



# HOOSIER HILLS CAREER CENTER

## STUDENT HANDBOOK

2021 - 2022

### PARTICIPATING SCHOOLS

**BLOOMFIELD HIGH SCHOOL  
BLOOMINGTON GRADUATION SCHOOL  
BLOOMINGTON HIGH SCHOOL NORTH  
BLOOMINGTON HIGH SCHOOL SOUTH  
THE ACADEMY OF SCIENCE AND ENTREPRENEURSHIP  
EASTERN GREENE HIGH SCHOOL  
EDGEWOOD HIGH SCHOOL  
MARTINSVILLE HIGH SCHOOL  
OWEN VALLEY HIGH SCHOOL**

3070 Prow Road  
Bloomington, IN 47404  
(812) 330-7730 (office)  
(812) 330-7807 (fax)



**MONROE COUNTY**  
COMMUNITY SCHOOL CORPORATION  
ENGAGE. EMPOWER. EDUCATE.

# **HOOSIER HILLS CAREER CENTER /MCCSC CALENDAR**

**2021 - 2022**

August 2	Monday	Teacher Day
August 3	Tuesday	Teacher Day
August 4	Wednesday	First Student Day
September 6	Monday	Labor Day (NO SCHOOL)
October 7-8	Thursday-Friday	Fall Vacation (NO SCHOOL)
November 2	Tuesday	Election Day / In Service (NO SCHOOL)
November 22-26	Monday – Friday	Thanksgiving Vacation (NO SCHOOL)
November 29	Monday	School Resumes
December 16	Thursday	End of First Semester
Dec. 17 - Dec. 31	Friday-Friday	Winter Break
January 3	Monday	School Resumes
January 17	Monday	Martin Luther King Day (NO SCHOOL)
February 21	Monday	President's Day (NO SCHOOL)
March 14-18	Monday-Friday	Spring Break (NO SCHOOL)
March 21	Monday	School Resumes
May 3	Tuesday	Primary Election In Service (NO SCHOOL)
May 20	Friday	Last Student Day End of Second Semester
May 23	Monday	Teacher Record Day

# WELCOME TO THE HOOSIER HILLS CAREER CENTER

Dear Students and Parents;

As the Director of the Hoosier Hills Career Center, I want to welcome you and your student to our school. At the Hoosier Hills Career Center our faculty, staff and administration strive to provide educational activities and opportunities to allow HHCC students to fulfill their potential and to become all they are capable of being. We ask parents to join us in reinforcing in their students the behaviors and qualities necessary to be successful in completing their chosen career pathways. To do this, we expect our students to be in school, be in class on time, to be serious about learning, and to respect their teachers, the facility, and others around them.

Hoosier Hills Career Center was established through a cooperative effort of area school corporations to provide career and technical education opportunities to high school students. High school students may enroll in Career Center programs and classes for high school credit and at the same time receive college credit in many of our programs as well as valuable skilled training in a career pathway. Career Center programs reflect employment needs with the regional area and program content is up-dated through use of advisory committees, whose membership includes people currently working in the various occupational fields.

This handbook is updated and published annually to help provide a safe and productive learning environment for students, staff, parents and visitors. The handbook explains students' rights, responsibilities and consequences for misbehavior. Parents and guardians are encouraged to take a few minutes to review and discuss the information in this handbook with their student. Teachers will also review this handbook with students at the beginning of the school year. Students will be expected to sign and return a form indicating that they have read and understood the provisions in the handbook.

Thank you for taking the time to become familiar with the important information in this handbook. If you have any questions please contact the Hoosier Hills Career Center administrative office at (812)330-7730. Thank you and have a great year!

Christi McBride, Director  
Hoosier Hills Career Center

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### **Supporting a Safe and Secure Environment:**

Students and staff must wear face coverings at all times, unless appropriately socially distanced, as determined by the teacher (and in compliance with corporation parameters for removal)

### **Facial Coverings may only be removed under the following conditions:**

1. During breakfast/lunch, if students are social distanced of six (6) feet or more while eating
  2. During outdoor recess, if socially distanced of six (6) feet or more
  3. During a maximum of 3-5-minute break, if socially distanced of six (6) or more feet, with all desks facing the same direction.
    - Throughout the day, there will be scheduled breaks for handwashing
    - Teachers will receive training on signs and symptoms of COVID-19
    - Student sharing of school supplies will be limited
    - Students will socially distance while entering building
- 
- Upon arrival, students will wash hands
  - MCCSC will continue to clean, sanitize, and disinfect using EPA approved chemicals- students will not be allowed to touch the chemicals provided to classrooms.
  - Additional hand sanitizer will be available throughout buildings- Hand Sanitizer must be used appropriately by all students.
  - Sanitizing mats at all entrances- Students must use approved entrances into the building to ensure they walk across the sanitizing mats.
  - Portable sinks available for handwashing- Students must wash hands at the sinks designated by their teacher.
  - Signage promoting safety and social distancing in all buildings- Students must follow all social distancing guidelines and signage throughout the building both inside and outside on school grounds.
  - Non-essential guests will be restricted from buildings- Parents will not be permitted to walk their child to the classroom or come into the school to drop off items for their child. Parents and non-essential guests will be allowed to drop off items with the administrative assistant by using the intercom system at the front of each building.

### **Before leaving your home:**

- **Every family must complete a daily self-screening of each child. Staff members will also self-screen.\***
    - Fever of 100.4 or greater
    - Chills
    - Cough
    - Shortness of breath or difficulty breathing
    - Muscle or body aches
    - Headache
    - New loss of taste or smell
    - Sore throat
    - Congestion or runny nose
    - Nausea or vomiting
    - Diarrhea
  - Students must wash hands for 20 seconds
- (\*Subject to modification with CDC, IN-Class and local health department guidance)
- Parents should inform the school principal if a student is experiencing symptoms related to COVID-19 and the student should not report to school.
  - Then contact your medical provider to rule out COVID-19.

### **If a student or employee has:**

- recently had contact with a person with a confirmed case of COVID-19
- has recently traveled to a "hot spot"

**The student or employee will be excluded for 14 days.**

### **Transportation:**

- MCCSC encourages families to:
  - Walk/bike students to school buildings
  - Bring students to school by car
  - Carpool students with other families
- Families may walk their child to the outer school building door
- MCCSC will provide transportation, but social distancing of 6-feet will not be possible
- Students are required to wear facial coverings while entering in and exiting the bus and while being transported to school.

