION OR BEING
UNDER THE INFLUENCE
SECONDARY POLICY AND PROCEDURE
SECONDARY TOBACCO POLICY AND PROCEDURE
SEXUAL OR PEER HARASSMENT
STUDENT IN GOOD STANDING PROGRAM
STUDENT INSPECTION & SEARCH POLICY
TESTING PROCEDURES
TRESPASSING ON SCHOOL GROUNDS
FRIDAY SCHOOL
WATER DEVICES

ROUTINE PROCEDURES AND POLICIES -

Begin on pg. 18

ACCIDENTS
ANNOUNCEMENTS
BOOK RENTAL
CAFETERIA
CLOSED CAMPUS
CLOSING OF SCHOOL
COMPUTER/INTERNET POLICY
ELECTRONIC DEVICES
FIELD TRIPS
HOMEWORK POLICY
LOCKERS
LOST AND FOUND
PARKING LOT AND VEHICLE REGULATIONS
SCHOOL DANCE POLICY
TELEPHONE MESSAGES
VISITOR PASS POLICY

EXTRA/CO-CURRICULAR POLICIES -

Begin on pg. 23

ATHLETIC ELIGIBILITY
ATHLETIC, EXTRA-CURRICULAR AND CO-CURRICULAR
POLICY
EXTRA-CURRICULAR ACTIVITIES
EXTRA-CURRICULAR ACTIVITY PROBATION
GUIDELINES FOR PARTICIPATION
HOW TO GET INVOLVED
PENALTIES FOR ATHLETICS
PENALTIES FOR CO-CURRICULAR ACTIVITIES
PENALTIES FOR EXTRA-CURRICULAR ACTIVITIES
SPORTSMANSHIP
STUDENT INSURANCE
STUDENT PUBLICATIONS

SAFETY AND WELLNESS PROCEDURES -

Begin on pg. 24

AHERA NOTIFICATION
CIVIL RIGHTS COMPLIANCE
EMERGENCY PROCEDURES
FERPA ACT
MEDICATION POLICY
NURSE
PESTICIDES
PHYSICAL RESTRAINT AND SECLUSION
PPRA ACT
PPRA NOTICE AND CONSENT/OPT-OUT
RELEASE OF STUDENT DIRECTORY INFORMATION
STUDENT ASSISTANCE PROGRAM

GUIDANCE INFORMATION- Begin on pg. 30

504 SERVICES
CHANGE OF ADDRESS
COURSE REQUEST PROCESS
DROP/ADD PROCEDURE
EQUAL OPPORTUNITY
GRADES
EXAM EXEMPTIONS
GRADUATION INFORMATION
HONOR ROLL
ISTEP & ECA REMEDIATION
ISTEP+
STUDENT DISCIPLINE RULES-FRHC
FLAT ROCK-HAWCREEK SCHOOL CORP
TRANSCRIPTS
WORK PERMITS

**FLAT ROCK-HAWCREEK SCHOOL CORPORATION
2017-2018 SCHOOL CALENDAR**

	August			January
1	Teacher Work Day		2	Teacher Work Day
2	First Student Day (Full Day)		3	Classes Resume
			15	MLK Day- No School (or 1 st Snow Make-up Day)
	September			March
4	Labor Day- No School		9	End of 3 rd 9 weeks
	October		12-16	Spring Break- No School
6	End of 1 st 9 weeks		19-23	2 nd -6 th Snow Make-up Days
9-13	Fall Break- No School		30	Good Friday – No School
	November			May
20-24	Thanksgiving Break- No School		24	End of 4 th 9 weeks & 2 nd Semester – Last Student Day
	December		25	Teacher Work Day
20	End of 2 nd 9 weeks & 1 st Semester			Commencement (Tentatively Scheduled)
21-Jan 2	Christmas Break- No School			

SNOW MAKE UP DAYS

Snow Make-up Days in order of use: January 15, March 23, 22, 21, 20, 19 (Additional Snow Make-up Days, if needed, will follow immediately after the last student day of school calendar.)

