

Heartland Career Center

2016-17

**STUDENT
HANDBOOK**

INTERPRETATION

Where policies are a statement or summary of applicable law, then the applicable law in question shall govern the meaning and intent of specific policies herein where conflict or ambiguity exists.

NONDISCRIMINATION STATEMENT

Education services, programs, instruction and facilities will not be denied to anyone within Heartland Career Center, regardless of race, creed, disability or handicapping condition (including limited English proficiency), religion, gender, sexual orientation, ancestry, age, notional origin, social or economic background, or place of residence within the boundaries of the sending school corporations. For further information, clarification, or complaint, please contact:

Title IX Coordination (gender) / Civil Rights Coordinator

Pete Dupont, Supervisor of Student Services

Heartland Career Center

79 S 200 W

Wabash, IN 46992

Phone: 260-563-7481

Fax: 260-563-5544

Section 504 Coordinator (disability)

Pete Dupont, Supervisor of Student Services

Heartland Career Center

79 S 200 W

Wabash, IN 46992

Phone: 260-563-7481

Fax: 260-563-5544

ADA (disability)

Pete Dupont, Supervisor of Student Services

Heartland Career Center

79 S 200 W

Wabash, IN 46992

Phone: 260-563-7481

Fax: 260-563-5544

HEARTLAND CAREER CENTER 2016-17CALENDAR

August 8	First Teacher Day
August 10	First Student Day
September 5	Labor Day - No School
September 21	Meet Your Instructor
October 7	End Grading Period
October 19	College/Career Fair
October 24-28	Fall Break – No School
November 23-25	Thanksgiving Break – No School
December 22	End 1 st Semester
December 23- Jan 4	Christmas Break – No School
January 9	2 nd Semester Begins
February 6	No School (1st Possible Make-Up)
February 20	President’s Day – No School (2nd Possible Make-Up)
March 17	End Grading Period
March 31 - April 8	Spring Break – No School
April 10	Classes Resume
April 19	Open House/College Career Fair
April 21	Student Activity Day
May 24	Senior Certificate Presentation/Honors Program
May 26	End Grading Period/Last Student Day
May 29	Memorial Day
May 30	Last Teacher Day

HEARTLAND CAREER CENTER FACULTY AND STAFF 2016-17

Mrs. Michelle Atkinson	Cosmetology II
Mrs. Divana Bowyer	Health Science Education
Mr. David Brace	Graphic Design & Layout
Mrs. Crystal Bramel	English
Mr. Brian Evans	Entrepreneurship and New Ventures
Mrs. Rachel Higgins	Early Childhood Education
Mr. Jack Holley	Welding Technology
Mr. James Hoover	Construction Technology
Mrs. Vickie Houlihan	Networking Fundamentals
Mr. D. J. Johnson	Automotive Collision Repair
Mr. Brad Luzadder	Culinary Arts
Mr. Dean Owens	Automotive Service Technology
Mrs. Susan Sears	Cosmetology I
Mr. Douglas Shannon	Electronics & Computers Technology
Mr. Terry Shoemaker	Precision Machining
Mr. Leroy Striker	Criminal Justice
Mr. Greg Manning	Diesel Service Technology
Mr. Bill Weidner	Head Custodian
Mr. Dennis Carmichael	Custodian
Mrs. Randa Galbraith	Instructional Aid
Mr. Tim Denney	Instructional Aid
Mrs. April Branham	Receptionist
Mrs. Debra Grindle	Office Manager/Treasurer
Mrs. Sherry Truss	Payroll Clerk/Word Processing
Mr. Pete Dupont	Supervisor of Student Services
Mr. Jon Higgins	Principal
Mr. Mark Hobbs	Director

TABLE OF CONTENTS

Welcome	1
Mission Statement	1
School Organization	1
Philosophy of the School	2-3
General Information	4-7
Enrollment Procedures	4
Hall Passes	4
Telephone Calls and Messages	4
Breaks	4
Food and Drink	4
Dressing Appropriately for School	4
Handling Spills of Blood or Body Fluid	5
Vocational Youth Organizations	5
Incomplete Grades	5
Medication	5
Lost & Found	5
Prerequisites	5
Fees	6
Program Change	6
Student Transportation	6
Inclement Weather	6
Visitors	6
Placement and Follow-Up	6
Certificates	6
Emergency Drills	7
Cell Phone Content and Display	7
Legal Notice/Payment to Heartland Career Center	7
Student Transportation	8
Student Behavior and Discipline Policy	9-12
Attendance, Grades, and Credits	13-15
Appendix	16
Course Offerings	17
Sexual Harassment Policy	18
Civil Rights Nondiscrimination Grievance Procedure	18-19
Student Records	20-21
Search Policy	22-25
Student Discipline Policy	26-31
Information Technology Systems Policy	32-34
Criminal Gangs and Criminal Gang Activity in School	35-37
Advance Pesticide Notification	37
Fire Drill Instructions	38-39
Fire and Explosion Evacuation Map	40
Lock Down	41
Tornado Drill Instructions	42-43
Earthquake Disaster Plan	43
Nuclear Plan	44
Electrical Power Loss Procedures	44
Assigned Assembly Areas for Greatest Protection of Building Occupants	45

WELCOME TO HEARTLAND CAREER CENTER

Each year brings opportunities for all of us, and with these opportunities come new responsibilities as well. The faculty, support staff and administration of Heartland Career Center have accepted the challenge of attempting to provide the finest career and technical training possible for each of you, and we hope you will accept the challenge of gaining the most you can from your educational experience.

This handbook is designed to furnish you and your parents with pertinent information about Heartland Career Center. In some cases, this booklet is general and will not answer all specific questions. Persons with questions should check their handbook first and, if the answer is not found, ask a teacher or administrator.

Please join with us in a spirit of cooperation and common commitment to make this school year the best in the history of Heartland Career Center.

HEARTLAND CAREER CENTER MISSION STATEMENT

The mission of the Heartland Career Center is to provide a stimulating environment and opportunities for students to learn technical skills, attitudes, knowledge, and understandings designed to promote occupational preparation that will be effective in today's and tomorrow's technical society.

SCHOOL ORGANIZATION

The Heartland Career Center was started by agreement of four school corporations: Manchester Community Schools, Peru Community Schools, Metropolitan School District of Wabash County, and Wabash City Schools. This includes the towns of: Wabash, Peru, North Manchester, and the surrounding areas. The Career Center was formed pursuant to the Acts of 1939, as amended, and officially came into being in July 1965. Other school corporations within a reasonable distance have been invited to join in this cooperative program. North Miami Community School legally joined this joint school corporation effective July 1, 1969.

The Heartland Career Center was formed with the approval of the General Commission of the Indiana State Board of Education and is now a functioning public school in the State of Indiana.

WHERE DO I GO?

Attendance
Medical Problem
Change of Course
Personal Problem
Complaint
Lost and Found
Youth Club Funds
Career Center Driving Pass
Student Activities

WHOM DO I SEE?

Mrs. Branham/Mrs. Truss/Mr. Dupont
Office Staff
Mr. Dupont
Mr. Dupont/ Mr. Higgins/Mr. Hobbs
Mr. Dupont/ Mr. Higgins/Mr. Hobbs
Office Staff
Mrs. Grindle
Mr. Hobbs/ Mr. Higgins/Mr. Hobbs
Mr. Dupont

PHILOSOPHY OF THE SCHOOL

We the Board of Managers of the Heartland Career Center have defined career and technical education as part of a comprehensive program designed to prepare individuals for gainful employment as semi-skilled, skilled, or technical workers in our technological society.

We believe that career and technical education is an integral part of the total, well-balanced, educational program and should be made available to all individuals.

We recognize that one of the greatest resources of any civilization is its well-trained, knowledgeable, working citizens. The progress of that civilization will depend greatly upon its ability to recognize and meet the needs of those within the community, state, and nation.

