



HINDS CAREER CENTER

STUDENT HANDBOOK

2024 - 2025

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Welcome Message

Hinds Career Center has a rich history of tradition and pride as an educational institution. From the construction of the present facility in 1968 to today, much has happened to keep up with the ever-changing demands of the workforce and post-secondary educational institutions. Education today is considerably more complex than it was just a decade ago.

The purpose of this handbook is to provide guidelines and to answer questions for the student. It is the result of a cooperative effort of students, faculty, counselors and administrators. Our combined hope is that this handbook will prove to be helpful to the understanding and appreciation of the many activities and functions of your career center.

2024 - 2025 Academic Calendar

SEMESTER 1

August 5	First Student Day/Begin Grade Period 1
September 2	Labor Day (School Closed)
October 4	End of Grade Period 1
October 7 - 15	Fall Break (School Closed)
October 16	Begin Grade Period 2
November 27 - 29	Thanksgiving Holiday (School Closed)
December 20	End of Semester 1/Grade Period 2
December 23 - January 3	Winter Break (School Closed)

SEMESTER 2

January 6	Students Return – Begin Semester 2/Grade Period 3
January 13	MLK Day (School Closed)
February 17	President's Day (School Closed)
March 11	End of Grade Period 3
March 12	Begin Grade Period 4
March 26 - April 4	Spring Break – (School Closed)
April 7	Students Return
May 23	End of Semester 2/Grade Period 4
May 26	Memorial Day – (School Closed)

If school is closed due to unforeseen circumstances (weather, power outage, etc.), instruction will shift to eLearning.

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CLASS TIMES AND SCHEDULES

Regular Class Schedule

Morning Program 8:30 AM - 10:45 AM

Afternoon Program 12:45 PM - 3:00 PM

In general, the expectation of student attendance exists when Hinds Career Center is in session; however, several scenarios exist that may necessitate deviation from the regular schedule of classes. (See scenarios below.)

If the home high school provides transportation to/from Hinds Career Center, attendance is expected if transportation is available. For students from districts who do not provide transportation that are unable to attend due to poor road conditions, the absence will be excused if the number of absences are within the attendance policy guidelines (2 per grading period).

Delayed Class Schedules

Morning Program 10:30 AM - 11:50 AM

Afternoon Program 1:25 PM - 3:00 PM

DELAYED DAY SCENARIOS

	Elwood Students	All Other Students
Hinds is delayed	AM programs begin at 10:30am; PM programs begin at 1:25pm	AM programs attendance is required if high school provides transportation. If your school does <u>not</u> provide transportation, attendance is at your parents' discretion considering road conditions. PM programs begin at 1:25 for everyone and dismissal is at regular time.
School other than Hinds is delayed	not applicable	Due to Hinds <u>not</u> being delayed, classes begin at 8:30 leaving no time for bus transportation in the AM. Drivers may attend regular time at parental discretion. PM buses may run (check with your high school). PM drivers are required to attend Hinds when their school releases them.

SCHOOL CLOSINGS

	Elwood Students	All Other Students
Hinds is closed	eLearning	eLearning
School other than Hinds is closed	in attendance	eLearning (unless closure is due to a non-weather related cause.)

Fall and Spring Breaks

Due to different dates of Fall and Spring breaks, students from schools not matching the Hinds calendar must work with his/her instructor to “bank” time to substitute for days of those sending school breaks; otherwise attendance is expected in accordance with the Hinds Career Center academic calendar.

Documentation of “banked” time: A time log must be completed and submitted to the instructor by December 1 and May 1. The instructor will then submit the log to the Director for review and approval in order for absences during breaks to be exempt.

GENERAL INFORMATION

Our Mission

Reflecting the philosophy and goals of Hinds Career Center is the mission statement, which was developed from input of students, faculty, administration, parents and community members. The mission of the Career Center is kept clearly in mind as curriculum is developed, revised and refined, programs are developed, professional and support staff are hired and facility improvements are considered.

Hinds Career Center provides the learning environment necessary for success in mastering those life-long skills essential for success in continuing education, the work force and the community through career preparation emphasizing technical, communication and social skills.

Our Philosophy

Our philosophy maintains that learning is a partnership of commitment between the community, school, students, and parents. Post-secondary and/or preparation for entry into the world-of-work are common goals for which this partnership strives. As a program of occupational learning, it is designed to maximize each student's potential while providing a skilled workforce for the region. Our teaching philosophy encourages development of self-confidence through skill mastery. The school maintains responsiveness to business needs by seeking input from industry and community leaders through an ongoing evaluation of its programs.

We believe it is important for each career center program to:

- be directed toward student success by recognizing the student's individual abilities and learning styles.
- develop positive characteristics in punctuality, attendance, attitude, initiative and quality of work which are necessary to become a valuable employee or have success in post-secondary education.
- follow guidelines patterned after the practices of business and industry so that such a unified effort will develop a strong program.
- address the individual needs of the student.
- provide for the student's successful school-to-work transition.
- provide a transition to post-secondary education through dual credit earning opportunities.
- provide internship experiences in associated career areas.

Our Student Expectations

To take advantage of the opportunities available to students, the following is expected of all students of Hinds:

- Students should have high expectations for their academic and technical achievements.
- Students should strive to grow in maturity and to develop self-discipline and self-motivation.
- Students should take pride in themselves, peers, faculty, school, family and community.
- Student behavior should reflect good citizenship.
- Students are expected to be in attendance daily.
- Students are expected to treat one another with respect.
- Students are expected to follow guidelines established for student behavior.
- Students are expected to keep their textbooks, lockers and the building in good condition.
- Students are expected to appreciate the expense of technical equipment and to use it with care.