EARLY RELEASE FOR STAFF PROFESSIONAL DEVELOPMENT ACTIVITIES

Students will be released at 2:25 p.m. on the following dates:

August 15, 22, 29
 September 5, 12, 19, 26
 October 3, 17, 24, 31
 November 7, 14, 28
 December 5, 12
 January 9, 16, 23, 30
 February 6, 13, 20, 27
 March 6, 27
 April 3, 10, 17, 24
 May 1, 8

BOARD OF EDUCATION

Dr. John D. Harker
 Mr. Andy Hunnicutt
 Mr. Brian Rose
 Mr. Patrick Walters
 Mr. Steve Wilson

HAUSER FACULTY/STAFF DIRECTORY

ADMINISTRATION

Shawn Price	Superintendent	Director of Guidance
J. P. Mayer	Principal	Denise Ollestad.....	Technology Coordinator
Kristina Madden	Dean of Students	Alison Wold.....	Director of eLearning
Ron Hounshell	Athletic Director		

TEACHERS

.....	Special Education	Kathy Kramer	Special Education
Laura Boyle	German	Sharon Mapes	Science
Erin Brown	Social Studies	Judy McDaniel.....	Math
Rebekah Bryan.....	English	Eric McGath	Science
Tiarra Clarkston	Spanish	Bob Nobbe.....	Gov't/Econ/Social Studies
April Dalton	F.A.C.S./P.E.	Andrea Reed	Math
Aleesa Dickerson	Agriculture	Jerry Schoen	P.E.
Sarah Mohr	Essential Skills	Elizabeth Sexton	Art
Deborah Gaff	Science	Wanda Siebert	Math
Josh Goodman	Music	Brent Strong.....	Science
Jeanne Gordon	Math/P.E.	Stephanie Tom.....	Social Studies
Staci Hardy	English	English
.....	Social Studies	Becky Voyles.....	English/Math

SUPPORT STAFF

Lisa Thayer	Administrative Assistant	Lois Gollmer.....	Guidance Secretary
Dawn Wilson	Administrative Assistant	Ben Finke.....	ISS Monitor
Bonnie Burbrink	Food Service Director	Heidi Sipes.....	Special Education Aide
Lori Kistler	Nurse	Janice Compton	Special Education Aide
Darla Ortman	Nurse	Nancy Neal	Special Education Aide
Sharri Hamilton	Library Assistant	Special Education 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 MANTELING – 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 black and white
So we can raise that score.
Rah, Rah, Rah
Go, Hauser High Jets,
We know you're the best,
Fight for our name,
And win this game
So, go you Hauser High School Jets!!

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 Guidance Department to request a password to access Hauser's online student management system, Chalkable Information Now, to check your student's grades and other pertinent information.

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

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

You have questions about college or career: See the counselor, check in the library, or call ICPAC 1-800-992-2076

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!

ATTENDANCE POLICY

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. The primary purpose of this 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.

Flat Rock-Hawcreek Schools are in compliance with Indiana Law (I.C.20-33-2-6), which requires regular school attendance. Indiana law requires that records be kept showing students’ attendance. All absences are to be recorded in the main office, but the appropriate teacher’s records will be considered the official record for each individual’s classroom attendance.

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.

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 would address 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.

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 or Civil Air Patrol
7. Qualifying instruction at religious organizations with approval an administrator
8. Absences due to school disciplinary actions
9. College visits/military training with approval from an administrator
10. Participation in State Fair Events 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.

PARENT RESPONSIBILITIES

Verbal contact by telephone or in person must be made either by the parent or guardian before 10:00 a.m. on the day of the absence. The phone number of the school is 812-546-4421. If verbal contact cannot be made, the student must present a signed note from the parent or guardian explaining the reason for the absence. 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. Notes must include the parent or guardian's signature and a phone number where the parent may be reached to confirm the note.

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 the early dismissal and 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.

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.

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.
3. The request covers any period or day in which the student is scheduled for a final examination.
4. 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.

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.

PERFECT ATTENDANCE

Perfect 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 perfect attendance will receive special recognition and a certificate at the end of the second semester. A senior with perfect attendance for four years will receive a special award on Awards Day in May.

TARDY POLICY

A **tardy** is defined as being late to class by five minutes or less. Students have two hall passes per class per quarter that may be used for tardies or to leave class with teacher permission. Each time a student is tardy to class, the teacher will take a hall pass. If a student is out of hall passes, the student will receive a tardy (high school) or T.I.P. (junior high) recorded in Chalkable Information Now. As the result of the tardy or TIP, the student will move to the next appropriate level on his/her behavior plan and receive that discipline consequence. **Late to school** is defined as arriving between six and 20 minutes late to 1st period class. Students arriving in this time frame will receive a discipline consequence of detention. Late to school will be excused only if the student submits a note from doctor/dentist, submits parent request or is the result of late bus arrival. A **period absence** is defined as more than 20 minutes late to class and this is recorded as a period absence in the student's attendance record.