To carry out the above philosophy, we, the Board of Managers shall:

1. Provide a stimulating environment and the opportunity to learn those skills, attitudes, knowledge, and understandings designed to promote a behavioristic change that will be effective.
2. Involve the community in the development and betterment of career and technical education programs.
3. Provide career and technical training and education for life-long learning in order that our students may recognize their potentials and evolve a plan of development within their capacities, needs, and interests. This will enable the individuals to develop their personality and traits for harmonious living, not only for themselves, but for the others with whom they work and their employers.
4. Encourage and direct the growth of those individuals along desirable lines to extend their abilities so that they will be happy, well-adjusted, and contributing members of society and to become effective in the "World of Work".
5. Provide a career and technical education which will help in the development of individuals for citizenship in our society, as well as becoming a productive part of our economy. We will provide an environment in which the individuals will accept responsibility, such as awareness of the many opportunities our country provides in American Citizenship, obedience to the laws and rules of the school, and respect for, and protection of their, others', and all public property.
6. Provide individuals with the opportunity to obtain professional assistance in making their educational choices since this is a major decision affecting their future lives.
7. Provide individuals with teachers and instructional facilities to help them develop, change, and grow to the maximum of their own natural abilities; encouraging them to look to the teacher for vision, encouragement, planning, and help in developing themselves to find ways to enrich their personal lives and career and technical careers.
8. Provide those individuals desiring this education with buildings, materials, equipment, and facilities in a safe and hygienic environment for innovative and purposeful career and technical training. Because in each successive generation, life becomes more complex, our obligations and responsibilities to society demand

that we continue to evaluate and persist in our efforts to improve our career and technical education training.

9. Establish effective communications with counselors in the high schools. Through the counselors' personal knowledge of the abilities and limitations of each student, we will receive students at the career center who have a genuine interest in an occupational training program.
10. Provide, through the area school concept, a wide variety of training programs in different occupational pathways. This will enable the interests and needs of more students to be served.

GENERAL INFORMATION

ENROLLMENT PROCEDURES

High school students from the participating high schools are eligible to apply for admission to Heartland Career Center. Prospective students may secure an application form one of the home school counselors. The counselor will assist the prospective student in evaluating his or her career goals, interests, and aptitudes, in order to make the best educational program choice.

The completed application form is to be returned to the home school counselor. All decisions made in terms of selecting students for admission to the Career Center rest with the home school selection policy.

HALL PASSES

Students are not permitted to be in the halls without permission. Teachers will normally provide a pass when classes are in session. Passes from any classroom are issued by the teacher in charge or the person who is authorized to permit students to leave class. A student should not leave his/her teacher's jurisdiction without a pass to avoid truancy.

TELEPHONE CALLS AND MESSAGES

Except in emergencies, students will not be called to the telephone during the school day. Messages will be taken, however, and the students will be notified to call the party back at such a time when he/she is free to do so.

BREAKS

Instructors may give students up to a thirteen minute break during their normal class schedule at the Career Center. Students may use the vending machines and student break room during this time. Students are not to go outside during break time. Breaks are a privilege and not a right and may be revoked by the instructor or administration at any time. Students are to assist in keeping the break area clean.

FOOD AND DRINK

There are vending machines available in the break area. The vending machines are available only at approved times. Students will not be permitted to bring beverages or consume food in the classrooms or industrial areas. Also, students will not be permitted to bring beverages from outside sources into the building. Only beverages from the vending machines will be permitted. The only exception to the policy is special situations approved by the administration.

DRESSING APPROPRIATELY FOR SCHOOL

Students should come to school dressed in a manner that does not disrupt the educational atmosphere or offend the sensibilities of others, including, but not limited to, racist, sexist, and gang-related symbols.

Students should not wear revealing or suggestive clothing advertising alcohol, tobacco, or other illegal drugs, clothing with satanic emblems or inappropriate graphics or language, including, but not limited to, anything that is lewd, vulgar, indecent, or offensive to school purposes.

Each program has dress regulations particular to that occupation area. Students must dress appropriately for the type of training being conducted. Examples: Health Service Education students must wear scrubs and Cosmetology students must wear navy uniforms.

HANDLING SPILLS OF BLOOD OR BODY FLUID

To protect individuals from the Human Immunodeficiency Virus (HIV) and other potentially infectious organisms, in the event of a spill of blood, body fluids or tissues, students should contact the nearest school employee immediately.

YOUTH SERVICE ORGANIZATIONS

At present there are five youth service organizations at Heartland Career Center representing the various occupational clusters. They are; HOSA (Health Occupations Students of America), BPA (Business Professionals of America), TSA (Technology Student Association and SKILLS U.S.A. (Vocational Industrial Clubs of America), and FCCLA (Family, Careers and Community Leaders of America).

The main mission of these organizations is to provide the student with the kinds of experiences that polish the leadership, career and social skills that are important in everyday life. Employers naturally want well trained employees, but they also want employees who possess social skills enabling them to better function in a work setting.

The activities of these organizations include such things as: competitive events, social functions, leadership development activities, service projects, and other community activities.

INCOMPLETE GRADES

All incomplete grades are shown by the letter "I" on the grade card. It must be removed within a certain time stipulated by the teacher, but in no case later than two weeks into the next grading period without special permission of the Supervisor of Student Services/Activities or the Principal. An incomplete grade is not considered a passing grade. A student with an incomplete grade can not be considered for any honor roll.

MEDICATION

Whenever a student must take medication (prescription drugs, aspirin, Tylenol, etc.) that medication must be administered through the main office. The main office can only administer those medications for which the student's parent/guardian has given permission. All medication, along with a note from the parent, should be brought to the office upon arrival at Heartland Career Center. Any drug that is not registered through the office could be considered a look-a-like drug.

LOST AND FOUND

Students who find lost articles are asked to take them to the office where they can be claimed by the owner. "Finders, Keepers" is **NOT** an accepted practice

PREREQUISITES

Few hurdles are put in a student's path that has a genuine interest in a particular occupational program. In other words, there are very few prerequisites. There are, however, recommended courses for background that a student should take prior to Career Center enrollment. The high school counselor can give this kind of information on specific programs.

FEES

The fee charged to enroll in any occupational program is very nominal. This fee is paid to the home school during the time that book rental fees are paid. The only other cost is for some specific equipment, attire for a particular program, student youth organization membership, and specialized testing for certification or licensing. These costs are usually quite reasonable.

PROGRAM CHANGE

Every effort will be made prior to enrollment to assist the student in making the best career choice. However, should the choice prove incorrect, changes can be made on an individual basis, depending, of course, on the time of the change request and the availability of openings. These changes are approved by the supervision of student services.

STUDENT TRANSPORTATION

Transportation is provided for all students to and from the Career Center by the home school with the possible exception of the Cosmetology students. (Their schedule dictates that they may have to provide their own transportation depending on the policy of their home school.) Students who believe they have a valid reason for driving may apply for a driving permit with their home school principal. Student driving, however, is discouraged because of student safety, energy conservation, and limited parking facilities at the Career Center. (Please refer to “Student Transportation Regulations and Guideline” for more specific information.)

INCLEMENT WEATHER

When three of the five member school corporations are in operation and sending students to Heartland Career Center during inclement weather, the Career Center will be in operation. If the Career Center closes for severe weather, the announcement of the closing will be made on several radio stations in the area. These stations are: WARU (Peru), WJOT and WKUZ (Wabash), and WOWO (Fort Wayne). The announcement will also be made on Channel 21 TV – Ft. Wayne and Channel 13.

VISITORS

Heartland Career Center has many visitors touring the Career Center each year. Visitors are encouraged to come during breaks or after school. All visitors must sign in/out in the main office.

PLACEMENT AND FOLLOW-UP

The Career Center is available to assist its graduates with locating employment in industries, businesses, hospitals, and many other places in surrounding labor markets. The Career Center is in frequent contact with employers and maintains current information on their needs. Placement of a student is the culminating step of the total program, and the Career Center welcomes the opportunity to assist young people in the security of their future.

Follow-up of Career Center alumni is extremely important in providing school authorities with information to assist in the improvement of programs offered. After a student completes a program at the Heartland Career Center, he or she may be contacted following graduation to obtain information about their training and employment. Much of the information or data is also monitored by the State of Indiana.

CERTIFICATES

After a student successfully completes one or more programs at the Career Center, a certificate is presented indicating this successful completion. The Senior Certificate Ceremony is normally held at the Honeywell Center in May at the close of the school year. Students must be present to receive their certificate.