Our Graduate Competencies

As a result of the educational experience at Hinds, each student should:

1. Demonstrate proficiency in entry-level technical skills in chosen fields.
2. Demonstrate characteristics essential for successful transition to and progress in his/her chosen path beyond high school, including:
 - Excellent attendance.
 - Respect for and cooperation with coworkers and superiors.
 - Self-motivation to perform above the expected.
 - Use of creative thinking skills to make decisions and solve problems.
 - Proficiency in the use of basic skills in reading, writing, written and oral communication, mathematics, listening and speaking.
 - Self-management and responsibility.
3. Demonstrate pride and active participation in one's community

Our Student Organizations

National Technical Honor Society: This national organization issued a charter to Hinds Career Center in February 2002. Its purpose is to recognize and honor those juniors and seniors who excel academically and in their career field. Overall grade point average, demonstration of technical achievement, exemplary attendance & citizenship, and instructor recommendation are included in the criteria for selection.

Student Advisory Committee: The student advisory committee is elected by the students of each of the AM and PM Career Center classes. Each class has one voting representative. The student committee is responsible for planning various activities for the students and for representing the best interests of all the students to the administration.

Health Occupations Students of America (HOSA): Students enrolled in the health careers program may participate in local and state activities in team-building skill areas associated with the health fields.

Visitors

The initial purpose of an educational institution is to assist students in learning. Therefore, it is the position of school administrators that requests to visit classes will be restricted to school officials, invited guests, and school groups. However, during declared health or safety situations/conditions, visitation may be prohibited for all visitors. Parents are not permitted to go to classrooms to speak with their child. (Students may be paged to the office to meet parents.) Parents and visitors who wish to speak to a teacher or other staff person may be required to make such arrangements in advance, outside of instructional times.

To safeguard students and staff and minimize classroom disruption, reasonable precautions must be taken. To accomplish this, visitors must:

1. upon entry into the school, report to the administrative office,
2. provide identification to school personnel,
3. wear a protective mask, if requested,
4. receive and wear visitor's badge, and
5. respect and adhere to school policies and procedures.

Invited guests and authorized school groups may, on occasion, be given permission by the Director to enter a classroom during instructional time after checking with the classroom teacher.

The Director may order any visitor to leave the school premises if he/she is causing a disturbance or exhibiting behavior which interferes with the normal and expected educational process.

Student Possession and/or Use of Medications

No student is allowed to keep medicine in his/her possession at school. Any medicine to be administered must be brought to the main office and accompanied by a parental permission form (available in the main office).

"Medication" includes all medicines prescribed by a physician and any non-prescription (over the counter) drugs, preparations and/or remedies.

All prescription medication, including injectables, pills, liquids, nicotine patches, blood glucose tests, etc. must be accompanied by a physician's order and be in its original container with the pharmacy label.

Medication shall be administered in accordance with the physician's order.

Students who have a chronic disease or medical condition may request, in writing, to possess and self-administer medication. (Examples: epi-pen, inhaler) Authorization for student possession of medication must be provided a parent/guardian each academic year and must include a physician's order which states:

1. the child has a chronic disease or medical condition for which the medication is prescribed,
2. the nature of the disease or condition requires emergency administration of the medication, and
3. the student has been instructed in how and when to administer the medication.

Student Hygiene, Dress and Appearance

First impressions are important and long lasting. Hinds Career Center programs work in partnership with business and industry. Students present an image of themselves and the Career Center to visitors, faculty, and other students, in part, through their attire. Student dress should reflect a level and type of dress expected in the workplace.

Recommendations for employment and/or entrance into post-secondary schools will be based, in part, upon the student's cooperation relative to appearance, personal grooming and dress while a student of Hinds Career Center.

Students representing our school in public appearances (field trips, contests, job shadows, internships, etc.) are expected to create a positive image of themselves, Hinds Career Center, and the community. Any student participating in activities associated with or sponsored by the school is subject to dress and appearance requirements at the discretion of the faculty member in charge of the activity.

Head Coverings: For security reasons, wearing head coverings (hats, hoods, etc.) after entry into the building is not permitted. Head coverings necessary for safety reasons within classes are approved according to guidelines established by the classroom instructor and are to be removed when in hallways. Head coverings traditional to one's religious faith (yarmulke, hijab, bonnet, dastar, tichel, etc.) are not included in this requirement.

Footwear: Proper footwear is required at all times. (Slippers, flip-flops do not provide adequate protection in a laboratory setting, nor is it proper business attire.)

Clothing: Students should be dressed in clothing similarly accepted in the workplace.

- Undergarments should not be visible. Any shirt should fit closely enough to the armpit to assure coverage of the torso (ex: no bra showing), and cover the midriff completely at all times.
- See-through clothing must be layered with other garments but not worn by itself.
- Clothing worn from the waist down should be loose enough to assure modesty. "Biker" type shorts, "yoga" pants, leggings, or any type of skin-tight items must be covered by other clothing to the top of the thigh. Alterations to clothing must also meet the requirement of being modest and in good taste.
- Wording and decorations on all apparel must also be modest and in good taste. Pictures or wording involving sex, references to pregnancy, violence, alcohol, drugs, tobacco products, obscenities or vulgarities, or seemingly harmless but double meaning verbiage are not allowed.