DISCIPLINE POLICIES

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:

1. Counseling with a student or group of students
2. Conference with a parent or group of parents
3. Assigning students additional work
4. Rearranging class schedules
5. Restriction of extracurricular activity
6. Detention
7. Friday School
8. In-School Study
9. Out-of-School Suspension
10. Removal from bus
11. Expulsion
12. Exclusion

POSITIVE BEHAVIOR SUPPORTS

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 begun creating 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 programs 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.

OUT-OF-SCHOOL SUSPENSION AND EXPULSION

Students may be subject to out-of-school suspension and/or expulsion for student misconduct or substantial disobedience or for any reason permitted by state law (I.C.20-33-8). Such grounds for suspension or expulsion shall apply when a student is:

1. On school grounds immediately before, during, and immediately after school hours and at any other time when a school group is using the school
2. Off school grounds at, prior to and immediately following a school activity, function, or event

3. Traveling to or from school or a school activity, function, or event
4. Using property or equipment provided by the school.

In addition, a student may be expelled for engaging in unlawful activity on or off school grounds, including an unlawful activity during weekends, holidays, other school breaks, and summer vacation when the student may not be attending classes or after school functions, if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function or if the student's removal is necessary to protect persons on school property.

Specific offenses for which students may receive an out-of-school suspension or expulsion include, but are not limited to, the following:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, urging other students to engage in such conduct, or possessing any firearm, explosive, or other weapon. The following enumeration is illustrative of 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 entrances 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 substantially damaging any school building or property.
 - D. Firing, displaying, or threatening 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 educational function, or of any lawful 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 of the other school personnel to conduct the educational function under his 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 substantial damage to school property, stealing, or attempting to steal school property of small value.
3. Intentionally causing or attempting to cause substantial damage to valuable private property, or repeatedly damaging or stealing 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 was necessary to protect some other person does not, however, constitute a violation of this provision.
5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from the student.
6. Knowingly possessing, handling, or transmitting a knife or any other object that can reasonably be considered a weapon.
7. Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, stimulant drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. Use of a drug authorized for the student by medical prescription from a physician is not a violation of this subdivision.
8. Engaging in the selling of a controlled substance or engaging in a criminal law violation that constitutes an interference with school purpose 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 education function.
10. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an education 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 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. possessing, using, transmitting, or being under the influence of caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.

11. 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, grenade, or rocket having a propellant, explosive, or incendiary charge of more than one-quarter ounce, a mine, or any similar device.
 - Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter.
 - Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.
12. Absenting oneself from school, if age sixteen or over, three times in a school year (a) without the knowledge and permission of one's parent/guardian or a school official, and/or (b) with the permission of the parent/guardian but in violation of state law and/or school policy.
 13. Occupying any school building or school grounds without permission of the school corporation; blocking the entrance or exits of any school building or property; firing, displaying or threatening use of firearms, explosive, or other weapons on school premises at any school or educational function; or continuously and intentionally making noise or action in a manner so as to interfere seriously with any teacher's ability to conduct the educational function under his/her supervision.
 14. Failing to comply with the directions of or being insubordinate to any school personnel in addition to teachers.
 15. 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

HIGH SCHOOL 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 to 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.

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.

HIGH SCHOOL 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.

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 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 – requested for the eighth discipline offense.

GUIDELINES: DISTINCTIVE DISCIPLINE OFFENSES

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.

Violations/Steps

1. Possession of lighter or matches
Step 1 detention
2. Dress code violation
1st offense—formal administrative warning and change of clothing
2nd offense—detention with parent notification and change of clothing
If the student must leave school to change clothing, the absence will be unexcused.
3. Public display of affection
1st offense—formal administrative warning
2nd offense—detention with parent contact
4. Cheating on or plagiarizing quizzes, tests, projects, major papers/reports, or final examinations (includes accomplices)
1st offense – Step 5 Friday school and zero on the assessment
2nd offense – F for nine weeks
5. Leaving school grounds without permission
Step 5 Friday school
6. In the parking lot without permission
Step 5 Friday school
7. Leaving class without permission, skipping a class, or not reporting to the office
Step 5 Friday school
8. Disrespect to teacher/insubordination
Step 5 Friday school to expulsion
9. Truancy/Skipping school
Step 6 (alternative consequence)
Step 5 Friday school
10. Possession or use of firecrackers, smoke bombs, etc.
Step 6 three-day In-School Study
11. Inappropriate use of the Internet
Limited access to certain privileges to expulsion
12. Harassment, intimidation, threats, racial slurs, objectionable epithets
One day In-School Study to expulsion
*Harassment that rises to the level/definition of bullying will be dealt with specifically according to Indiana Code. Bullying is defined in FRHC student discipline rules found on page 32 of this handbook.
13. Fighting (Non-Battery)
First Fight of Year: Step 7 three days Out-of-School Suspension
Second Fight of Year: Recommendation for expulsion