- Drop off/Pick up times may be staggered
- Buses will be cleaned and disinfected between routes and at the end of the day
- Smaller routes when possible
- Drivers and monitors will wear face coverings
- Face coverings must be worn by students
- Students will be assigned seats
- Students living in the same household will be assigned to sit together
- Attendance will be taken
- When possible, windows will be open
- If students do not follow the above protocol on the bus, they will be given a warning and then removed from the bus.

#### **Before and After School- Extended Day/School Age Care:**

- Before and After School Care will still be offered through the Office of School Age Care; however, due to social distancing, **a limited number of openings (seats) will be available at each site.**
- The hours of operation for extended day will be 7:00 a.m. to the start of school day and after school to 5:30 p.m.
- Fees will be based on weekly rates this school year regardless of the number of days you use. There will be a full-time morning fee and full-time afternoon fee.
- K-6 morning weekly rate = \$38.75 flat morning rate
- K-6 afternoon weekly rate=\$43.75 flat afternoon rate.
- Preschool spots will also be limited.
- Drop in care will not be available for the 2020-2021 school year.
- Face covering are required unless social distancing outside or eating snacks.

#### **At School:**

- Students with COVID-19 symptoms must continue to wear facial covering to enter the Health Office
- Parent/Guardian will be contacted for pick-up
- Student will wait in a separate area until parents arrive
- Parents should contact medical provider
- Student desks will be arranged to social distance to the extent possible- Students are not allowed to move the desks
- Students will be grouped and remain with the same group to allow for social distancing to the extent possible
- When possible, adults will move between rooms, not students
- The number of students in common areas at the same time will be limited
- Schools will repurpose large spaces for possible classroom usage (e.g., gyms, lunch room, auditorium, etc.)
- Outdoor spaces will be utilized, pending weather conditions

#### **Recess**

- Playground equipment will be cleaned and sanitized daily
- Recess periods will be staggered throughout the day to accommodate all students
- Students will wash hands before recess-at the teacher designated area
- Students will participate in recess with their class to maintain social distancing (and to assist with possible contact tracing)
- Students will wash hands after recess- at the teacher designated area

#### **Meals:**

- Students will wash hands for 20 seconds prior to and after meals
- Grab and go meals will be offered and students will eat in designated areas or classrooms with social distancing.
- Sharing of food will not be allowed
- Students will eat in designated areas or classrooms with social distancing  
**Students with food allergies will receive special, individualized accommodations**

## **Technology and Instruction:**

- Drive Through Wireless is available at the following schools: North, South, Jackson Creek, Tri-North, Batchelor, Summit, Highland Park, & University
- Equitable Device & Internet Access will be provided
  - Buses with WiFi
  - MiFi Hot Spots
  - K-8 iPads
  - 9-12 Laptops
- Ongoing parent & student training- on technology and Canvas will be provided
- Larger spaces and smaller class sizes to promote social distancing
- • Traditional grading practices- Will take place during the 2020-2021 school year regardless of intermittent, online learning or face to face instruction.
- Classes may have an enrichment group that may meet throughout the week in a different space in order to meet the social distancing requirements of 6 feet apart.
- All students will receive daily and or weekly instruction on how to access the Learning Management System (e.g., Canvas)
- K-12 Students will take home MCCSC issued devices daily
- High Quality, Standards Based Instruction will take place each day
- **Supports for Students with Disabilities, English Language Learners, & High Ability Learners will include:**
  - Review learning needs prior to the opening of school
  - Identify learning gaps from spring closure
  - Deliver specially designed instruction based upon their unique learning needs
  - Design accelerated instruction for students who meet or exceed the standards
  - We have a number of students that are medically fragile, have sensory needs, or have compromised immune systems that will require a heightened school community effort to maintain their safety. To this end, school personnel will work with parents and their family pediatricians to address individualized safety protocols.
- Daily and weekly Social Emotional/Equity Lessons & Support
- All students will have access to Social Workers/Counselors
- Proactive strategies and opportunities to decrease student anxiety will be taught
  
- Professional development on Trauma Informed Care and Race and Equity will be provided for all staff
- Instruction will be provided based on a review of essential learnings and priority/power standards from the previous school year to ensure that any gaps that occurred in student learning are addressed
- Personalized learning plans will be created that detail intervention strategies to support students both academically and social emotionally
- Common Formative Assessments (CFAs) have been reviewed and revised to align with Indiana Academic Standards

## **Dismissal:**

- Dismissal times may be staggered to allow for social distancing
- Face coverings must be worn by students
- Schools will have procedures for bus, parent pick-up, and car rider dismissal. Parents will not be able to enter the building.

## **Extracurricular and Co-curricular Activities**

- Students, coaches, sponsors and other personnel will self-screen for COVID-19 symptoms before reporting to events
- Coaches/sponsors will be trained and will ask students if they have any symptoms
- Attendance will be taken
- If a student, coach or sponsor has symptoms, they will not be allowed to attend and should contact their medical provider
- Facial coverings are required for students, coaches, and sponsors when possible
- Students may participate in extracurricular activities, in alignment with the IHSAA & ISSMA



**Extra-curricular and Co-Curricular activities will follow the guidance provided by IN-CLASS, IHSAA, & ISSMA including voluntary summer activities and phasing in of activities**

This Student Handbook was developed as a supplement for each of the participating high schools' student handbooks to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and guidelines. Please take time to become familiar with the following important information contained in this Handbook and keep the Handbook available for frequent reference by you and your parents. If you have any questions not addressed in this Handbook, you are encouraged to talk to the Director or Assistant Director who are listed in the staff directory section of the handbook. This Handbook reflects the current status of the Board's policies and the School's rules. We work closely with each of the participating school corporations to assure that the school at which each student attends will follow their local school district's policies and guidelines.

## **EQUAL OPPORTUNITY STATEMENT**

No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational function or student activity. Education services, programs, instruction and facilities will not be denied to anyone in Monroe County Community School Corporation as a result of race, color, religion, national origin, creed or ancestry, age, sex, marital status, sexual orientation, disability or veteran's status. The following person(s) has been designated to handle inquiries regarding the non-discrimination policies:

Discrimination based on disability:  
Dr. Kathleen Hugo  
Director of Special Education  
315 E. North Drive  
Bloomington, IN 47401  
812-349-4756

All other types of discrimination:  
Dr. Andrea Mobley  
Assistant Superintendent  
315 E. North Drive  
Bloomington, IN 47401  
812-330-7700

## **MISSION, GOALS, OBJECTIVES**

### **MISSION**

To prepare students with marketable and transferable skills, occupational knowledge and positive work habits. To launch students onto a career pathway that can lead to a satisfying career through initial employment and additional education.