EMERGENCY DRILLS

Severe weather, fire drills, and lock down drills are conducted on a regular basis. Instructions are posted in each classroom. Students should be familiar with these instructions. The teacher in

each classroom will give the students instructions. It is essential that when the first signal is given, everyone follow directions promptly and quietly, clearing the building or reporting to their designated area by the prescribed route. Exact locations and evacuation routes are listed in the appendix of this handbook.

CELL PHONE CONTENT AND DISPLAY

The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever a reason to believe that any person/student is involved with “child exploitation” or “child pornography” as defined by Indiana Criminal Statutes exists.

It is “child exploitation,” a Class C felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph, or create a digitalized image of any incident that includes “sexual conduct” by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes “sexual conduct” by a child under the age of 18.

It is “child pornography,” a Class D felony under I.C. 35-42-4-4(c), for any person/student to possess a photograph, motion picture, digitalized image, or any pictorial representation that depicts or describes “sexual conduct” by a child who the person knows is less than 16 years of age or who appears less than age 16.

“Sexual conduct” is defined by I.C. 35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.

The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require person convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.

Because student cell phones have been found in a number of Indiana school districts to have contained evidence of “sexual conduct” as defined above, parents and students must be aware of the legal consequences should this occur in our school system. Examples could include: sending, sharing, viewing, or possessing pictures, text messages, e-mails, or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or another electronic device.

LEGAL NOTICE/PAYMENT TO HEARTLAND CAREER CENTER

When you provide a check as payment, you authorize Heartland Career Center either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. When we use information from your check to make an electronic fund transfer, funds may be withdrawn from your account as soon as the same day you make your payment, and you will not receive your check back from your financial institution. For more information or if you do not want your check converted to an electronic transfer, please call our office at 260-563-7481.

STUDENT TRANSPORTATION REGULATIONS AND GUIDELINES

The Student Transportation Regulations & Guidelines of Heartland Career Center prohibits the use of unauthorized means of transportation to and from our school.

- A. Authorized transportation is the school bus provided by the home school or other transportation authorized in writing by the home school administration.
- B. Students driving or riding in cars or other vehicles must have written authorization in their possession. Driving and riding passes from the home schools must be recorded in Heartland Career Center's office upon arrival by the student.
- C. Student drivers and/or riders will face disciplinary consequences for transporting, arriving, or departing by means of unauthorized transportation.
- D. Students are not permitted to arrive or depart the school grounds on foot.
- E. Immediately upon arriving at Heartland Career Center, students are to proceed directly to the parking lot and park their vehicle.
- F. All occupants are to immediately leave the vehicle and are not to return until the proper dismissal time.
- G. No student is permitted to loiter in parked cars or other vehicles during the school day.
- H. Student drivers must be properly licensed and demonstrate safe, sensible, and legally correct driving practices at all times.
- I. Student drivers must obey posted signs, yield the right of way to pedestrians and school buses, not drive along side moving buses, avoid fast starts, and have their vehicles under control at all times.
- J. On days that a home school does not provide bus transportation, students are permitted to arrive and depart by their own choice of transportation.
- K. Student driving and riding violations will usually result in a one-day suspension from school and restricted driving privileges.
- L. No student parking on the East or West side of the parking lot without proper permission.
- M. No student parking on first row of the North or South parking lots.
- N. Parents or legal guardians are allowed to drop-off or pick-up their children at Heartland Career Center. Students are not permitted to leave/arrive with anyone else without prior approval through our office or the home school.

STUDENT BEHAVIOR AND DISCIPLINE POLICY

“THE RULES THAT YOU ARE ABOUT TO READ IN THIS CODE OF CONDUCT SUPPLEMENT ARE IN ADDITION TO OUR BOARD, DISCRETIONARY AUTHORITY TO MAINTAIN SAFETY, ORDER, AND DISCIPLINE INSIDE THE SCHOOL ZONE. THESE RULES SUPPORT, BUT DO NOT LIMIT, OUR AUTHORITY”

The intent of this policy statement is to inform all students and staff of the behavior which the Board of Managers considers unacceptable.

Each student is responsible for his/her own actions. The following rules are considered basic to that atmosphere, and students who choose to violate these concepts will be disciplined.

Monitoring behavior of students is the responsibility of the school staff whenever students are on the school premises or involved in any school related function or activity off of school premises.

Listed below is a series of unacceptable school behaviors that will cause instructors and administrators to invoke disciplinary action:

1. Bullying as defined in State law means 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. This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, intimidating, menacing, coercion, name calling, taunting, making threats, and hazing.
 - i) This rule applies when a student is:
 - a. On school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group (including summer school);
 - b. Off school grounds at a school activity, function, or event.
 - c. Traveling to or from school or a school activity, function, or event.
 - d. Using property or equipment provided by the school; or
 - e. Using data or computer software that is accessed through a computer, computer system, or computer network of the school corporation.
 - ii) Bullying by a student or groups of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student through overt, repeated acts or gestures, including verbal or written communications transmitted, and/or physical acts committed, or any other similar behavior is prohibited.

- iii) Parents or students who suspect that acts of bullying are taking place should report the matter to the school principal or designee. School personnel will investigate all reports of bullying.
 - iv) Counseling, corrective discipline, and/or referral to law enforcements will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation.
 - v) Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
 - vi) Any student who believes she/he has been or is currently the victim of bullying should immediately report the situation to the building principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the building principal.
 - vii) Every student is encouraged, and every staff member is required, to report any situation that they believe to be bullying behavior directed toward a student.
2. Causing or attempting to cause damage to school property or stealing or attempting to steal school property.
 3. Intentionally causing or attempting to cause damage to private property or stealing or attempting to steal private property.
 4. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way that could reasonably cause physical injury to any individual.
 5. Fighting or intentionally doing bodily harm to any student.
 6. Threatening or intimidating any student or staff member.
 7. Knowingly possessing, handling or transmitting any object that can reasonably be considered a weapon.
 8. Knowingly possessing, using, transmitting or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant of any kind, including all "look-a-likes" or substances represented to be any of the above. This would also include possession of drug paraphernalia.
 9. Engaging in the unlawful selling or purchasing of narcotics, including all "look-a-likes" or violating any criminal law which constitutes a danger to other persons.
 10. Failing to comply with directions of teachers or other staff personnel.

11. Engaging in any activity forbidden by the laws of the State of Indiana which constitute an interference with school purposes.
12. Use or possession of tobacco or tobacco products, including all "look-a-likes".
13. Arriving, departing or attempting to arrive or depart the school premises by unauthorized means of transportation, without proper authorization or in an unsafe manner.
14. Dressing and/or grooming in a manner that is not in compliance with home high school policy or Heartland Career Center policy or is inappropriate for activities of the training program.
15. Failing to maintain satisfactory class attendance without acceptable reasons.
16. Truancy or any unauthorized absence from a class or the school building.
17. Students who knowingly possess or use electronic paging devices or handheld portable telephones on school grounds during school hours in a situation not related to a school purpose or an educational function. The following information technology systems are included in this area of conduct: Internet, Networking, Fax, and Video Communication Systems.
18. Taking, recording and/or displaying or distributing video pictures (digital or otherwise) or audio recordings without the consent of the student or staff member in a situation not related to a school purpose or educational function is prohibited. Violation of this rule could result in disciplinary action.
19. Behaving in a manner not appropriate to the educational setting, including public display of affection, inappropriate language or inappropriate gestures or possessing or displaying obscene, vulgar or inappropriate material.

This list of unacceptable behavior is not intended to cover all of the violations that could possibly occur. Any misconduct that is disruptive to the educational process or infringes on the rights of others will be grounds for disciplinary action.

To enforce the rules and regulations of this school, including those listed above, the staff will use various means of discipline including: reprimand, additional assignments, probationary status, referrals to special personnel within the schools, parent conferences, suspension, referral to specialized community services, and, in serious cases, expulsions from programs.