14. Battery
Minimum five days Out-of-School suspension up to recommendation for expulsion, notify police
15. Possession or use of tobacco products including e-cigarettes or any and all electronic smoking devices
Secondary Tobacco Policy: Three day In-School Study, tobacco education classes, and/or three to five day suspension, notify police
16. Theft
Step 7 three-day Out-of-School suspension to expulsion, possibly notify police
17. Vandalism
Step 7 three day Out-of-School suspension, possibly notify police
18. Possession, use, or threatened use of a weapon
Step 8 expulsion for one calendar year, notify police
19. Possession, use or under the influence of alcohol, illegal drugs, or inhalants
Substance Abuse Policy: five to ten day Out-of-School suspension, evaluation, rehabilitation, notify police, and/or expulsion
20. Possession of drug paraphernalia
Substance Abuse Policy: five to ten day Out-of-School suspension, evaluation, rehabilitation, notify police, and/or expulsion
21. Dealing in a controlled substance
Substance Abuse Policy: notify police and expulsion
22. Forgery
Step 6 three days In-School Study
23. Use of a prohibited electronic device (i.e., cell phone, MP3 player, PSP or other gaming device, etc.) at a disallowed place/time
Step 1 detention
24. Fraternization between junior and senior high students
1st Offense— Formal administrative warning
2nd Offense—Friday school
25. Possession and/or distribution of pornography
Suspension – up to Expulsion with proper authorities notified if necessary

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.

JUNIOR HIGH DISCIPLINE POLICY

Students are responsible for their own behavior. The discipline policy will be enforced during the school day, in all parts of the building, and at school events. If a child's behavior interferes with the learning process, disciplinary actions will be taken as outlined.

DISCIPLINARY ACTIONS

T.I.P. slips: The purpose of "Teachers Informing Parents" (TIP) slips is to encourage communication between teachers and parents. The goals are to resolve behavioral issues that interfere with learning (Disciplinary), provide opportunities for behavior modification, and to encourage behavior that facilitates learning (Congratulatory). One or more T.I.P slips may be given for the following behaviors:

1. Rudeness/discourteousness
2. Excessive or inappropriate talking
3. Horseplay
4. Unacceptable language
5. Disruptive/uncooperative behavior
6. Improper use of school equipment or materials
7. Failure to follow adult instructions, school rules, or corporation rules
8. Failure to be prepared for class
9. Other conduct that might detract from the learning process (as determined by the teacher)
10. Tardies may also result in a T.I.P. slip (see Tardy Policy)
11. Showing improvement
12. Demonstrating good citizenship/attitude
13. Performing well on an assessment
14. Making an extra effort to achieve

Since the primary purpose of T.I.P. slips is to encourage communication and appropriate behavior, the first Disciplinary T.I.P. slip will result in no consequence.

DISCIPLINARY REFERRAL

An accumulation of two Disciplinary T.I.P. slips will result in the first disciplinary referral. When a student receives two more Disciplinary T.I.P. slips, he or she will receive another disciplinary referral.

Any parent can request a student/teacher/parent conference at any referral level.

First Referral Level: (2 T.I.P. slips)

Disciplinary referral sent home to be signed by the parent/guardian by the following Monday. **One day of after-school detention.**

Second Referral Level: (4 T.I.P. slips)

Disciplinary referral sent home to be signed by the parent/guardian by the following Monday. **One day of after-school detention.**

Third Referral Level: (6 T.I.P. slips)

Disciplinary referral sent home. **One day of after-school detention.**

Fourth Referral Level: (8 T.I.P. slips)

Disciplinary referral sent home. **One day of in-school study. Student is also placed on SOCIAL PROBATION, and will not be considered a Student in Good Standing.**

Fifth Referral Level: (10 T.I.P. slips)

Disciplinary referral sent home. **Friday School.** Student may also be required to attend a behavior intervention conference in order to create a plan to promote positive student behavior.