### **GOALS**

- To prepare students for productive, successful employment in technical and service occupations.
- To encourage the continued education of graduates through technical schooling, college, apprenticeships or other post-secondary education programs.

## **OBJECTIVES**

1. All programs place emphasis on technical skills, employability, and applied academics.
2. All programs assess students' progress through competency achievement in areas of employability, computation, communication, and technical skills.
3. Each student develops a career portfolio.
4. Students with special needs receive assistance through additional services.
5. Programs offer a community-based education component for student learning in the workplace.

## **STUDENT WELL-BEING**

Student safety is a responsibility of the students and the staff. All staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attack, accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately.

All students must have an emergency medical form completed, signed by a parent or guardian, and filed in the Career Center office. Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the Career Center office.

Physical and emotional well-being are equally important aspect of student needs. The Monroe County Community School Corporation believes in the importance of Social and Emotional Learning (SEL). Through social and emotional lessons delivered within the classroom, all students will explore decision-making, multicultural awareness, healthy relationships, and working through conflict. Students also practice specific ways to understand, express, and manage their emotions; all within a safe and secure environment.

## **EMERGENCY DRILLS**

State law requires that fire drills be held monthly and tornado drills be held at designated times. At such a time when the alarm sounds, students are to exit orderly and quickly as outlined in the "Evacuation Plan" posted in each classroom.

For fire drills, students are to follow teacher's directions and move at least 150 feet away from the building. Students are to return to their classroom when the "all clear" signal is given by the administration.

Other school safety procedures include a color code system: Code Lockdown – indicates all students are to stay in room away from doors and windows. Code Caution – indicates no students are to be out of rooms except during normal class dismissal times. Code Evacuate – Evacuate the Building

## **HEALTH INJURY and ILLNESS**

All injuries will be reported to a teacher, the Career Center Office and/or the Bloomington High School North's Health Office. If minor, the student will be treated and returned to class. If medical attention is required, the Bloomington High School North's Nurse will be contacted and emergency procedures and an attempt to contact the student's parents will be made.

A student who becomes ill during the school day will be escorted to the Bloomington High School Nurse's Office. The Nurse's Office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

Students who need to see the nurse must sign out in the Career Center office and be accompanied to the Bloomington High School North's Nurses Office. Students should not bring medicine to school unless ordered by doctor's office. If medicine is necessary during the school day, it should be brought to the nurse's office with appropriate documentation. A pass will be issued when it is time to take a prescribed medication.

### **IMMUNIZATIONS**

Immunization documentation as required by rules set forth by the Indiana State Board of Health shall be on file at the student's home high school.

### **CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS**

The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

### **CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES**

When a noncasual-contact communicable disease is suspected (sexually transmitted diseases, AIDS, ARC-AIDS related complex, HIV, Hepatitis B, and other specified by the Indiana State Board of Health) the staff or student's health will be reported to the student's home high school's health office or for staff reported to the Monroe County Community School Corporation's Health Office. The school will protect the privacy of the person affected and those in contact with the affected person.

As required by Federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child has bled at School and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

## **STUDENT INSURANCE**

The HHCC does not carry medical insurance on students in case of accidents. Students are encouraged to purchase low cost accident insurance coverage through their home schools.

## **HOOSIER HILLS CAREER CENTER CLASS SCHEDULE**

### **Monday, Tuesday, Wednesday, Thursday, and Friday**

8:00 a.m. – 10:45 a.m.	Morning classes
12:00 p.m. - 2:55 p.m.	Afternoon classes

Students may be dismissed earlier if taking only a one-block program or if the bus for a particular school maintains an earlier departure time.

## **LEAVING EARLY AND ARRIVING LATE**

**Students who find it necessary to leave school for appointments/personal business during the school day must have prior parental notification to school officials.** These students must sign out in the office and sign in if they return to school that same day. **Students who arrive late to school due to appointments or personal business must have prior parental notification to home school officials and must sign-in in the Career Center Main office when they arrive.** Failure to observe these procedures may result in disciplinary action under prevailing home school attendance policies.

## **WITHDRAWALS AND TRANSFERS**

A student who withdraws from high school for any reason is automatically withdrawn from the HHCC. Students who transfer from one participating school to another may remain in their HHCC program at the discretion of the schools involved. Students from nonparticipating schools who transfer into a participating school may enroll in an HHCC program at the beginning of a new semester provided there are openings available.

Transfers in or out of curricular areas at the HHCC may be permitted only at the beginning of a new semester. The Director, in consultation with the student, counselors and home school officials involved, HHCC teachers, and parents/guardians may make transfers after approval

## **SPECIAL EDUCATION**

The American with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act prohibit discrimination against persons with a disability in any program receiving Federal

financial assistance. The Career Center has utilized Federal Grant funds to employ teaching assistants to work with students who have been identified by the participating schools as having special needs. Additionally, modifications will be made per IEP's for students who have special educational needs. Career Center professional staff members meet with Special Education personnel and the students during annual case reviews to determine proper program placement and potential for success for each student.

Additionally, as a part of the emergency procedures in place in our schools, any student who poses an imminent risk of injury to him/herself or to others may be physically restrained and/or placed in seclusion by school staff in accord with School Board policies. These could occur along with other emergency actions such as calling the police. Significant violations of the law including assaults on students and staff will be reported to the police. As soon as possible after any such incident the parents or guardian will be informed when any of these actions have occurred.

### **STUDENT RECORDS**

All permanent student records reside with the student's participating high school. Attendance and disciplinary records are kept in the Career Center's student files for transfer to the student's home high school. All records maintained at the Career Center are held as confidential and only used for information within the school, with each student's home high school. Social Security numbers are only used for state reporting purposes.

### **STUDENT FEES**

The amount of program fees and charges for shop materials is available from the HHCC office. Participating school students will pay their fees directly to their high schools at the same time they pay other school fees. Charges for materials may vary from program to program.

### **SCHOOL CLOSINGS AND DELAYS**

If the school must be closed or the opening delayed because of inclement weather or other conditions, the School will post the delay on the Monroe County Community School Corporation web page at [www.mccsc.net](http://www.mccsc.net) and in the local Indianapolis ABC, NBC, and CBS affiliates as well as WFIU radio station.