Personal Protective Equipment (PPE)

Some programs require additional apparel and/or footwear due to the activities the student will be engaged in throughout the course. Lack of necessary PPE will prohibit the student from participation in some activities.

Food and Beverages

In the interests of sanitation and maintenance of health standards, students must consume and dispose of all food and beverage items properly. Students are not to keep food items in their lockers. Water is permissible in classrooms with teacher permission. Water bottles used in classrooms should be clear. Beverages purchased outside of the career center may not be taken into the classroom.

Emergency Preparedness

Hinds Career Center has specific plans for dealing with emergency situations such as fire, severe weather, intruders, or other threats to safety.

Once each month, school personnel will conduct a fire drill. Directions for reaching the proper exit are found in each room.

Fire drills are started by an alarm system that gives a steady, loud buzzing sound and a flashing beacon.

Tornado drills are conducted each semester. These drills are announced by way of the public address system. Students should proceed to an area specified for each room. Students should sit on their knees facing the wall or lockers and cover their heads with anything available (books, arms, etc.).

At least once each semester, man-made occurrence (crisis) drills are conducted. Students must follow their instructor's direction for proper response to the drill or actual crisis situation.

Auxiliary Services

School health services are directed by a registered nurse. There is a nurse on call in the junior-senior high school/career center complex.

A Career Pathways Specialist is available to address the needs of students at the Career Center. S/he coordinates activities of job training skills seminars and scholarship opportunities, and assists students with their academic, social, and personal needs.

STUDENT TRANSPORTATION

BUS TRANSPORT

Students who are transported to and from Hinds Career Center via school provided transportation **MUST** return to his/her school on the bus unless notice is given to the high school and career center offices and the bus driver.

PERSONAL VEHICLE OPERATING AND PARKING PRIVILEGES

The operation of motor vehicles on school property is a privilege and not a right. School authorities have been charged with the responsibility for the safety of every student by the Indiana Department of Education. The Director will, therefore, give final approval for student drivers to park on school grounds. A student may lose his/her privilege to operate a motor vehicle on school property by violating any of the following regulations or if deemed necessary, by the administration, for other reasons not listed.

Registration and use of a motor vehicle on school property implies an understanding and acceptance of these rules and regulations:

1. All motor vehicles must be properly registered in the Career Center office.
2. Assigned tags must be properly displayed.
3. Tardies or absences due to car failure, flat tire, etc. will not be considered as excusable reasons for tardiness/absence.
4. Reckless driving or other acts that endanger one's self or other people or property will not be tolerated (ex: "donuts", excessive speed, unsafe operation).
5. Student parking zones are designated. Each student is to park correctly in the assigned parking zone. No student parking is permitted in other parking zones that are marked or unmarked.
6. Hinds Career Center is not responsible for theft or damage to vehicles. Lock your vehicle!
7. Images and/or language not permitted in school (see Appearance Guidelines- clothing pg. 11) shall not be displayed in/on vehicle.
8. Loitering at/in a vehicle during the school day is prohibited. This includes before and after class hours.
9. Using one's car to transport another student off school grounds causing that student to be truant, or transportation of another student who is leaving school without proper authorization, is grounds for loss of driving privileges.
10. All students who for any reason must leave the school area during the school day must check out in the main office and have a pass signed by the classroom teacher and the Director.

ACADEMIC INFORMATION

Area Career Center District

The Governor's Workforce Cabinet and Indiana Department of Education have designated the area to be served (the area encompassed by a ten-mile radius of the City of Elwood) with the stipulation that it be made available to all residents of Indiana under the laws governing payment of tuition and to the extent to which facilities permit.

Hinds Career Center serves the following school districts:

Alexandria Community School Corporation
Elwood Community School Corporation
Hamilton Heights School Corporation
Northern Community Schools of Tipton County
Indiana Connections Career Academy

Eastern Howard School Corporation
Frankton-Lapel Community School Corporation
Madison-Grant United School Corporation
Tipton Community School Corporation
Private, Home and Virtual Schools

Enrollment

Students enrolled in area public high schools and charter schools: Enrolling in a Career Center program is subject to qualifications of each school district and available space. The school corporation in which the student is enrolled is responsible for the cost of tuition of that district's students enrolled at Hinds Career Center.

Home, Private and Virtual School Students: Home, private, and virtual school students may enroll if the student meets grade level requirements and space is available. It is the responsibility of the parent/guardian/private/virtual school to pay the total cost of tuition. Tuition payments may be arranged on monthly or semester payment plans. Tuition rates are determined by the Elwood Board of School Trustees each academic year.

Programs

Career Pathway: **ADVANCED MANUFACTURING**

Industrial Automation and Robotics
Precision Machining
Welding

Career Pathway: **ARCHITECTURE & CONSTRUCTION**

Construction Trades

Career Pathway: **ARTS, AV TECHNOLOGY & COMMUNICATIONS**

Visual and Graphic Communications

Career Pathway: **BUSINESS MANAGEMENT and ADMINISTRATION**

Business Administration & Management (Accounting)
Business Administration & Management (Marketing)

Career Pathway: **EDUCATION AND TRAINING**

Education Professions

Career Pathway: HEALTH SCIENCES

Health Careers

Emergency Medical Services

Career Pathway: HUMAN SERVICES

Cosmetology

Career Pathway: LAW, PUBLIC SAFETY, CORRECTIONS and SECURITY

Criminal Justice Fire and Rescue

Career Pathway: TRANSPORTATION, DISTRIBUTION and LOGISTICS

Auto Service

Auto Collision Repair

Career Pathway: MULTI-DISCIPLINARY

Work-Based Learning

Approved Locally Created Career Pathway

Underground Utility Location Services

Course Special Requirements and Expenses

Due to the nature of the activities, some programs may have special requirements, PPE, and/or additional expenses.