Sixth Referral Level: (12 T.I.P. slips)

Disciplinary referral sent home. **Three days In-School Study.**

Seventh Referral Level: (14 T.I.P. slips)

Disciplinary referral sent home. **Three days Out-of-School suspension.**

Eighth Referral Level: (16 T.I.P. slips)

EXPULSION requested for the eighth referral level
Student discipline plans will restart at the beginning of each semester.

DISTINCTIVE DISCIPLINE OFFENSES

Certain offenses warrant multiple T.I.P. slips because of their critical nature. An offense of this type results in assignment to a referral level appropriate for that offense. The student will receive two T.I.P.s per listed referral level. If a student commits another distinctive offense, the student will be placed on the next referral level. For examples of distinctive discipline offense please see the high school distinctive discipline offenses section listed earlier in this handbook.

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

BUS RULES

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.

RULES AND REGULATIONS FOR BUS RIDERS

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 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:

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 time: Warning
 - 2nd time: Off the bus for 3 days
 - 3rd time: Off the bus for one week
 - 4th time: 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, sweatbands, full head coverings, and/or bandanas may not be worn in the school building. "Hoodies" may be worn, but the hoods may not be up at any time. Hats must be removed before entering the building.
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.
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, or the motto Interstate 420 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.

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

PUBLIC DISPLAY OF AFFECTION

Kissing, hugging, or any other physical contact is inappropriate in the educational environment.

Inappropriate displays of affection will result in a formal warning for the first infraction and then a disciplinary referral with parental notification for subsequent offenses. Students **may** display affection by holding hands.

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, e-mail, 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, 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, meeting with Student Assistance Director, and parent contact.

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

SECONDARY TOBACCO 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 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.

ROUTINE PROCEDURES AND POLICIES

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.

ANNOUNCEMENTS

Announcements will be made daily. Some of the same information may be found on the school website.

BOOK RENTAL

Textbook rental fees each year will be ¼ 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.

CAFETERIA

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 are expected to be polite and respectful with each other and with staff.
2. Students should keep the area around their tray clean and neat.
3. The cafeteria is a good place to visit with friends, but the staff regulates the noise level allowed.
4. Food and beverages are not allowed in the hall ways and should not be taken from the cafeteria.
5. The school does not supply refrigerators or microwaves for student use unless medically necessary.
6. Care should be taken that packed lunches are kept at a safe temperature until lunch time.
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. Parents are welcome to join students for lunch in the cafeteria 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.

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.

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.

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 student’s 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.

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 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.

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.

If a student is found in violation of any of these rules regarding electronic devices, a staff person will confiscate the item. The student will receive a detention and a parent must come to school to retrieve it.

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.

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.

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

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 dress code, 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 express 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 home schooling 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.

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. 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 Classroom Observation Checklist. 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 IHSAA 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:

Art Club
Baseball (Varsity and Reserve)
Basketball (Boys and Girls)
Cheerleading (Varsity and Jr. High)
Cross Country (Varsity and Jr. High)
Danger Zone
Fellowship of Christian Athletes (FCA)
FCCLA
FFA
German Club
Golf
Jetstream
Key Club
National Honor Society
SADD
Soccer
Softball
Spanish Club
Student Council
Sunshine Society
Tennis (Boys and Girls)
Track (Varsity and Jr. High)
Academic Team
Volleyball (Varsity and Jr. High)

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.
2. A reasonable suspicion established by a school administrator that the student 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 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 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 –
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. 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., in 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 stationary 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 student 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 Principal; the Guidance Director; or the Nurse at Hauser High School (546-4421).

Valle Vista	1-800-447-1348
Narcotics Anonymous	1-800-339-8183
Family Services	372-3745
Personal & Family Counselors	372-3177

Drug Testing

The West Group	378-3926
Toxicology One	342-9406

Child Abuse

Family & Children Services	376-9361
Child Abuse Counseling Line	1-800-422-4453
Turning Point	379-9844

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.

Below are some numbers that may be helpful.

Alcohol & Drug Abuse

AA/Al-Anon/Ala-Teen	376-2759
Behavioral Health Care	376-1711
Quinco Behavior Health	379-2341
Meadows	1-800-972-4410
Fairbanks	1-800-225-HOPE

GUIDANCE INFORMATION

The primary purpose of the Hauser Guidance Department is to help students succeed in life. Hauser counselors offer both guidance (advising students) and counseling (helping students to better understand themselves and to

demonstrate appropriate behaviors). Guidance and counseling are offered in the areas of academic

achievement and planning, career planning, and personal concerns. Students may access the counselors by making

an appointment with the guidance secretary. Parents are always invited to participate in the career planning or problem-solving process.