The Career Center will also excuse students whose high schools are delayed or closed due to inclement weather or other conditions preventing them from traveling to the Career Center.

## VISITORS

Visitors, particularly parents, are welcome at the school. Visitors must report to the office upon entering the school building to sign in and obtain a pass. Any visitor found in the building without a pass will be asked to report to the office and reported to the Director of Assistant Director. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the School in order to schedule a mutually convenient meeting time.

High school age visitors who are potential students are welcome at Hoosier Hills Career Center if arranged for in advance and if they adhere to regular school conduct regulations.

**To host a visitor, the student must notify the Hoosier Hills Career Center office of the visit 24 hours in advance, bring a written consent from parents, introduce the visitor to the Director or Assistant Director on the day of the visit,** take the visitor to class and assume responsibility for the visitor's behavior during the visit. Visitors are only allowed one visit per year. Days preceding and following holidays or during exam days are not acceptable visit days. Visitors are to be of high school age and currently enrolled in a high school outside the Career Center.

## USE OF SCHOOL EQUIPMENT AND FACILITIES

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the Director or Assistant Director to use any other school equipment or facility. Students will be held responsible for the proper use and safe-keeping of any equipment or facility they are allowed to use.

## STUDENT BREAK AREA

Student breaks are a privilege. Teachers are expected to accompany their students to the break area. Students in the break area during class times without a teacher present will be sent back to the classroom. Chairs should be returned to tables at the end of a break. A vending area with tables and chairs is available for student's use. Change will NOT be made in the office.

## HALL PASSES

Students are to obtain signed hall passes from the teacher when they must leave their class for any reason. **Hoosier Hills students are not permitted in the hallways of Bloomington High School North at any time unless they have a signed pass from a teacher or administrator.** Students caught doing so will be subject to disciplinary action.

## **STUDENT LOCKERS**

The student's use of the locker does not diminish the school corporation's ownership or control of the locker. The school corporation retains the right to inspect the locker and its contents to insure that the locker is being used in accordance with its intended purposes, and eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen items and to prevent use of the locker to store prohibited or dangerous items such as weapons, illegal drugs or alcohol.

## **USE OF WIRELESS COMMUNICATION DEVICES (WCD)**

Students will be allowed to use their Wireless Communication Device (WCD) in the breezeway and in the hallways at Hoosier Hills Career Center before and after class, as well as on breaks. WCDs cannot be used in individual classrooms as they are distraction to the educational process. It is expected that WCDs will be turned off in classrooms **unless specified by the teacher as being used for academic purposes**. Your classroom teacher will have the discretion to either warn or to confiscate the WCD which will then be given to the Director or Assistant Director to be returned to the student and/or the student's parent or guardian. **Please refer to page 21 for complete MCCSC WCD Policy.**

## **USE OF OFFICE AND CLASSROOM TELEPHONES**

Office and classroom telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call.

## **FIELD TRIPS**

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parental consent. Students who violate school rules may lose the privilege to go on field trips.

## **GRADING SYSTEM**

The grading system places heavy emphasis on competency achievement and individual student improvement/attitude.

The grading system at the HHCC has the following components:

1. Student performance competencies and performance tests assigned in the program.
2. Student performance on technical and related academic subject matter examinations.
3. Student attendance; (based on required make-up work for days missed—student responsibility)
4. Student's personal work activity/attitude, teamwork, skills and problem-solving ability, positive work attitude, including the practice of applicable safety rules.



Individual teachers may assign different values to the listed components in order to emphasize the importance they attach to each one. The system is designed to indicate to the student the necessity to perform well in all areas in order to receive an acceptable grade. Students experiencing difficulty will be referred to a weekly “Huskie Huddle.”

Students are awarded credits for participation in HHCC programs by their home schools and these credits are applied toward graduation requirements. **HHCC students complete portfolios including résumés and competency completion records showing the level of each student’s performance.** Seniors who complete HHCC programs receive recognition certificates.

## **HUSKY HUDDLE**

It is the expectation of the HHCC faculty that students complete all of their work. If students are not actively keeping up with their work, there is a greater likelihood that course failure will result. Therefore, if students are missing assignments or failing courses, they will be expected to complete that work during Husky Huddle.

Husky Huddle is time built into the school day on Wednesdays, and is a directive and systemic support for students. Opportunities for support are provided in every class, and activities include assistance with homework, writing papers, test retakes, and a variety of enrichment activities

## **GRADUATION REQUIREMENTS**

The Career Center serves as part of each student’s course listing to complete graduation requirements established by each of the participating School Corporations. The Career Center submits grades for the courses for each student to their participating high school and the high school assigns the credit value for Career Center programs to each of the students total credits awarded toward graduation.

## **COLLEGE CREDIT**

Several of the courses offered by the Career Center offer a college credit option. Students in those courses will have an opportunity to register for the available college credit with no college tuition cost while attending the Career Center.

# **AWARDS, CERTIFICATIONS, AND HONORS**

## **NTHS-NATIONAL TECHNICAL HONOR SOCIETY**

Criteria:

- Must be a Junior or Senior
- Career Center semester grade of B or higher
- Home high school grade point average of 3.0 or higher, based on 4.0 scale.

- No more than five absences in a semester (excused or unexcused). In the case of a serious illness or injury the teacher may appeal that number.
- Final approval of the selection committee

### **MOST IMPROVED STUDENT**

Presented to students at the end of year Awards Ceremony.

Criteria:

- Improved attendance
- Improved involvement in class activities
- Improved attitude
- Improved citizenship

### **MOST OUTSTANDING STUDENT**

Presented to students at the end of year Awards Ceremony.

Criteria:

- Academic and technical achievement
- Competency level
- Good attendance
- Citizenship
- Leadership
- Ability to work with other students

In addition to these awards the Career Center offers seniors a number of scholarship opportunities. Students should check with the Career Center office in the spring to obtain the various applications

### **INTERNET USAGE**

All HHCC students will be required to sign an Acceptable Use Agreement prior to gaining access to the Internet. Parents and teachers must sign the form for the student also. Internet use requires adherence to the responsibilities and restrictions outlined in the Acceptable Use Agreement. Students who violate any of the usage terms will be denied Internet access and may face additional disciplinary actions.