- Auto Service - student covered accident insurance
- Auto Collision Repair - student covered accident insurance
- Business Administration & Management - dependable daily transportation to intern sites
- Construction - student covered accident insurance, tape measure (25'), claw hammer, utility knife, "speed" square, tool belt, cold weather clothing, and work boots
- Cosmetology - approx. \$800 monthly tuition, dependable daily transportation to cosmetology school
- Education Professions - dependable daily transportation to intern sites
- Emergency Medical Services - student covered accident insurance
- Fire and Rescue - current physical, student covered accident insurance
- Health Careers - current physical, TB test, student covered accident insurance, dependable daily transportation to clinical site, limited criminal history check, scrubs
- Precision Machining - student covered accident insurance
- Underground Utility Detection Services - student covered accident insurance, PPE
- Welding - student covered accident insurance, personal protective equipment (PPE) (leather jacket, gloves and shoes)
- Work-Based Learning - dependable daily transportation to employment site

Field Trips

Field trips provide opportunities for students to become better acquainted with the community and its people, and are planned to show how classroom instruction applies in the world of work or post-secondary education. The Director and/or high school principal retain the authority to deny individual participation in field trips for reasons of academics, attendance and/or discipline.

Grading Standards and Reporting

Specific performance percentages for each letter grade are listed below. Performance standards are available from each teacher and are to be discussed with students during the initial days of each academic year.

A+	100	B+	88-89	C+	78-79	D+	68-69	F	below 60
A	93-99	B	83-87	C	73-77	D	63-67		
A-	90-92	B-	80-82	C-	70-72	D-	60-62		

Grades are available to the student and parent(s) via the school's PowerSchool on-line portal. Grade reports are sent to each sending school at the conclusion of each grade period for issuance of proper graduation credit at the student's high school.

Upon the conclusion of each grade period, if a grade is listed as incomplete (I), all missing assignments must be completed within 10 school days of the end of the grading period or the missing work will revert to zero and shall be reflected in the grade period grade.

Expectations and Guidelines for eLearning

Hinds Career Center recognizes the need for innovative teaching and learning methods and strategies to provide continuous learning when student attendance in-person may not be desirable or safe. The Indiana Department of Education permits school corporations to provide alternative means of instruction during teacher professional development, inclement weather, or emergency situations. The following are expectations and guidelines for days when eLearning is enacted.

Every student is expected to do the following daily:

- Know and use their log in credentials to access Google Classroom and Mail daily to access assignments and instructions for assignment completion.
- To the best of his/her ability, independently complete assigned tasks as instructed and submit completed assignment(s) on/by the due date established by the instructor.
- Not share, copy, or plagiarize another student's work.
- Attend live Zoom or Google Meet sessions during the scheduled class time, if required.
- Maintain on-going interaction/communication with the instructor if eLearning is enacted for multiple days.
- Contact the instructor via email, call, or text promptly if any assignment cannot be completed and submitted by its due date.
- In most scenarios, off campus classes, work-based learning, and internships may continue.

Failure to meet the above expectations may result in his/her attendance recorded as unexcused; result in zero credit for an assignment, and/or be subject to other consequences, as appropriate.

Dual College Credit

Dual college credits are available in many programs. Details on the college courses, number of credits available, and requirements to earn credits are provided to students. A complete listing of dual college credits is also available from the main office. Credits may be transferable to other state universities. Check with the university you plan to attend.

Certifications

MICROSOFT OFFICE SPECIALIST

Business Technology students have the opportunity to prepare for and obtain internationally recognized certification as a Microsoft Office Specialist Associate or Expert.

IN DEPT. OF HEALTH CERTIFIED NURSE AIDE (CNA)

First year students in Health Careers have the opportunity to prepare for and obtain Indiana state certification as a CNA. This enables the student to be work ready upon graduation. It also forms an excellent base for education in college or advanced training and certifications.

NHA CERTIFIED CLINICAL MEDICAL ASSISTANT (CCMA)

Second year Health Careers students have the opportunity to prepare for and obtain National Healthcareer Association certification as a certified clinical medical assistant. This certification will allow earners to draw blood, administer some medications and other medical procedures.

IN PROFESSIONAL LICENSING BOARD LICENSED COSMETOLOGIST

The goal of each student in the Cosmetology program is to earn his/her license as a Cosmetologist.

AMERICAN WELDING SOCIETY CERTIFIED WELDER

Welding Technology students may choose to pursue multiple AWS welder certifications. These enable the student to obtain employment above that of entry-level status and pay. It also forms an excellent base for education in college or advanced training and certifications.

IN DEPT OF HOMELAND SECURITY FIREFIGHTER I and FIREFIGHTER II

Students enrolled in Fire and Rescue prepare for and obtain CPR-AED, Department of Homeland Security Firefighter I and II, as well as, other DHS certifications. These enable students to join volunteer fire departments, seek employment with full-time departments, and pursue advanced training and certifications.

NAT. REGISTRY OF EMERGENCY MEDICAL TECHNICIANS EMERGENCY MEDICAL RESPONDER

In the Emergency Services program, students prepare for and obtain CPR-AED and Department of Homeland Security Emergency Medical Responder certification. These qualify students to pursue advanced education and certification as an Emergency Medical Technician and other health related career fields.