GRADES

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.

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

(Level 3 or fewer levels 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 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.

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

GRADING SCALE

A+	98-100%
A	93-97%
A-	90-92%
B+	87-89%
B	83-86%
B-	80-82%
C+	77-79%
C	73-76%
C-	70-72%
D+	67-69%
D	63-66%
D-	60-62%
F	0-59%

CHANGE OF ADDRESS

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

DROP/ADD PROCEDURE

Students are allowed to change their schedule within the first ten days of each semester provided the requested change meets the following criteria:

1. The new course is needed to meet a graduation or documented college admission requirement.
2. There is a documented medical reason to change the class (detailed physician's statement is required)
3. A teacher recommends the change due to inappropriate placement in the class.

Anyone wishing to change a class for any other reason or after the ten day window will be required to take a "WF" (Withdraw-Failing) to be posted to the transcript for the semester in the course to be dropped. This is counted as an "F" toward the student's GPA and class rank. Students wishing to drop or add a course must come to the guidance office and receive a Drop/Add form. The form must be completed and returned with all the needed initials or signatures before the change is made.

COURSE REQUEST PROCESS

Beginning with the Class of 2010, all students must earn a Core 40 Diploma to graduate from Hauser High School. Students may receive a General Diploma if the parent, student, and school administrator sign the Opt-Out form. Information about the Core 40 Diplomas and General Diploma is available in the Guidance Office or the Indiana Department of Education website.

High school course requests for the next school year begins in February. Students in grades 9-11 are given information about their progress toward their diploma goal and the courses that are being offered the next school year. Time is given for them to discuss their options with parents and teachers.

Students must take the teacher recommended course. Parents may request a meeting with the teacher to discuss the recommendation. After the meeting if the parent still disagrees with the teacher's recommendation, they must complete a Recommendation Waiver form to override the teacher's recommendation. However, this waiver does not apply to access to honors or advanced classes for which the student did not meet the prerequisites nor for recommendation for placement in an extra time/help course, such as Basic Skills Development or Reading 7/8. A worksheet is completed listing the course choices the

student has made. The school's master schedule is generated from these choices and conflicts to the course requests are resolved before the next school year. The school makes every attempt to give each student their course requests, but there is no guarantee that every request may be honored.

Students entering 7th and 8th grade only have the "rotation" period choices which are typically choir or rotation courses AND band or rotation courses.

ISTEP+

All 7th, 8th and 10th grade students are required by the state of Indiana to take the ISTEP+ exam. These grade levels will all take English Language Arts and Mathematics tests. 7th grade students will also take a Social Studies ISTEP+ test. Additionally, any student enrolled in biology will take the Biology ISTEP+. ISTEP+ tests typically take place in mid-March and late-April.

Beginning with the 2019 graduating class ISTEP+ is the graduation qualification exam. Students graduating in 2018 or before are required to pass English and Algebra ECAs for graduation qualification.

ISTEP & ECA REMEDIATION

Several opportunities for remediation exist for students preparing to take ISTEP or ECA tests. Junior High students are required to be a part of a SOAR period during their daily schedule to address ISTEP skills. Select junior high students who have shown a deficit in their reading ability may be placed in a Reading class rather than the normal junior high rotation classes. When selected for the Reading class, students must attend the Reading class.

Students who are taking an ECA may be required to attend summer school, after-school tutoring, basic skills classes in the school day, or remediation during study hall or after school. Parents and/or students who wish to maintain students' eligibility for a waiver in the event that the student does NOT pass state-required tests must satisfactorily complete all recommended remediation programs. Parents who do not wish their child to participate in remediation must sign a form that negates their right to request a waiver.

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 Guidance, Principal, Dean, or Superintendent.

GRADUATION INFORMATION

Students must earn seven credits to be classified as a sophomore, sixteen credits to be a junior, and twenty-six credits to be a senior. 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.

Students must pass the “End of Course Assessment” (ECA) in the year they take Algebra I and English 10. If students do not pass the test but pass the course, they must attend the remediation sessions that will be offered prior to the retest opportunities. Should the student never pass the exam(s), they may qualify for a waiver. Waiver information is available from the Guidance Office or from the Indiana Department of Education.

End of Course Assessment may be taken in other classes and may be counted as all or part of the students’ final exam grade. These additional ECA’s are a requirement for the corporation under the No Child Left Behind Act.

HONOR ROLL

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

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.