### **STUDENT ASSESSMENT**

Students in Career and Technical Education programs who have completed a course sequence of at least one years in a Career Center program or received a minimum of six (6) credit hours in a career pathway course sequence will be assessed with a state recognized end of program assessment. Also, a college entrance examination using the Accuplacer exam used by Ivy Tech or Vincennes U. may be administered for some dual credit programs in which students are getting Ivy Tech or V.U. credit. Classroom performance (lab) grades and written formative tests will be given on regular intervals to assess each student's progress throughout their pathway courses. A summative assessment

will be given at the end of a course or at end of a section of learning to gauge each student's knowledge and assign grades.

## **STUDENT ORGANIZATIONS**

Each program in the Career Center has the opportunity to provide club activities for class members through the youth organizations. Some of the organizations our classes participate in are:

- FFA – Agricultural Science Education
- SOS-Service Opportunities for Students
- HOSA- Health Occupations Students of America
- SKILLS USA

Students are encouraged to take advantage of the opportunities available to them through these clubs. The instructor will discuss these opportunities with the class.

## **ATTENDANCE**

Career Center students are expected to be in school every day that school is in session. Absences from class make skill acquisition difficult and incomplete; thus absences are very detrimental to success in any Career Center program.

Snow days, emergency school closings, or other home school non-student days will not count against the attendance record.

**Students are to have parents call the home school on the day of an absence or bring a note directly to the home school upon return to school.**

The attendance policies of the home school will cover attendance at the Career Center. All absences will be reported daily to the home school where appropriate discipline will occur.

**Students may make-up work for an excused absence provided they request it during the first day after the absence.** Students are given one day for each missed day to complete the assigned work. Career Center instructors may request verification of excused absences from students.

Parents and students should not expect deviations from the home school attendance policy. Parents expect the school and the teachers to follow all guidelines and, likewise, the school would expect parents to cooperate on the attendance procedures. Continued absences from Career Center programs may lead to failure in the class and/or disciplinary actions.

All students participating in Career Center programs will follow the MCCSC School Calendar. Snow days and staff development days will count as exempt absences for out-of-district students. Make-up will be available for all exempt absences. Spring vacation: students will follow the arrangements made between the home school and the Career Center concerning attending classes or doing make-up work.

### **TARDY POLICY**

Students will sign in with the secretary in the Career Center office if they arrive after the beginning bell rings. All tardies will be reported daily to the home school. Career Center teachers will determine appropriate penalties for students who arrive late to class. Conversations with parents would be appropriate after the third tardy. The fourth tardy will merit an in-school detention at the Career Center and if a fifth tardy occurs, the Career Center will work with the appropriate Assistant Principal to utilize the sending school's discipline policy to curb tardies.

It is the responsibility of the student to be on time to the Career Center program. Tardiness can become a habit. In the world of work, if a person is late, he/she is docked in pay. Students are being trained to meet business/industry expectations.

### **RELEASE FOR HOME SCHOOL ACTIVITY**

Upon home school request, students may be excused from HHCC classes in order to attend special events at the home school. These absences will be considered exempt absences; however, all work missed must be made up or an equal assignment made by the teacher.

## **GUIDELINES AND STUDENT CODE OF CONDUCT**

### **STUDENT GUIDELINES**

All students are to conduct themselves in the same manner expected of them in their home schools. Any conduct, which distracts others, prevents the teacher from effectively controlling the class or may endanger someone, will be subject to teacher and/or administrator discipline.

## DISCIPLINARY ACTION

All disciplinary actions taken at either Hoosier Hills Career Center or the home school may be reciprocal. **Disciplinary actions will be referred to the participating high schools to assure that the actions follow the guidelines of each of the participating high schools and their school corporations.**

## STUDENT DRESS AND APPEARANCE

Since the Career Center prepares students for future careers, an expectation that clothing is in keeping with standards appropriate to the career areas being taught. The determination of student dress shall be the responsibility of the student's family except where such dress is clearly dangerous to the health and safety of students, or is disruptive and interferes with the learning process. If there is any doubt about the appropriateness of a garment, it should not be worn. Attire typically worn at the beach or lounging at home is generally not appropriate for a workplace environment. Examples would include but not be exclusive to bare midriff apparel, tops that do not cover the shoulders and underarm areas, and dress that is obscene or has vulgar writing and/or alcohol, tobacco, drugs or sexual reference displays. Students will be allowed to wear hats in the breezeway and in hallways at Hoosier Hills Career Center. Hats must be appropriate and must not display offensive messages, symbols or objects. Students will be asked to remove those hats determined by faculty, staff or administrators to be inappropriate. Wearing hats in individual classrooms will be at the discretion of each teacher.

## SMOKING/ORAL TOBACCO/e CIGARETTES

**1<sup>st</sup> Offense:** Students in possession of or using tobacco, including e-cigarettes/vapes, will serve a one day in-school suspension for their first offense. Students will be required to participate in the "Teens Beat Tobacco" class provided by IU Health or an MCCSC School Social Worker or Counselor, either at school or at the IU Health Community Health location.

**2<sup>nd</sup> Offense:** Students will serve a two day in-school suspension for their second offense. Students will be required to participate in additional tobacco/vape prevention and intervention education as determined by the administrative and student services team. Students will be referred to community tobacco/vape cessation resources.

**3<sup>rd</sup> Offense:** Students will service a one day out-of-school suspension for their third offense. Students will be required to participate in additional tobacco/vape prevention and intervention education as determined by the administrative and student services team. Students will be referred to community tobacco/vape cessation resources.

## STUDENT CODE OF CONDUCT

Hoosier Hills Career Center shall hold students to the following MCCSC *Code of Conduct*. Failure to comply with said codes may be considered student misconduct and/or substantial disobedience which are grounds for suspension and/or expulsion. Depending on the nature of the offense may result in contact with law enforcement officials. This

Code of Conduct will include, but is not limited to the following examples and/or rules related to the responsibilities and behavior of its students;

## **SUSPENSION and/or EXPULSION OF NONDISABLED STUDENTS**

### **DEFINITIONS**

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to remove a student from the school. In this event and in accordance with the provisions of IC20-33-8 , the Board authorizes administrators and staff members to take the following actions:

1. **REMOVAL FROM CLASS OR ACTIVITY - TEACHER:** An elementary, middle school or high school teacher will have the right to remove a student from his/her class or activity for a period of up to one (1) school day, or up to five (5) school days with approval of the principal. During the period of removal, the student will be assigned regular or additional work to be completed in another school setting.