The director, principal, any administrative personnel or any teacher of the school corporation shall be authorized to take any action in connection with student behavior, in addition to the actions specifically provided in this policy, reasonably desirable or necessary to help any student or to further school purposes. Examples include:

- a. Counseling with a student or group of students;
- b. Conferences with a parent or group of parents;
- c. Assigning students additional work;
- d. Rearranging class schedules;

- e. Requiring a student to remain in school after regular school hours to do additional school work or for counseling; or
- f. Restriction of extracurricular activity.

If a student is suspended from Heartland Career Center (this does not include In-School Suspension), the student will be prohibited from participating in any school related activities for the duration of the suspension.

If a student is suspended from the home high school, that student is automatically suspended from Heartland Career Center.

For further information concerning Suspensions/Expulsions, please refer to the Suspension/Expulsion From School section in the Appendix.

SECONDARY CAREER AND TECHNICAL STUDENT ATTENDANCE, GRADES AND CREDITS

SECTION I - RATIONALE

While being an educational facility, Heartland Career Center has a strong focus toward preparing students for the work force. One of the many career and technical education skills Heartland Career Center emphasizes with its students is attendance, since being on the job daily is of utmost importance. Therefore, the career center has established a policy that would encourage strong attendance for its students. Important to note is that the career center does not differentiate between excused and unexcused absences as do many of the sending schools. Rather absences are viewed as valuable time out of the career and technical education setting where job skill training occurs. For this reason, attendance is also closely tied to the grades of students.

In balancing the career center schedule with sending school schedules, it is evident that there will be some days in a student's school year that may require sending *school related* absences. For example, Heartland may be in session while other schools are on break. Therefore, Heartland has established days that are considered "no effect (NE) days". With the teachers' permission, students can attend Heartland on these days and earn extra points in the classroom and "make up" days toward Heartland attendance. Likewise, if a student is involved in a school related activity such as field trips or special convocations, these days are also labeled as NE days (only with notification from the sending school officials).

Heartland also recognizes that sending schools use different grading systems – semester and trimester systems. The career center's grading system is set up for semester grades and reporting and will be reported to the sending schools in the semester format.

SECTION II – ATTENDANCE

With attendance being a vital skill for students, the career center has established a grading system that rewards students for participation and encourages their presence in programs. At the same time, there are procedures in place to address marginal attendance. Heartland's policy is that all attendance is based on semester performance focusing on either a student being in the program or being absent or tardy on a daily basis. Specific procedures outline expectations for student's participation. These procedures also encourage notification of parents/guardians of student absences before they reach a critical stage. As well, these procedures establish specific standards for meetings with students, notifying sending schools, and notification of parents/caregivers/guardians. Once a student reaches a critical stage, a series of disciplinary strategies will be used to encourage the student to get back on track with their attendance. The measures include loss of breaks, suspensions, reduction of credit, loss of all credit, or eventual removal from the program. Note that career courses and academic course might have different procedures based on the amount of time in class and the requirements of that class.

Appeals of Attendance Review Committee Decisions:

All students have the right to appeal the decision made by the Attendance Review Committee if extenuating circumstances are present (such as extended personal illness, hospitalization, etc.). The student and/or legal guardian may submit an appeal form to the Supervisor of Student Services asking for further review. This form may be obtained from the Supervisor of Student Services. An appeal must be filed within ten (10) days of the final decision. At this point, the Attendance Review Committee as well as one or more members of the Heartland Teachers Attendance Committee will meet with the student and/or parent/guardian. At that time, the members of the Attendance Review Committee and the Heartland Teachers Attendance Committee will render a decision as to whether the student should be dismissed, retained or retained with special conditions. Once a student has met the maximum number of absences for the career and technical program the expulsion process will be pursued and is subject to review by the Director of Heartland for final determination.

SECTION III – GRADING PERIODS

Grades in the career courses are calculated in percentages on a daily basis. These percentage grades are then combined to produce a grade that is reported to the home school at 4 ½ intervals (mid-terms, 9 weeks, and semesters). Grades in the academic courses are based on actual work completed for the course (homework, in class work, quizzes, tests and projects). Again, progress is reported to the sending schools at 4 ½ intervals (mid-terms, 9 weeks, and semesters).

A student earns points toward a grade by a combination of two methods:

1. Production Points – (70% of Grade)

Production Points include four areas: work, attitude, and dress; tests and quizzes; projects; and extra work points. Although these are separate areas, it is left to the discretion of the individual instructor as to the amount that each of these areas play into the total points awarded.

2. Attendance Points – (30% of Grade)

A student earns attendance points each day of attendance at Heartland Career Center. A student may earn bonus attendance points by attending a career and technical class during a time that the student's home school is not in session; provided that attendance is not prohibited by the home school rules (Called Make Up (MU) days). Attendance points will be calculated proportionally to the amount of time the student is actually in the class.

SECTION IV – SEMESTER GRADES

Semester grades will be calculated as a composite of the 9 week period grades and will be reported directly to the sending schools.

SECTION VI -- GRADING SCALE

The grading scale for all grading periods and all semester/trimester grades will be:

98% - 100%	= A+	78% - 79%	= C+
93% - 97%	= A	73% - 77%	= C
90% - 92%	= A-	70% - 72%	= C-
88% - 89%	= B+	68% - 69%	= D+
83% - 87%	= B	63% - 67%	= D
80% - 82%	= B-	60% - 62%	= D-

59% - ↓ = F

SECTION VII -- CREDITS

A student with satisfactory grades and attendance will be recommended for credit to the home school. The home school issues all credit after receiving the career center recommendation.

APPENDIX

HEARTLAND CAREER CENTER COURSE OFFERINGS

Automotive Collision and Repair

Automotive Service Technology

Construction Trades

Cosmetology I

Cosmetology II

Criminal Justice

Advanced Culinary Arts

Diesel Services Technology

Early Childhood Education

Electronics & Computers Technology

Entrepreneurship and New Ventures

English

Graphic Design & Layout

Health Science Education

Networking Fundamental

Precision Machining

Welding Technology

HEARTLAND CAREER CENTER SEXUAL HARASSMENT POLICY FOR EMPLOYEES AND STUDENTS

Heartland Career Center is committed to maintain a learning and working environment that is free from employment/education-related discrimination, including sexual harassment.

It shall be a violation of this policy for any employee or student of Heartland Career Center to engage in sex discrimination and/or sexual harassment of another employee or student through conduct or communications. Conduct of a sexual nature may include unwelcome verbal or physical advances and/or unwelcome communications regarding physical or personality characteristics of a sexual nature.

Complaints should be given to your Principal, Supervisor of Student Services, or Director not involved in the harassment or discrimination. If you have done this and are not satisfied, complaints may then be directed to the Equal Employment Opportunity Commission (EEOC) at the Department of Labor, 101 W. Ohio Street, Suite 1900, Indianapolis, Indiana 46204-4203 (1-800-669-4000), or to the Office of Civil Rights at Indiana Government Center North, 100 N. Senate Ave. Room N103, Indianapolis, IN 46204 (1-800-628-2909).

CIVIL RIGHTS NONDISCRIMINATION GRIEVANCE PROCEDURE

This nondiscrimination grievance procedure applies to civil rights regulatory TITLE: VI (race, color, national origin including limited English proficiency), TITLE IX (sex/gender). SECTION 504 of the REHABILITATION ACT OF 1973, (handicapping condition), and the Americans with Disabilities Act.

Interested parties include school corporation officers, employees, students and patrons. The nondiscrimination procedure applies to acts or omissions relating to protected rights based upon age, race, color, religion, sex, handicapping condition, and national origin including limited English proficiency.

I. THE PROCESS

A. Level One

1. The officer, employee, student or patron alleging a violation shall submit the initial complaint in writing to the Supervisor of Student Services. The complaint shall stipulate the specific act or omissions, the date of same, and parties involved.
2. The Supervisor of Student Services shall initiate investigation of the circumstances of the complaint within seven (7) calendar days of the receipt of the written complaint.
3. The Supervisor of Student Services shall render a decision within fourteen (14) calendar days of the receipt of the written complaint. The decision shall be in writing to the complainant.
4. The complainant shall have seven (7) calendar days to react to the decision before it becomes final. If the complainant disagrees with the decision of the supervisor of Student Services and submits such a statement in writing to the Supervisor of Student Services, a level two procedure shall be enacted.