NATIONAL TOOLING and MACHINING ASSOCIATION

Precision Machining students may choose to pursue NTMA certification in Dimensional Metrology. This enables the student to obtain employment above that of entry-level status and pay. It also forms an excellent base for education in college or advanced training and certifications.

NATIONAL INSTITUTE OF METALWORKING SKILLS

Precision Machining students may choose to pursue NIMS certification in Materials, Measurement & Safety, Machining: Level 1- CNC Mill Operations, Machining: Level 1- Lathe Operations and Grinding Operations. This enables the student to

obtain employment above that of entry-level status and pay. It also forms an excellent base for advanced training and certifications.

ADOBE CERTIFIED PROFESSIONAL

Students in Visual & Graphic Communication may choose to pursue Adobe Certified Professional (APA) certifications in Animate, Photoshop, Illustrator, InDesign, After Effects and Premiere Pro. They are industry- recognized validation of one's skill in Adobe. These certifications require in-depth knowledge the Adobe interface, as well as creating projects and products that demonstrate skill level.

NATIONAL INSTITUTE OF AUTOMOTIVE EXCELLENCE (ASE)

Automobile Maintenance and Light Repair (GI) (A1-A9)

Students in the Automotive Service Technology program may choose to pursue certifications from ASE. This enables the student to obtain employment above that of entry-level status and pay. It also forms an excellent base for advanced training and certifications.

Collision Repair and Refinish (GI) (B2-B5)

Students in the Automotive Collision Repair program may choose to pursue certifications from ASE. This enables the student to obtain employment above that of entry-level status and pay. It also forms an excellent base for advanced training and certifications.

OCCUPATIONAL SAFETY and HEALTH ADMINISTRATION (OSHA)

10 HOUR or 30 HOUR CERTIFICATES

Students in Construction, Advance Manufacturing, and Transportation pathways may pursue the 10 hour or 30 hour certification. Both are industry standards for most occupations in these pathways.

MIDWEST ENERGY ASSOCIATION

Students in Underground Utility Location Services will prepare for and be expected to earn four certifications required for employment in the utility location services field of occupations.

Short and Long Term Work-Based Learning Experiences

Each career center program may provide opportunities for short and/or long term work-based learning experiences. Placement of students is dependent on factors such as the student's academic and technical achievement, attendance, disciplinary record, cooperation, and attitude. Specific expectations and requirements of each program are available from the classroom instructor.

Responsible Use of Technology

Hinds Career Center utilizes wireless communication devices as an instructional tool and to teach their responsible use in order to prevent disruption to the learning environment. Hinds Career Center understands that access to computers and the Internet is an educationally beneficial privilege, not a right. Any use of computer/Internet resources must be supervised by a professional staff member in charge.

Any parent who does not wish their child to use the Internet, will be offered alternative activities not requiring Internet access. Before being given a username and password, each student and parent must sign the Corporation's Responsible Use Policy acknowledgement.

Responsible use of Hinds Career Center's technology resources is expected to be ethical, respectful, academically honest, and supportive of the school's mission. Each technology user has the responsibility to respect every other person in our school community and on the Internet. Digital storage and electronic devices used for school purposes will be treated as extensions of the physical school space. Administrators, or their designees, may review files and communications (including electronic mail) to ensure that users are using the system in accordance with School Corporation policy. Users should not expect that files stored on servers or disks will be private. Users should understand they are responsible for protecting the privacy right of others, including personally identifiable information about a student protected by the Family Education Rights and Privacy Act ("FERPA"). Users also should understand that school servers regularly record Internet activity in log files that are available to the public under RSA91-A. Access to Public Records and Meetings.

Some activities are expressly prohibited by law. Users are expected to abide by the generally accepted rules of network etiquette. The following guidelines are intended to clarify expectations for conduct, but they should not be construed as all-inclusive:

- Use of electronic devices should be consistent with Hinds Career Center's educational objectives, mission and curriculum.
- Transmission of any material in violation of any local, federal and state laws is prohibited. This includes, but is not limited to: copyrighted material, licensed material and threatening or obscene material.
- Intentional or unintentional use of computing resources to access or process, proxy sites, pornographic material, explicit text or files, or files dangerous to the integrity of the network is strictly prohibited.
- Software and/or services may not be installed or downloaded on school devices without prior approval of the Superintendent or designee.
- Use of technology resources for commercial activities, product advertisement or religious or political lobbying is prohibited.
- Users may be held personally and financially responsible for malicious or intentional damage done to network software, data, user accounts, hardware and/or unauthorized costs incurred.
- Files stored on district-managed networks are the property of the school district and, as such, may be inspected at any time and should not be considered private.
- Materials for electronic publication must be for educational purposes.

Internet Threats off Campus

Hinds Career Center takes the safety of students and staff seriously. Threats that are posted on websites or disseminated through email are punishable through standard disciplinary procedures **even if the message originated off campus**. Likewise, students can be disciplined for personal expression on the Internet generated off campus if it is unlawful or substantially disrupts, interferes with, or can be reasonably forecasted to interfere with school purposes as described in Indiana law (IC 20-8.1-5.1-9).

Cell Phone & Other Wireless Communication Device Use

Possessing and/or using a wireless communication device which is portable and is capable of providing voice, messaging, or other data communications between two or more persons and includes cellular phones, tablet computers, laptop computers, digital cameras, and/or gaming devices in a manner which constitutes an interference with a school purpose or educational function, an invasion of privacy, or an act of academic dishonesty, or is profane, indecent, or obscene **is prohibited**.