If removal from class extends beyond the immediate period of instruction or constitutes a progressive pattern of behavioral consequences, the parent(s) will be notified and afforded an opportunity for conference with the teacher and/or the principal.

2. **SUSPENSION FROM SCHOOL - PRINCIPAL:** A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to ten (10) school days.

3. **EXPULSION:** In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of a violation of rule 13 listed under the grounds for Suspension and Expulsion in this guideline.

### **GROUND FORS SUSPENSION OR EXPULSION**

The grounds for suspension or expulsion listed in Section A below apply when a student is:

- a. On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group (including summer school);
- b. Off school grounds at a school activity, function, or event; or
- c. Traveling to or from school or a school activity, function, or event.

A violation by a student of a rule listed in Sections A is subject to a range of disciplinary consequences imposed by teachers or administrators intended to be progressive in nature and move to a more serious consequence with each violation of the same or similar rule. Violations of certain rules and the resulting consequences will be dependent upon the age of the student, the number of prior violations and the severity of the violation.

#### A. STUDENT MISCONDUCT AND/OR SUBSTANTIAL DISOBEDIENCE

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

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this subdivision:
  - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
  - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
  - c. Setting fire to or damaging any school building or property.
  - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
  - e. Intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the education function under their supervision.
2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, hazing, or other comparable conduct.
3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.

5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.

6. Causing or attempting to cause physical injury or 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 rule.

7. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student. For example : threat specific to firearms and their presence or usage on or around school property.

8. Threatening (whether specific or general in nature) injury to persons or damage to property, regardless of whether there is a present ability to commit the act. For example : threat specific to firearms and their presence or usage on or around school property.

9. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons, or damage property when the student has information about such actions or plans.

10. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon or looks like a weapon.

11. Possessing, using, transmitting, or being under the influence of any narcotic drug, prescription drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, synthetic drug, alcoholic beverage, stimulants or intoxicants of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event. Use of drug authorized by a medical prescription from a physician is not a violation of this subdivision.

a. Exception to rule 11: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:

(1) That the student has an acute or chronic disease or medical condition for which the physician had prescribed medication.

(2) The nature of the disease or medical condition requires emergency administration of the prescribed medication.

(3) The student has been instructed in how to self-administer the prescribed medication.

(4) The student is authorized to possess and self-administer the prescribed medication.



12. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, synthetic drug, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
13. Possessing, using, transmitting, or being affected by caffeine-based substance other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind, or any other similar over-the-counter products.
14. Possessing, using, distributing, purchasing, or selling tobacco or nicotine-containing products of any kind or in any form. These products include e-cigarettes, any type of look-alike products or other related products associated with tobacco or nicotine use.
15. Possessing, using, distributing, purchasing, or selling e-cigarettes or other related products.
16. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
17. Failing to comply with directions of teachers or other school personnel during any period of times when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
18. Failing to completely and truthfully respond to question from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal laws.
19. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or state or federal law.
20. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
21. Aiding, assisting, agreeing or conspiring with another person to violate these student conduct rule or state or federal law.
22. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
23. Taking, recording, displaying and/or distributing pictures (digital or otherwise), video or audio recordings without the consent of the student or staff member in a situation not related to a school purpose or educational function.
24. Possessing sexually related materials, which include images displaying uncovered breasts, genitals or buttocks.

25. “Sexting” or using a cell phone or other personal communication device to possess or send text or email messages containing images reasonably interpreted as indecent or sexual in nature. In addition to taking any disciplinary action, phones will be confiscated and students should be aware that any images suspected to violate criminal laws will be referred to law enforcement authorities.

26. Engaging in pranks or other similar activity that could result in harm to another person. For example : threat specific to firearms and their presence or usage on or around school property.

27. Using or possessing gunpowder, ammunition, or an inflammable substance.

28. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted in accordance with Indiana law, including, but not limited to:

- a. engaging in sexual behavior on school property;
- b. engaging in sexual harassment of a student or staff member;
- c. disobedience of administrative authority ;
- d. willful absence or tardiness of students;
- e. engaging in speech or conduct, including clothing, jewelry or hair style, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity;
- f. violation of school corporation’s acceptable use of technology policy or rules;
- g. violation of school corporation’s administration of medication policy or rules;
- h. possessing or using a laser pointer or similar device

29. Any student conduct rule the school building principal establishes and gives notice of to students and parents.

## **B. POSSESSION OF A FIREARM OR A DESTRUCTIVE DEVICE**

1. No student shall possess, handle or transmit any firearm or destructive device on school property.

2. The following devices are considered to be a firearm under this rule: any weapon that is capable of expelling, designed to expel, or may readily be converted to expel a projectile by means of an explosion.

3. For purposes of this rule, a destructive device is:

an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above, a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or a combination of parts designed or intended for use in the conversion of a device into a destructive device.

A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.

4. The penalty for possession of a firearm or destructive device: suspension up to 10 days and expulsion from school for one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.

5. The superintendent shall immediately notify the appropriate law enforcement agency when a student is expelled under this rule.

#### C. POSSESSION OF A DEADLY WEAPON

a. No student shall possess, handle or transmit any deadly weapon on school property.

b. The following devices are considered to be deadly weapons for purposes of this rule:

\* a weapon, Taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.

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

\* a biological disease, virus, or organism that is capable of serious bodily injury.

c. The penalty for possession of a deadly weapon: up to 10 days suspension and expulsion from school for a period of up to one calendar year.

d. The superintendent shall immediately notify the appropriate law enforcement agency when a student is expelled under this rule.

#### D. Unlawful Activity

A student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an

interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria that takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

#### F. Legal Settlement

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

LEGAL REFERENCES: I.C. 20-33-8-1 et seq. I.C. 35-31.5-2-86

I.C. 35-47.5-2-4 I.C. 35-47-1-5

Revised Guidelines Reviewed by the Board: 3/28/2017

### **SECLUSION AND RESTRAINT**

As a part of the emergency procedures in place in our schools, any student who poses an imminent risk of injury to him/herself or to others may be physically restrained and/or placed in seclusion by school staff in accord with School Board policies. These could occur along with other emergency actions such as calling the police. Significant violations of the law including assaults on students and staff will be reported to the police. As soon as possible after any such incident the parents or guardian will be informed when any of these actions have occurred.