B. Level Two

1. The Supervisor of Student Services shall submit the written disagreement statement and all related information to the Director within three (3) calendar days of receipt.
2. The Director shall review all materials and schedule a meeting within seven (7) calendar days of receipt of the written disagreement and all related information. The participants shall be complainant, the Supervisor of Student Services and the Director. Other witnesses may be called with prior notice of three (3) calendar days.
3. The Director shall make a decision within seven (7) calendar days of the final meeting of parties. This decision shall be final.

Note: By mutual agreement, circumstances of calendar availability may result in extension of the stipulated time if a request is made in writing by either party and so agreed to by the parties.

STUDENT RECORDS POLICY

PREAMBLE - During the time a student spends at Heartland Career Center, the school collects and records data, concerning the student. Heartland Career Center recognizes that the collection, maintenance, and dissemination of such data is essential to daily school operations, as well as in placement activities of the school. Further, since Heartland Career Center is an integral part of the participating home schools, it is vital that much information and many records be exchanged with each home school. It is also recognized that preserving the rights of privacy of the student and parents, providing access to the data by the student or parents, and the student's or parent's right to correct inaccurate data is equally essential. Heartland Career Center has adopted this policy to achieve these ends. Further, Heartland Career Center has attempted to design this policy to comply with the provisions of the "Family Educational Rights and Privacy Act of 1974 (FED. P.L. 93-380), and still perform the vital missions of the school.

I. REQUIREMENT FOR ENROLLMENT

- C. From the effective date of this policy it shall be required of each student and parent at the time of enrollment that consent for the student's records to be used in cooperating with prospective employers be granted. This shall be a requirement of admission to all secondary vocational programs because of the importance of the placement of students as an integral part of their career and technical training and achievement of their career goals.
- D. The following two statements will be a part of an application or registration form for Heartland Career Center secondary CTE programs.
 - 1. I hereby give my consent for the home school to complete the reverse side of this form. I also give my consent, unless subsequently revoked in writing, for the Career Center to use my Career Center records for placement purposes. I understand these records will be released to prospective employers without additional written consent.

Date Student's Signature

- 2. I hereby give my consent for the home school to complete the reverse side of this form. I also give my consent, unless subsequently revoked in writing, for the Career Center to use my son's or daughter's Career Center records for placement purposes. I understand these records will be released to prospective employers without additional consent.

Date Parent's Signature

II. SPECIAL CONDITIONS

- A. Heartland Career Center shall continue to cooperate with prospective employees concerning all former students without student consent, unless the Career Center is notified in writing of the denial of such use of the records.
- B. Current students must submit in writing that they do not desire to have their records released to prospective employers. Otherwise the records of current students will be utilized in the same manner as outlined for the records of former students.

III. USE OF RECORDS IN DUE PROCESS

- A. The Director or his/her designee of Heartland Career Center shall be authorized to utilize the student records as required by the “Due Process law” concerning discipline cases.

LEGAL AND POLICY CITATIONS

LOCKER SEARCH POLICY

- A. A student using a locker that is the property of a school corporation is presumed to have no exception of privacy in that locker or its contents.
- B. A principal or other member of the administrative staff of a school designated in writing by the principal may, in accordance with the rules of the governing body of that school corporation, search such locker and its contents at any time. The school corporation shall provide each student and each student's parents a written/electronic copy of all rules of the governing body of the school corporation regarding searches such as lockers and their contents.
- C. Other than a general search of lockers of all students, any search conducted under this section shall be, where possible, conducted in the presence of the student whose assigned locker is the subject of the search.
- D. A law enforcement agency having jurisdiction over the geographic area in which is located the school facility containing such a locker may, at the request of the school principal and in accordance with rules of the governing body of that school corporation, assist the school administrators in searching such a locker and its contents.

**HEARTLAND CAREER CENTER'S
POLICY CONCERNING SEARCH AND SEIZURE ON SCHOOL
PREMISES OR DURING A SCHOOL ACTIVITY**

A. DEFINITION

As used in this policy, 'reasonable cause for a search' means circumstances which would cause a reasonable person to believe that the search of a particular person, place, or thing will lead to the discovery of:

1. evidence of a violation of the Student Behavior and Discipline Policy contained elsewhere in the policy manual and provided to all students.
2. anything which because of its presence presents an immediate danger of physical harm or illness to any person.

B. LOCKERS

All lockers and other storage areas provided for student use on school premises remain the property of the school corporation and are subject to inspection, access for maintenance, and search pursuant to this section. No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by the Director of the school in which the locker or storage area is located. Unapproved locks shall be removed and destroyed.

1. The Director, a member of the administrative staff, or their designee in writing may search a locker and its contents where the person conducting the search has reasonable cause for a search of the locker being searched. Where the locker to be searched is assigned to a particular student and that student is on the school premises at the time of the search, the student shall be notified prior to the search and given the option to be present at the search.
2. The Director, a member of the administrative staff, or a teacher may search a desk or any other storage area on the school premises other than a locker when the person conducting the search has reasonable cause for a search.

C. PERSON

The Director, another member of the administrative staff, or their designee may search the person of a student during school or at a school activity if the administrator has reasonable cause for a search of that student. Searches of the person of a student shall be limited to:

1. searches of the pockets of the student
2. any object in the possession of the student.
3. a 'pat down' of the exterior of the students' clothing and/or removal of shoes.

Searches of the person of a student which require removal of clothing other than a coat or jacket shall be referred to a law enforcement officer in accordance with paragraph F of this section. Searches of the person of a student shall be conducted in a private room by a person of the same sex as the student being searched. At least one but not more than three additional persons of the same sex as the student being searched shall witness but not participate in the search. At the request of the student to be searched an additional person of the same sex as the student, designated by the student and then reasonably available on school premises shall witness the search. The parent or guardian of any student searched shall be notified of the search as soon as reasonably possible.

D. Anything found in the course of a search conducted in accordance with this policy which is evidence of a violation of the student conduct standards may be:

1. seized and admitted as evidence in any suspension or expulsion proceeding if it is tagged for identification at the time it is seized and kept in a secure place by the administrator until it is presented at the hearing.
2. returned to the parent or guardian of the student from whom it is seized
3. destroyed if it has no significant value, or
4. turned over to any law enforcement officer in accordance with paragraph F
5. returned to student at a later time with counseling, and
6. returned to proper owner after used as evidence in (1) above.

E. DISPOSITION OF DANGEROUS ITEMS

Anything found in the course of a search conducted in accordance with this policy which by its presence presents an immediate danger of physical harm or illness to any person may be seized and:

1. returned to the parent or guardian from whom it was seized
2. destroyed, or
3. turned over to any law enforcement officer in accordance with paragraph F.

F. LAW ENFORCEMENT ASSISTANCE

The Director or member of the administrative staff may request the assistance of a law enforcement officer to:

1. search any area of the school premises, any student, or any motor vehicle on school premises;
2. identify or dispose of anything found in the course of a search conducted in accordance with this policy.
3. Use of Dogs; the board authorizes the use of specially trained dogs to detect the presence of illegal drugs or devices such as bombs on school property under the conditions established in the Directors administrative guidelines.

G. USE OF CANINES

The board authorizes the use of specially trained dogs to detect the presence of drugs and devices such as bombs on school property.

The dogs may be allowed to examine school property such as lockers or students and items in their possession, but any search of a student's person will be based upon individualized reasonable suspicion in addition to any information resulting from the dog's examination. Dogs may also be used to examine any vehicle on school property.

SUSPENSIONS AND EXPULSIONS FROM SCHOOL
HEARTLAND CAREER CENTER
STUDENT DISCIPLINE

STUDENT CONDUCT

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law regarding minors. Respect for the rights of others, consideration of their privileges and cooperative citizenship shall also be expected of all members of the school community.

Respect for real and personal property, pride in one's work, achievement within the range of one's ability as well as exemplary personal standards of courtesy, decency, and honesty shall be maintained at Heartland Career Center.

The director and principal shall establish procedures to carry out Board Policy and philosophy and shall hold all school personnel, students, and parents responsible for conduct of students on school vehicles and at any school sponsored event.