This rule is not violated when the student has a) been given permission from a teacher to use a wireless device for educational purposes during instructional time; b) to use a wireless device in an emergency or to manage the student's health care; c) to use a wireless device as part of the student's Individual Education Plan (IEP) or 504 Plan.

In addition to being disciplined, students who use a wireless electronic device in a manner which violates this rule may have the device confiscated by school administration. Such a device will be returned to the parent. LEGAL REFERENCE: IC 20-26-5-40.7

School staff may confiscate a WCD from any student who demonstrates irresponsible behavior stated above and deliver it to administration.

The school is not responsible for any device not in the possession of administration that is damaged, lost, or stolen.

Cell Phone Content and Display: Because student cell phones have been found in a number of Indiana school districts to have contained evidence of "sexual conduct" as defined below, it is important for parents and students to be aware of the legal consequences should this occur in our school.

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

Awards

DELTA THETA TAU AWARD

This recognition is given to an outstanding Elwood High School student in career-technical education each year. Presentation of a certificate and name engraved on the permanent plaque in HCC is made during the annual Elwood High School awards night program.

DAN RAYSHICH OUTSTANDING STUDENT AWARD

This award was established in memory of Mr. Rayshich's intense involvement with the Precision Machining/Advanced Manufacturing program. It recognizes the most outstanding student in the program with a small monetary award.

Scholarships

JOSEPH and ELLEN ST. CLAIR SCHOLARSHIP

Any HCC senior who plans to pursue post-secondary career-technical education is eligible. Selection is made according to scholarship criteria by a Madison Co. Community Foundation scholarship committee. The monetary award is dependent upon available trust funds.

DAN RAYSHICH SCHOLARSHIP

This monetary award was established in memory of Dan Rayshich, an Indiana Teacher of the Year and Sagamore of the Wabash, who was an inspirational local and state leader in the development of career- technical education in Indiana. All career center seniors meeting eligibility criteria and with plans to pursue post-secondary career-technical education are eligible.

EDNA MALEY SCHOLARSHIPS

Elwood Community High School seniors with plans to further their education in an institution that offers business related fields of study or vocational education are eligible. Students attending a 4 year college are not eligible. Selection is made by the Elwood High School Alumni committee. Announcement of the recipients is made at the Elwood High School awards program.

JAMES and THERESE FOUCH SCHOLARSHIPS

All career center seniors who plan to pursue post-secondary career-technical education are eligible. Selection is made by the Elwood High School Alumni committee. The monetary award is dependent upon available trust funds.

GEORGE and DORIS KINTZEL SCHOLARSHIP

The scholarship is to support graduating career center students from Elwood High School as they pursue post-secondary education from accredited 2 or 4 year academic institutions.

HINDS CAREER CENTER SCHOLARSHIP (sponsored by Coca-Cola)

The scholarship is to support a graduating career center student as he/she pursues post-secondary education from accredited 2 or 4 year academic institutions.

HINDS CAREER CENTER SCHOLARSHIP (sponsored by the Student Advisory Committee)

The scholarship is to support a graduating career center student as he/she pursues post-secondary education from accredited 2 or 4 year academic institutions.

ATTENDANCE

General Information

1. Students enrolled from all schools are expected to be in attendance when Hinds Career Center is in session.
2. A parent /guardian is expected to notify the school each day of absence by calling the main office (765-552-9881) to provide the reason for the absence. When no phone is in the home, a note shall be presented upon the student's return to school.
3. If a parent requests the school to call to confirm their child's absence, office personnel will make an effort to contact the home to seek a reason for absence.
4. Except those activities approved by School Board action or provided for by law, students are discouraged from attending functions not of school nature during a school day.
5. The Director shall have the exclusive jurisdiction in determining the classification of an absence and the consequences for absence or tardiness.
6. At the discretion of school authorities, a student may be required to present a medical certificate following an absence from school.
7. Any student who is absent because of a contagious disease/condition/ quarantine may be requested to have a doctor's excuse/release before being readmitted to school.

Reasons for Absence

The following are valid reasons for school absences:

- | | |
|---|---|
| a. Illness of student (3 per grade period) | f. Religious Instruction (IC 20-8.1-3-22) |
| b. Death in immediate family | g. Court appointment/subpoena |
| c. College visitation (max. 2 per semester) | h. School related activity (field trip, job shadow, etc.) |
| d. Illness of or medical appointment for student accompanied by valid medical statement | i. Page/honoree at legislature |
| e. Participation in State Fair (max. 5) | j. Working election polls |
| | k. Service in IN National Guard (10/yr.) |
| | l. Suspension from school |
| | m. Restriction in school |
| | n. Quarantine |

Reason a will be considered excused provided Career Center office personnel receive a parent notification of the absence and absence limitations (3 per grade period) have not been surpassed.

Reason b will be excused upon confirmation

Reason c will be excused when the student submits documentation to the office signed by a college official. (Students must be preparing to qualify for post-secondary school entrance to visit on school time.)

Reasons d-e will be excused provided Career Center office personnel receive proper documentation.

Reasons f-n by IN Code (20-8.1-3-18), do not count as absences, therefore, will not be included in the total count to determine days of absence.

Reasons other than those listed above, including personal or family business, lack of transportation, vacation, and those days in which no reason is provided, will be considered unexcused.