### **CONSEQUENCES FOR VIOLATIONS OF THE STUDENT CODE OF CONDUCT**

All violations of codes of conduct will be reported to the students' home high school and follow the discipline policies of the students assigned high school. School officials will implement practices of progressive discipline when students do not adhere to the Code of Conduct in order to maintain an appropriate safe and orderly school environment. Progressive discipline means beginning with the least severe or restrictive discipline appropriate to the offense, and utilizing more severe sanctions when a student's behavior warrants. Actions may include, but are not limited to, office referral, conferencing, mediation, assignment of additional school work, community service work, detention, removal from class or activity, in-school suspension, alternative to suspension program, suspension, alternative to expulsion, and expulsion. Actions may not include the use of physical activity or the withholding of food as a form of discipline.

### **DUE PROCESS RIGHTS**

When a student is being considered for a suspension, the administrator in charge will notify the student of the reason. The student will then be given an opportunity to explain

his/her side. After that informal hearing, the administrator in charge will make a decision whether or not to suspend. If a student is suspended, his/her parents will be contacted by either the student's home high school or the Career Center to notify them of the reason for and the length of the suspension.

Any learning that cannot be made up such as labs, field trips, skill practices, and the like or any learning that the student chooses not to make-up may be reflected in the grades earned. Two (2) suspensions for truancy or an expulsion may result in the revocation of the student's driver's license as assigned by the student's home high school.

If in the opinion of the Principal of the student's home high school and the Director of the Career Center that the infraction warrants a longer period of removal from school, s/he shall refer the case to the Superintendent of the participating school corporation for consideration for expulsion. The Superintendent shall review the case and may appoint a designee to conduct the expulsion meeting.

The student and/or parent(s) will be notified of the time and place of the expulsion meeting and their rights in connection with that meeting as well as their right to waive the meeting if they choose to do so. The expulsion examiner will issue a written decision following the expulsion meeting.

## **SEARCH AND SEIZURE**

Search of a student and his/her possession, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of School Trustees if there is a reasonable suspicion that the student is in violation of law or school rules. All searches may be conducted with or without a student's consent by school authorities.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the School and may be searched at any time if there is reasonable suspicion that a student has violated the law or School rules. Locks are to prevent theft, not to prevent searches. Anything that is found in the course of a search that may be evidence of a violation of School rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated.

The Principal or Director may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe that a student has consumed and alcoholic beverage.

The student will be taken to a private administrative or instructional area on school property with at least one other member of the teaching or administrative staff present as a witness to the test.

## **STUDENT RIGHTS OF EXPRESSION**

The school recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Material cannot be displayed or distributed if it:

Is obscene to minors, libelous, indecent, or vulgar,

Advertises any product or service not permitted to minors by law,

Intends to be insulting or harassing,

Intends to incite fighting, or

Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it will cause or is likely to cause a material and substantial disruption of school or school activities, violation of school regulations, or the commission of an unlawful act.

## **DRIVING AND PARKING REGULATIONS**

Bus transportation is provided for all students from their home schools to the Hoosier Hill Career Center. Students are expected to ride the bus unless a class assignment or exceptional circumstance requires them to drive.

### **PARKING PERMITS**

(Driving to and parking at the Career Center is a privilege, not a right)

Hoosier Hills Career Center does not offer general student parking permits. If a student needs to drive and park at Hoosier Hills, a one-day parking permit is issued by the Career Center Office to a student if the student's instructor requests the parking permit be issued the day before it is needed. Students will pick up the permit the day before it is needed and will display it writing side up, on their driver's side dashboard so it can be easily read.

Additionally, a Hoosier Hills Student Parking Tag may be issued at the discretion of the Director or Assistant Director of the Career Center only under exceptional circumstances and with knowledge and permission of the student's parent or guardian and the home school. Hoosier Hills Student Parking Tags may be revoked for any reason at any time.

Students who drive are cautioned to obey all driving and parking rules. The posted speed limit is 10 mph. Students are also cautioned to drive responsibly while on MCCSC properties (reckless driving will not be tolerated!). Failure to do so will lead to elimination of driving privileges and possible disciplinary action. Students who drive to the Career Center and all North students are expected to stay in class until the end of sessions at either 10:45 a.m. or 2:55 p.m. depending on home school schedule. Anyone caught leaving early will be disciplined. Students are not to go to their cars unless written permission is given in pass form by the HHCC Main Office at the request of the instructor. Students will then be allowed to retrieve vehicles after the HHCC Main Office radios the appropriate lot.

According to Indiana State Law 1C-9-1-4-29 g, students who have been suspended from school for a second time during the year, have been expelled, or have been excluded from school due to misconduct are ineligible for a driver's license or learner's permit.

Further, the law provides for invalidation of the driver's license or learner's permit of a student who has become ineligible subsequent to issuance, and requires school principals to notify the Indiana Bureau of Motor Vehicles of the identity of such students.

## **FACULTY/STAFF**

### **PATHWAY AND REMEDIATION COORDINATOR**

Andrea Smith

### **AGRIBUSINESS/SCIENCE**

Animal Science, Ag. Business Management, Horticulture,  
Landscape Management, Natural Resources – Katie Frew

### **AUTOMOTIVE SERVICE TECHNOLOGY**

Auto Body Collision – John Paul  
Auto Service Technology – Dan Nelson and Tony Feller  
Intro to Transportation/ Rec & Mobile Equipment  
– Scott Bradley

### **INFORMATION TECHNOLOGY**

Computer Tech Support, Networking Fundamentals  
Info Communications & Technology– Josh Prud'homme

### **DESIGN & CONSTRUCTION**

Construction Technology – Chris Carnegie  
PLTW-Engineering/Drafting – Greg Valenta  
Welding, Precision Machining – Mark Scranton

### **HEALTH & HUMAN SERVICES**

Cosmetology – Indiana Cosmetology Academy – Dennis Robbins/Angela Carter  
Culinary Arts & Professional Baking – Joshua Cain  
Early Childhood Education – Rebecca Swanson  
Health Science Education I – Melissa Teague  
PLTW-Biomedical – Health Science Education II – Barbara Hawkins  
Fire & Rescue – Capt. Danny Gillespie, Sgt. Kenny Hinkle  
Emergency Medical Services – Michael Hendricks

### **CLERICAL SERVICES**

Secretary – Elizabeth Wampler  
Secretary – Frances Crowley

### **TEACHING ASSISTANTS**

Nora Burks  
Elizabeth Coover  
Sandy Pate  
Shelby Segó  
Heather Purtlebaugh

## **MCCSC Wireless Communications Device Policy 5136**

A "wireless communication device" is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. The following devices are examples of WCDs: cellular and wireless telephones, pagers/beepers, personal digital assistants (PDAs), Blackberrys/Smartphones, Wi-Fi-enabled or broadband access devices, two-way radios or video broadcasting devices, laptops, iPads and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information. Students may not use WCDs on school property or at a school-sponsored activity to access and/or view Internet websites that are otherwise blocked to students at school. Students may use WCDs while riding to and from school on a school bus or other vehicle provided by the School Board or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher, sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

High School students (including Hoosier Career Center may use wireless communication devices (WCDs) before and after school, during their lunch break, in between classes, as long as they do not create a distraction, disruption or otherwise interfere with the educational environment. In addition, they may use wireless devices during after school activities (e.g. extra-curricular activities), at school-related functions and when using to submit for journalism class projects (i.e. newspaper, yearbook). Use of WCDs, except those expressly approved by the Principal or teacher, at any other time is prohibited and they must be powered completely off and stored out of sight.