Discipline on Heartland Career Center vehicles shall be the responsibility of the driver of that vehicle. When Heartland Career Center vehicles are used for fieldtrips and other school activities, however, the teacher or advisor shall be responsible for student discipline. If a student becomes a serious discipline problem on the vehicle, the administration may suspend the transportation privileges of the student, providing such suspension conforms to due-process.

No student is to be detained after the close of the regular school day without parental notification.

The director and principal shall establish a format for the development and dissemination of a student code of conduct for the school. This code of conduct will be reviewed by the Board of Managers on an annual basis.

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 I.C. 20-8.1-5, the Board of Managers authorizes administrators and staff members to take the following actions:

A. Suspension from School – Director/Principal/Supervisor of Student Services

The director/principal 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, according to guidelines established in the code of conduct.

B. Expulsion

In accordance with the due process procedure 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 M listed under the Grounds for Suspension or Expulsion of this policy.

Grounds for Suspension or Expulsion

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

- A. 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 the subdivision:

1. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
 2. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or form, or use of the building corridor, or room.
 3. Setting fire to or damaging any school building or property.
 4. Prevention of or attempting to prevent by physical act, the convening or continued functioning of any school or educational function, or of any meeting or assembly on school property.
 5. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the educational function under his/her supervision.
- B. Causing or attempting to cause damage to school property, and/or stealing or attempting to steal school property.
 - C. Causing or attempting to cause damage to private property, and/or stealing or attempting to steal private property.
 - D. 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.

- E. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from the student.
- F. Knowingly possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon.
- G. Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind.

Use of a drug authorized by a medical prescription from a physician is not a violation of this subdivision.

- H. Engaging in the unlawful selling of controlled substances 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.
- I. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
- J. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
- K. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or any educational function and are validly adopted in accordance with Indiana law, including but not limited to:
 - 1. Engaging in sexual behavior on school property.
 - 2. Disobedience of administrative authority.
 - 3. Willful absence or tardiness of students.
 - 4. 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.
 - 5. 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.
- L. Knowingly possessing or using an electronic paging device or a handheld portable telephone on school grounds during school hours, other than at communicated non-instructional time, in a situation not related to a school purpose or educational function.

M. Possessing a Firearm.

1. No student shall possess, handle or transmit any firearm on school property.
2. The following devices are considered to be a firearm as defined in Section 921 of Title 18 of the United States Code:
 - a. Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.
 - b. The frame or receiver of any weapon described above.
 - c. Any firearm muffler or firearm silencer.
 - d. Any destructive device which is an explosive, incendiary, or, poisonous (i.e.: gas bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter (1/4) ounce, mine, or any similar device).
 - e. 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 (1/2) inch in diameter.
 - f. Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two (2) immediately preceding examples, and from which a destructive device may be readily assembled.
3. The penalty for possession of a firearm: The penalty for possession of a firearm: ten (10) days suspension and expulsion from school for one (1) calendar year. The length of the expulsion may be reduced by the Director if the circumstances warrant such reduction.
4. The Director shall notify the county prosecuting attorney's office when a student is expelled under this rule.
5. The grounds for suspension or expulsion listed above 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;
 - b. Off school grounds at a school activity, function, or event;
 - c. Traveling to or from school or a school-related activity, function, or event.

In addition to the grounds listed above, 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 personal or school property . This includes any unlawful activity meeting the above criteria which

takes place during weekends, holidays, and other school breaks including the summer period when a student may not be attending classes or school functions.

Suspension Procedures

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

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

Expulsion Procedures

When the principal (or designee) recommends to the director (or designee) that a student be expelled from school, the following procedures will be followed:

- A. The Director (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
 - 1. legal counsel.
 - 2. a member of the administrative staff who did not expel the student and was not involved in the events giving rise to the expulsion.
- B. An expulsion will not take place until the student and the student's parents are asked to appear at an expulsion meeting conducted by the Director or the person designated above. Failure by the student or a student's parent to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal to the School Board.
- C. The request to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reason for the expulsion and the date, time, place, and purpose of the meeting.

- D. At the expulsion meeting, the principal (or designee) will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student and to present evidence to support the student's position.
- E. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.

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

HEARTLAND CAREER CENTER

POLICY ON SCHOOL PROVIDED ACCESS TO INFORMATION TECHNOLOGY SYSTEMS

Including, but not limited to:

1. Internet Systems
2. Network Systems
3. Fax Systems
4. Telecommunication & other Communication Systems
5. Computer & other Video Communication Systems

Freedom of expression is a human right under the Constitution. Freedom of expression encompasses the right to freedom of speech and the corollary right to receive information. Schools facilitate the exercise of these rights by providing access to information regardless of format or technology. In a free and democratic society, access to information is a fundamental right of citizenship.

In making decisions regarding student access to the Schools Information Technology Systems, Heartland Career Center considers its own stated educational mission, goal and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the Internet and other Information Systems enables students to explore thousands of libraries, databases, bulletin boards and other resources while exchanging messages with people around the world. The school expects that faculty will blend thoughtful use of the Information Technology Systems throughout the curriculum and will provide guidance and instruction to students in its use. As much as possible, access from school to Internet and other systems resources should be structured in ways which point students to those which have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed by the staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives.

Outside of school, families bear responsibility for the same guidance of Information Technology Systems use as they exercise with information sources such as television, telephones, radio, movies and other possibly offensive media.

Students utilizing school-provided Information Technology Systems must first have permission from and be supervised by Heartland Career Center's professional staff. Students utilizing school provided Information Technology Access are responsible for good behavior on-line just as they are in a classroom or other areas of the school. The same general rules for behavior and communication apply.

The purpose of school-provided Information Technology Access is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of Heartland Career Center. The access we provide to the Information Technology Systems is a privilege, not a right. Access entails responsibility.

Users should expect that files stored on school-based computers and other media will not be private. Electronic messages and files stored on school-based computers or other media may be treated like school lockers. Administrators and faculty may preview files and messages to maintain system integrity and ensure that users are acting responsibly. The following uses of school-provided Information Technology Access are not permitted:

1. to knowingly access, upload, download or distribute pornographic, obscene or sexually explicit material.
2. to transmit obscene, abusive or sexually explicit language.
3. to violate any local, state or federal statute.
4. to vandalize, damage or disable the property of another individual or organization.
5. to access another individual's materials, information or files without permission,
6. to knowingly violate copyright or otherwise use the intellectual property of another individual or organization without permission.
7. to use the school Information Technology Systems resources for commercial purposes, advertising, or political lobbying.
8. to reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Information Technology Systems.
9. to transmit pictures or other information that could be used to establish your identity without prior approval of the teacher.
10. to agree to get together with someone you “meet” on-line without prior parent approval, and
11. to knowingly use the School’s Information Technology Systems for non-educational communication (chat rooms, e-mail, etc.).
12. to knowingly use the School’s Information Technology Systems for non-educational games and
13. to download executable files or applications onto the school’s hard drives, except by the designated technology staff. If a student or staff member other than the technology staff transfers a file or software program that infects the network or workstation with a virus and causes damage, the staff member or student will be liable for any and all repair costs to make the infected equipment once again fully functional.

Any violation of school policies and rules may result in loss of school-provided access to the Information Technology Systems. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

The Heartland Career Center makes no warranties of any kind, neither expressed nor implied, for the Information Technology systems Access it is providing. The school will not be responsible for any damages users suffer including, but not limited to, the loss of data resulting from delays or interruptions in service. The school will not be responsible for the accuracy, nature or quality of information gathered through school-provided access to the Information Technology Systems.

Parents of students at the Heartland Career Center shall be provided with the following:

The Heartland Career Center is pleased to offer their students' access to the school's Information Technology Systems. The Internet and other forms of information technology provide an electronic highway connecting hundreds of thousands of computers and millions of individual users all over the world. This computer and other forms of technology allows students and staff to access and use resources from distant computers, communicate and collaborate with other individuals and groups around the world and significantly expand their available information base. The Internet and other Information Technology Systems are tools for learning.

Families should be aware that some material accessible via the Internet and other Information Systems may be illegal, defamatory, inaccurate or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet which could result in unwanted financial obligation for which a student's parent or guardian may be deemed liable.