Absence Limitations

3 absences in each grade period are excused provided the absences are properly reported and are for valid reasons (see Reasons for Absence).

4th absence and each thereafter in each grade period are excused only with a valid medical document from a certified medical professional stating the student was unable to attend school. (Special circumstances may be approved as excused by the Director.) *****Doctor's note must be turned in within 48 hours of return to school***

Unexcused Absence Limitations

Each unexcused absence will result in the deduction of two (2) percentage points from each grade period grade percentage.

Tardy Limitations

Three (3) tardies will equal one unexcused absence. These equivalent absences will be included in the count of unexcused absence grade reduction calculation.

		AM	PM
Tardy	(1-67 minutes)	8:30 - 9:37	12:45 - 1:52
Absence	(76+ minutes)	9:38 - 10:45	1:53 - 3:00

Pre-Arranged Absence

With an emphasis on increased academic achievement, Hinds Career Center expects daily attendance of all students. Therefore, it is important to emphasize that absences from school beyond normal school vacations have a negative effect on school performance. Not all work can be made up, especially lab activities.

Occasionally, a student must be absent from school due to unique circumstances, which **does not include** taking or extending a vacation. ***(The parent may choose to remove their student for a vacation or to extend a school vacation; however, absences for these reasons will not be excused.)***

When the absence is known in advance, the parent/guardian is to obtain from the school office, complete, and submit to the director a ***Request for Pre-Arranged Absence*** form. This request must be submitted at least one week (5 school days) in advance of the first date of planned absence to allow for Director review and teacher notification for classroom assignment determination.

Approval of a pre-arranged absence will be granted at the discretion of the Director considering factors including the student's attendance record, dates of requested absence, length of and reason for the absence, and persons accompanying the student. The Director shall determine the absence as excused, unexcused, or exempt. **Days missed, while pre-arranged, are considered absences from school and will accumulate toward unexcused absence limits** (unless unique circumstances are determined by the Director). Students are accountable for all classroom assignments.

Assignments are due upon return from the absence or at the discretion of the teacher.

Leaving School

Any student needing to leave the building or grounds **MUST** report to the office with a pass from the classroom teacher and obtain permission from the Director or designee.

The Director/designee will contact a parent of ill students and students needing emergency leaves to obtain permission for the student to be released. Without permission from the parent, no student will be released from school for appointments or other reasons.

If a student driver has reason to leave early, students who have shared a ride with the driver will not also be released early. It is the responsibility of the student to make other transportation arrangements.

Students needing to travel to an off-site class will be granted permission at the discretion of the Director.

Admittance Procedures

Late Arrival: Students who arrive after class begins are to check in at the main office to obtain an admission slip prior to reporting to class.

Absence: Students absent on the prior day(s) must provide the office a reason for the absence if a parent call has not been received.

Assignments Missed Due to Absence

Students are encouraged to complete all work missed during the time of absence through the Google Classroom platform. Credit shall be awarded upon timely completion (generally one day for each day absent) of missed assignments. Classroom participation points may be credited through virtual meetings.

Maternity

In the event that pregnancy exists, a doctor's statement may be required. This statement must note any restrictions and state she is physically able to continue in her Career Center program. The statement is to be placed on file in the Director's office.

STUDENT CONDUCT

Teachers have the responsibility to supervise and discipline students at school in a reasonable and just manner much as the parent might at home. Each teacher has the right to take action which is deemed reasonable and necessary to prevent interference with the educational environment of which s/he is in charge. When a student teacher, teacher's aide, bus driver, substitute teacher, or other school corporation employee has students under his/her supervision, s/he has the same responsibility to maintain order. **Disciplinary action taken by HCC or the student's high school is reciprocal (applies to both schools).**

Behavior that interferes with normal function & civility of a school including disruption of the educational process constitutes a violation of the rights of others to utilize the services & staff of the school. Students are responsible for their behavior & are subject to corrective action by school personnel.

Occasionally, a teacher will be absent from teaching duties. Students are expected to show cooperation with and support for the substitute teacher. The job of substitute teacher is a difficult one, and any student who adds to that difficulty will be subject to disciplinary action.

While full understanding of proper student conduct involves a long explanation of rules and penalties, it must be remembered that such a code is for the protection of the individual and the majority. In this sense, the following should be viewed as NOT NECESSARILY ALL INCLUSIVE. The penalties are not limited to a sequence of violations. Additional information and examples of misconduct or substantial disobedience are listed in the District's Student Policies handbook. Each penalty is a minimum and may be greater depending upon the situation.

General Regulations

Regulations which students are expected to observe at all times:

- A. Students are not permitted in the parking lot during the school day without permission from the office.
- B. Once a student arrives at school, s/he is not permitted to leave school grounds without permission from the Director.
- C. Demonstrations of affection in public are in poor taste and show a disregard for the image of the parties involved. Students are to use good sense and maturity when in the company of a boyfriend or girlfriend. Engagement in kissing or close body contact is not acceptable at school or in the workplace. Students who persist in public displays of affection will face disciplinary action.
- D. Proper care of the building and all school facilities is expected at all times. Students will be held financially responsible for any unnecessary damage to school property.
- E. Laser pointing devices/pens are not permitted. Students in possession of such items are subject to disciplinary action.
- F. Portable Electronic Music Devices (portable CD players, iPod type devices, etc.) are not to be used during instructional time. Exceptions must be arranged with the program instructor.
- G. Cell Phones may be used in the classroom/lab with expressed teacher permission for academic purposes only.
- H. Carriers (gym bags, backpacks, etc.) may be brought into the building. These items **MUST** be stored in the student's locker throughout the day.