Students are prohibited from using WCDs to capture, record or transmit the words (i.e. audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording or transmission of such words or images. Using a WCD to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal. Students who violate this provision and/or use a WCD to violate the privacy rights of another person may have their WCD confiscated and held until the end of the school year.

WCDs, including but not limited to those with cameras, may not be possessed, activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, shower facilities, restrooms, classrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The building principal has authority to make determinations as to other specific locations and situations where possession of a WCD is absolutely prohibited. No expectation of confidentiality will exist in the use of WCDs on school premises/property.



Students are prohibited from using a WCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 - Bullying and Other Forms of Aggressive Behavior.

Students are also prohibited from using a WCD to capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using their WCDs to receive such information.

Possession of a WCD by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege. Violations of this policy may result in disciplinary action and/or confiscation of the WCD. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity (e.g. child pornography). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation.

If the WCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed. Any WCD confiscated by Corporation staff will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian. WCDs in Corporation custody will not be searched or otherwise tampered with unless school officials reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 - Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a WCD to school for a designated length of time or on a permanent basis.

A person who discovers a student in possession of or using a WCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their WCDs. The School Board assumes no responsibility for theft, loss, damage, or vandalism to WCDs brought onto its property, or the unauthorized use of such devices. While students may use school phones to contact Parents/Guardians during the school day, Parents and /or Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

Adopted January 22, 2013

## **PARENTAL INVOLVMENT**

### **PARENT PARTICIPATION IN TITLE I PROGRAMS**

In order to achieve the level of Title I parent involvement desired by the Monroe County Community School Corporation School Board, these regulations guide the development of each Title I school's annual plan designed to foster a cooperative effort among the parents, school and community.

I. The Monroe County Community School Corporation will:

A. Provide training to educators throughout the district in working with parents as partners by offering teachers the opportunity to work with the district family literacy coordinator.

B. Advertise information related to school and parent programs, meetings, and Family Resource Center in a variety of ways including letters and flyers, personal contacts and invitations.

C. Involve parents of children served in Title I schools in decisions about how the 1% of Title I funds reserved for parental involvement is spent, and to make sure that not less than 95% of the 1% reserved goes directly to the schools.

D. Assist schools in developing a specific plan with parental involvement in order to involve parents in an organized, on-going and timely way in the development, review and improvement of parent involvement activities.

E. Convene an annual meeting at a convenient time to which parents of participating children are invited, to explain the parents' rights.

F. Develop jointly with parents a school-parent compact which outlines the responsibilities of the school staff, the parents and the student for academic improvement.

Approved: 5/1/07

## **GANG ACTIVITY POLICY**

The Board of School Trustees of the Monroe County Community School Corporation prohibits gang activity and similar destructive or illegal group behavior on school property, on school buses, and/or at school-sponsored functions. Gang Activity means a student who knowingly or intentionally actively participates 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. The principal or designee may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services. Consequences for a student who engages in gang activity may range from positive behavioral interventions up to and including suspension or expulsion.

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.

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

## **SPECIAL EDUCATION**

Students are entitled to a free appropriate public education in the “least restrictive environment”. MCCSC provides a variety of special education programs for students identified as having a disability as defined by the Individuals with Disabilities Education Act (IDEA).

A student can access special education services only through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, MCCSC encourages the parent to be an active participant. To inquire about the procedure please contact **Christi McBride, Director, Hoosier Hills Career Center**.

Students with disabilities who do not qualify for special education may be served within the regular education program with a Section 504 accommodation plan developed through an interactive dialogue between **Hoosier Hills Career Center**, the student, and the student’s parent/guardian. Parents/Guardians who believe their child may have a disability that interferes substantially with the student’s ability to function properly in school should contact **Christi McBride, Director, Hoosier Hills Career Center**.

## **SUPPORTS FOR STUDENTS WITH DISABILITIES**

In compliance with state and federal law, MCCSC will provide to each protected student with a disability without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student’s abilities.

In order to qualify as a protected student with a disability, the student must be of school age with a physical or mental disability, which substantially limits or prohibits participation in or access to an aspect of the school program.

These services and protections for “protected students with disabilities” are distinct from those applicable to eligible students enrolled (or seeking enrollment) in special education programs. See school board policy 2260.01 for additional details and procedures. For further information on the

evaluation procedures and provision of services to protected students with disabilities, contact:  
**Christi McBride, Director, Hoosier Hills Career Center.**

## **DIRECTORY INFORMATION**

MCCSC designates as student "directory information" that may be disclosed without consent of a parent or eligible student: a student's name; address; telephone number; date and place of birth; photograph; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; or listing on an honor roll; scholarships. Directory information shall not be provided to any organization for profit-making purposes. Parents and eligible students may refuse to allow MCCSC to disclose such "directory information" upon written notification to MCCSC within 20 days after receipt of this handbook.

## **PARENT'S RIGHT TO KNOW**

Upon a parent's request, MCCSC will provide information regarding the professional qualifications of their student's classroom teachers, including whether the student's teacher (a) has met Indiana's qualification and licensing criteria for the teacher's grade levels and subject areas, (b) is teaching under emergency or other provisional qualification/licensing status, or (c) has been subject to discipline of the teacher's license, and whether the student is provided services by paraprofessionals and, if so, their qualifications.

## **TESTING**

Upon request, parents will be provided with information regarding student participation in assessments mandated by state and federal law, or by MCCSC. More information about Indiana's testing requirements is available at: <http://www.doe.in.gov/assessment>