While the school's intent is to make Information Technology Systems Access available in order to further educational goals and objectives, students may find ways to access other materials as well. Even should the school institute technical methods or systems to regulate students' Information Access, those methods could not guarantee compliance with the school's acceptable use policy. That notwithstanding, the school believes that the benefits to students of access to the Information Technology Systems exceed any disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when they use media and information sources. Toward that end, Heartland Career Center makes the school's complete Information Technology System policy and procedures available on request for review by all parents, guardians and other members of the communities, and provides parents and guardians the option of requesting for their minor children alternative activities not requiring Information Technology Systems access.

Criminal Gangs and Criminal Gang Activity in School

It is the policy of the Heartland Career Center to prohibit gang activity and similar destructive or illegal group behavior on school property or school buses or at school-sponsored functions and to prohibit reprisal or retaliation against individuals who report gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others 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" defined (per IC 35-45-9-1)- "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 (IC 35-42-2-1).

“Gang Activity”- 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 IC 20-33-9-10.5, 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 are graded according to the severity of the offenses and consider both the developmental ages of the student offenders and students' histories of inappropriate behaviors, per the code of student conduct.

Any corporation and school employee who promptly reports an incident of suspected gang activity and who makes this report in compliance with the procedures of this policy, 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 for the administrator's safety. 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.

Consequences and appropriate remedial actions for a student who engages in gang activity may range from positive behavioral interventions up to and including suspension or expulsion. The principal shall proceed in accordance with the code of student conduct, as appropriate, based on the investigation findings. As appropriate to the investigation findings, the principal shall ensure the code of student conduct has been implemented, and provide intervention and/or relevant support services (i.e., refer to counseling, establish training programs to reduce gang

activity and enhance school climate, enlist parent corporation and involvement or take other appropriate action). The principal shall inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services.

The principal shall provide the parents of the students who are parties to any investigation with information about the investigation, in accordance with Federal and State law and regulation. 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.

Supports services available for students who are ‘at risk’ for and/or suspected of participating in gang activity and their families may include one or more of the following:

1. Gang awareness education (for students, parents, school faculty/personnel, law enforcement, and community stakeholders) that at the least 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 board of managers on a quarterly 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 written report to the Indiana Department of Education by June 2 of each year.

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 parameters described in the corporation’s code of student conduct. The school board recognizes that some acts of gang activity may be isolated incidents requiring that the school officials respond appropriately to the individuals committing the acts. Other acts may be so serious that they require a response either at the school corporation level or by local law enforcement officials.

This policy shall be annually disseminate to all parents who have children enrolled in Heartland Career Center. The superintendent shall ensure that notice of the corporation's policy appears in the student handbooks and all other publications of the school corporation that set forth the comprehensive rules, procedures and standards for schools within the school corporation.

School systems are encouraged to collaborate with stake holders to provide gang prevention and intervention services and programs according to the policies and procedures of their local boards of education. These strategies are based on evidence proven models for gang awareness as outlined by the Office of Juvenile Justice and Delinquency Prevention.

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. Integrate School Resource Officer Programs when available.
5. Consider integrating the Gang Resistance Education and Training (G.R.E.A.T.) Program into curricula.

Source: This document is modeled, in part, on information provided through the Maryland State Department of Education "Model Policy to Address Gangs, Gang Activity, and Similar Destructive or Illegal Group Behavior"

Advanced Pesticide Notification

At least 48 hours prior to a pesticide application the school corporation (Heartland Career Center) will provide planned pesticide application details to parents, guardianship, and staff members requesting to be notified.

Parents, guardianship, and staff must be registered with Heartland Career Center to receive such notice.

As in the past, every effort is made to apply pesticides only during summer break or non-student days.

FIRE DRILL INSTRUCTIONS

Fire drills are conducted periodically according to state regulations under the direction of the State Fire Marshall's office. When the fire alarm sounds, students and staff will exit the building according to the following instructions. All persons will move at least 50 feet from the building.

ROOM NUMBER AND/OR NAME

- 7- **SEMINAR** - Right turn and exit through north side of west doors.
- 8- **SEMINAR** - Left turn and exit through south side of west doors.
- 9- **SEMINAR** - Right turn, then left and exit through south side of east doors.
- 10- **SEMINAR** - Right turn, then left and exit through south side of east doors.
- 11A- **EARLY CHILDHOOD EDUCATION** - Left turn after leaving room and exit through north side of east doors.
- 11B- **"WE CAN"** - Left turn after leaving room and exit through north side of east doors.
- STUDENT AREA** - Exit through the east doors.
- 12- **ENGLISH** - Angle right after leaving room and exit through south side of west doors.
- OFFICE AREAS** - Exit through south door of general office then turn right and exit through north side of west doors.
- COSMETOLOGY** - Right turn then exit through west half of south doors.
- 21- **CRIMINAL JUSTICE** - Left turn then exit through east half of south doors.
- 23- **ELECTRONICS & COMPUTER TECHNOLOGY** - Right turn then exit through west half of south doors.
- 24- **HEALTH SCIENCE EDUCATION** - Left turn then exit through east half of south doors.
- 26- **GRAPHIC DESIGN LAYOUT/GRAPHIC IMAGING TECHNOLOGY** - Exit through east doors.
- 27- **NETWORKING FUNDAMENTALS/INFRASTRUCTURE OF THE INTERNET** - Right turn then exit west side of south doors.
- 28- **CULINARY ARTS** - Left turn then exit east side of south doors.
- CONSTRUCTION TRADES** - Exit west doors.
- AUTOMOTIVE SERVICE TECHNOLOGY** - Exit north doors.

DIESEL SERVICE TECHNOLOGY - Exit north doors.

PRECISION MACHINING - Exit north doors.

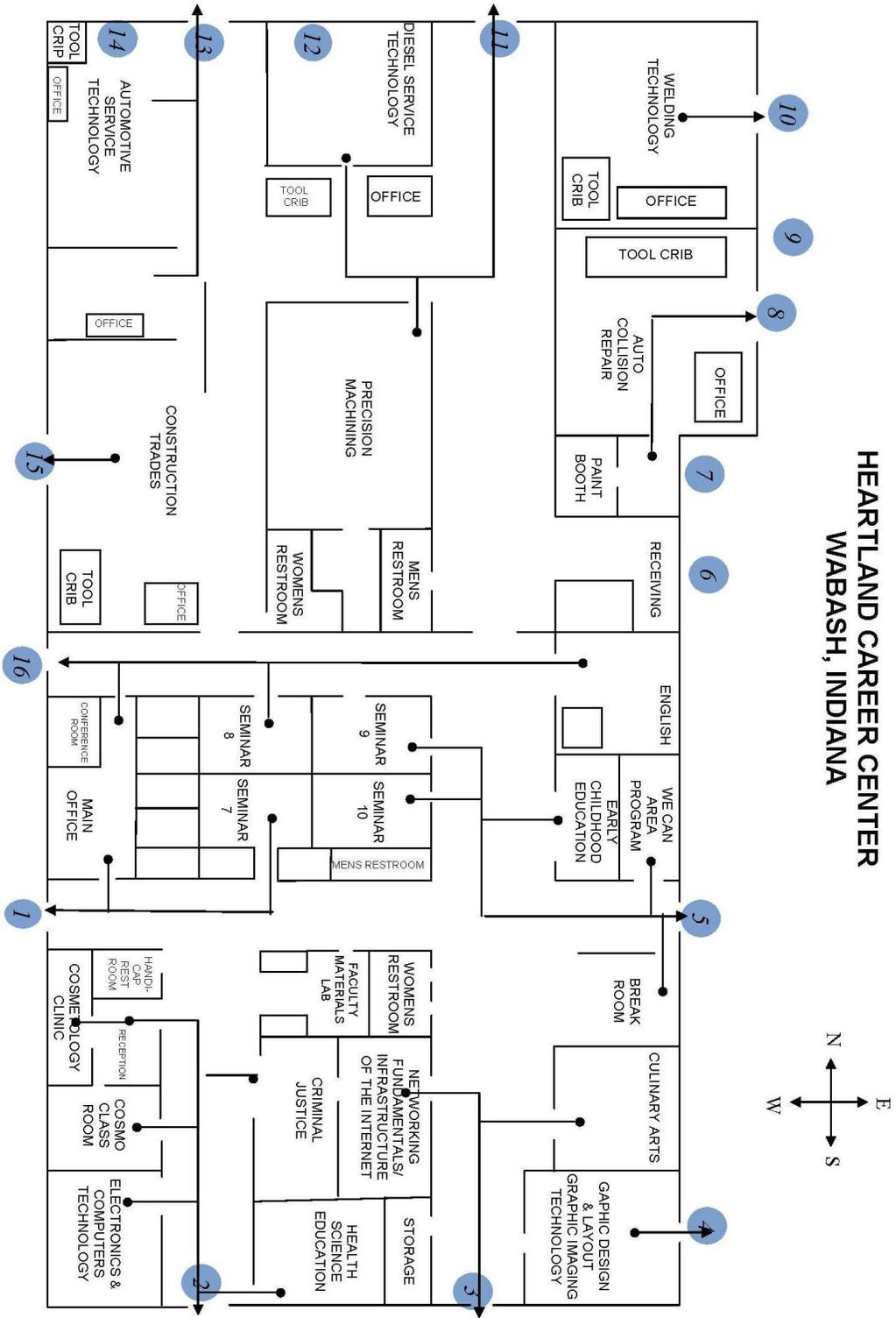
WELDING TECHNOLOGY – Exit east door.

AUTOMOTIVE COLLISION AND REPAIR - Exit east door.

GENERAL INSTRUCTIONS

1. Walk quickly. **NEVER RUN**. Walk double file when possible.
2. **NO TALKING DURING DRILL.**
3. First person reaching exit doors will hold doors open for others.
4. If alarm sounds when students are in halls – use nearest exit.
5. Return to building in reverse of exiting when all clear is given.
6. If an exit is blocked, walk quickly to nearest other exit.
7. The all clear signal will be two rings of the bell. Administrative personnel will also signal for students to return.

HEARTLAND CAREER CENTER FIRE & EXPLOSION EVACUATION ROUTING



“LOCK-DOWN”

The principal or designee will announce over the intercom that the building is under a “lock-down” when conditions warrant such an action. This command would be used in instances such as a K-9 locker search, armed individual in the area or other instances where all student movement is restricted for safety.

In the event of a “lock-down” the following procedure will be followed:

1. An announcement will be made that “Heartland Career Center is now under lock-down conditions. Teachers secure our rooms and areas.” Please follow any other instructions or information that may follow.
2. Faculty and staff should proceed to their doors and stop any students that are in the hallway, directing them into their classrooms. Teachers nearest the restrooms should make a quick sweep and remove any students to their classrooms.
3. All classroom doors should be locked and remain locked until instructed by the principal or designee that the “lock down” is over.
4. Ignore all bells and alarms should they go off. All instructions will be given in person.
5. Turn off all lights.
6. Move students to a corner of the room that is not visible from the classroom door.
7. Follow all instructions given by school and/or emergency personnel.
8. If a student is requested from your room, a school official will personally come to the classroom to retrieve that student.
9. When the “lock-down” is over classes will be dismissed by an administrator.

TORNADO DRILL INSTRUCTIONS

Tornado drills are conducted periodically according to state regulations. When the Tornado Alarm sounds, (continuous ring of bells) students and staff will proceed to the designated areas of the building according to the following instructions. All persons will move to the designated area quickly and quietly.

ROOM NUMBER AND/OR NAME

- 7- **SEMINAR** - Remain in the room.
- 8- **SEMINAR** - Remain in the room.
- 9- **SEMINAR** - Remain in the room.
- 10- **SEMINAR** - Remain in the room.
- 11A- **EARLY CHILDHOOD EDUCATION** - Proceed to Seminar Room 10.
- 11B- **“WE CAN”** - Proceed to Seminar Room 10.
STUDENT AREA - Proceed to Networking Fundamentals/Infrastructure of the Internet Room.
- 12- **ENGLISH** - Proceed to Seminar Room 9.
OFFICE AREAS - Remain in office area in one of small inner offices.
COSMETOLOGY - Proceed to Faculty Area.
- 21- **CRIMINAL JUSTICE**- Remain in room.
- 23- **ELECTRONICS & COMPUTERS TECHNOLOGY** - Proceed to Faculty Area.
- 24- **HEALTH SCIENCE EDUCATION** - Proceed to Criminal Justice Room.
- 26- **GRAPHIC DESIGN LAYOUT/GRAPHIC IMAGING TECHNOLOGY** - Proceed to Networking Fundamentals/Infrastructure of the Internet Room.
- 27- **NETWORKING FUNDAMENTALS/INFRASTRUCTURE OF THE INTERNET** - Remain in Room.
- 28- **CULINARY ARTS** - Proceed to Networking Fundamentals/Infrastructure of the Internet Room.
CONSTRUCTION TECHNOLOGY - Proceed to Seminar Room 8.
AUTOMOTIVE SERVICE TECHNOLOGY - Proceed to Seminar Room 8.

DIESEL SERVICE TECHNOLOGY - Proceed to Seminar Room 8.

PRECISION MACHINING - Proceed to Seminar Room 9.

WELDING TECHNOLOGY - Proceed to Seminar Room 9.

AUTOMOTIVE COLLISION REPAIR - Proceed to Seminar Room 9.

GENERAL INSTRUCTIONS

1. Walk quickly. **NEVER RUN**. Walk double file when possible.
2. **NO TALKING DURING DRILL**.
3. Upon arriving in designated area, seek protection under sturdy equipment or by kneeling on elbows and knees with hands protecting neck and back of head.

EARTHQUAKE DISASTER PLAN

During a major or moderate earthquake, the greatest immediate hazard to people in or near a building is the danger of being hit by falling objects. During the ground shaking, the school population is safest finding immediate shelter under desks, tables, or heavy equipment.

- I. During an earthquake drill or at the first sign of ground shaking, students and other staff must react immediately in the following manner:
 1. **DROP AND COVER**.
 2. **TURN AWAY FROM WINDOWS/GLASS AREA**.
 3. **STAY UNDER SHELTER UNTIL SHAKING STOPS**.
 4. **LISTEN FOR INSTRUCTIONS**.

At the first sign of an **EARTHQUAKE** teachers must keep calm and instruct students to:

1. Immediately **TAKE COVER** under desks, tables, or other sturdy equipment and **TURN AWAY** from windows.
2. Be silent and listen to instructions.
3. Remain in sheltered position until the teacher has determined an evacuation is safe.
4. **EXIT** the building in a safe manner.
5. Assemble outside the building so the teacher can take attendance. (Teacher must report missing students to a school administrator immediately.)
6. **DO NOT** re-enter the building.

II. IF INDOORS;

1. Stay inside; move away from windows, shelves, and heavy objects and furniture that may fall. Take cover under a table, desk, and heavy equipment or in a strong doorway.
2. In halls, stairways, or other areas where no cover is available, move to an interior wall. Turn away from windows, kneel along-side wall, bend head close to knees, cover sides of head with elbows, and clasp hands firmly behind neck.
3. In laboratories and kitchens, all burners should be extinguished (if possible) before taking cover. Stay clear of hazardous chemicals that may spill.
4. After an “all clear” has been determined by the teacher, evacuate the building calmly in the same way as in a fire drill.

III. IF OUTDOORS;

1. Move to an open space, away from buildings and overhead power lines. Lie down or crouch low to the ground (legs may not be steady). Keep looking around to be aware of dangers that may demand movement.

NUCLEAR PLAN

The nuclear disaster plan would be the same as the tornado plan. Hopefully we would have time to move students and staff to the safer inner areas.

NOTE: The one major difference in a nuclear disaster would be that doors and other openings would be closed before leaving the area and all inner doorways would be closed as you progressed to the inner safe area of the building. The warning system for this type of alert will be intermittent ringing of the bells.

ELECTRICAL POWER LOSS PROCEDURES

Students are to remain in their seats or work areas, be quiet, and take direction from the school employee in charge.

ASSIGNED ASSEMBLY AREAS FOR GREATEST PROTECTION OF BUILDING OCCUPANTS

HEARTLAND CAREER CENTER WABASH, INDIANA