Substantial Misconduct/Disruptive Behaviors and Consequences

Misconduct, including:

- Non-Performance of Work
- Vulgar language
- Sexually Inappropriate language
- Horseplay
- Talking Excessively (refusal to stop)
- Sleeping, Inattention

In most cases, these infractions should be handled by the classroom teacher. A verbal warning by the teacher will precede most referrals for further discipline.

Truancy

A student is considered truant when neither Hinds nor the home is aware of his/her whereabouts. An unexcused absence is issued for truancy.

Consequence will be determined in consultation with the administration of sending school and may include:

- detention
- out-of- school suspension for one (1) to five (5) days
- removal from program

Violation of safety practices & policies

Based upon the findings of an investigation, penalties may include:

- detention
- out-of- school suspension for one (1) to five (5) days
- removal from program

Plagiarism

(The representation of another's words, thoughts or ideas as one's own)

The student(s) will have 5 days to submit the resources used to prove that plagiarism did not occur.

1st Offense - If plagiarism did occur, the student(s) will receive a zero on the assignment and will have five days to redo the assignment. The student will receive the average of the zero and the score of the redone work.

2nd Offense - The student(s) will receive a zero on the assignment and will have no opportunity to redo the assignment.

Use or possession of tobacco/tobacco products, e-cigarettes/vaping devices and/or paraphernalia

(lighters, matches, rolling papers, vape fluids containing nicotine, etc.) **on school property or at school events**

1st offense - 1-2 days out-of-school suspension

2nd offense - 3-5 days out of school suspension

3rd offense - 5 days out of school suspension & possible removal from program

Verbal aggression toward staff or other adults* *(See state statute in Student Policies Handbook)*

1st offense - out of school suspension for balance of day and all of the next day.

2nd offense - 3 to 5 days out of school suspension

3rd offense - 5 days out of school suspension and possible removal from program

Forgery and/or unauthorized possession of school forms

1st offense - detention/restriction

2nd offense - restriction or suspension

Improper operation of vehicle on school property

Loss of parking privilege from one week to one semester, conference, and/or possible out of school suspension for 1-5 days

Misuse of computer hardware, software, Internet access (See Responsible Use Policy) Based upon the findings of an investigation, penalties may include:

- Loss of computer privileges for a period of time
- Detention or suspension
- Removal from program

Violation of Cell Phone Use Policy

1st offense - Device will be confiscated and parent must pick up

2nd offense - Student will be considered insubordinate/defiant

Cell Phone Content and Display

Sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or other electronic device.

Based upon the findings of an investigation of the above violations, penalties may include:

- out-of- school suspension for three (3) to ten (10) days
- removal from program
- recommendation for expulsion

LAW ENFORCEMENT OFFICIALS WILL BE INVOLVED:

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

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

Theft

- Restitution for loss
- Possible suspension of 1-5 days and possible removal from program

Insubordination or flagrant conduct

Defiance (failure to comply/cooperate)

Classroom disruption

Use of obscene or abusive language

Throwing of objects

False Informing, False fire alarm

Conspiracy, Intimidation, Threats of Inflicting Bodily Harm, Harassment

Unwanted, unreciprocated verbal or written name-calling, racial or other epithets, harassment based on race or gender, or expressions intended to arouse anger, embarrassment, or which are lewd, vulgar and/or indecent.

Assault / Battery / Fighting Extortion

Damage to school, school property, property of personnel Bomb threat

Arson/Attempted arson

Under influence of drugs, alcohol, or other intoxicating substance

Abuse of over-the-counter medications (consumption in excess)

Possession, sale, or use of drugs/alcohol/substances representing drugs/alcohol

Possession/use of explosive devices (firecrackers, smoke bombs, etc.)

Possession/use of weapons/simulated weaponry/instruments resembling weaponry

Terroristic threats

Based upon the findings of an investigation of the above violations, law enforcement officials may be involved and penalties may include:

- out-of- school suspension for one (1) to ten (10) days
- removal from program

Explanation of Disciplinary Measures

Some behaviors are more disruptive and/or serious than others. The following are measures which are used individually or in combination to correct unacceptable behaviors:

Reprimand: Verbal and/or written admonishment of inappropriate behavior to correct those behaviors.

Removal from class or activity: A student may be excluded from participation in any educational function under the teacher's charge and supervision for a period not to exceed two class days. This is done by simply asking the student to leave the class. The teacher will send a misconduct pass with the student to the Director stating the reason the student is being excluded.

Parent Contact/Conference: Parents are often asked to assist in correcting behaviors which interfere with the learning process.

Detention: Detention may be assigned at the discretion of the teacher or administration. Refusal to attend the detention will result in suspension. Transportation after detention will be the responsibility of the parent/guardian.

Suspension: School authorities have the right to deny a student the right to:

- attend classes
- attend any school sponsored events
- be on school property for a period not to exceed ten (10) consecutive school days.

Suspensions may be preliminary to expulsion steps. When a student is suspended, a parental conference with an administrator prior to the student's return may be required.

Also, before a student may return to school, arrangements, if appropriate, must be made to pay for damage to school property, private property, intentional damage to a student's property, school buses, and reimburse for stolen monies/property, etc.

Please refer to the District Student Policies publication for detailed information concerning suspension and expulsion.

Annual Notice of Nondiscrimination and Equal Access to Educational Opportunity

Hinds Career Center offers the following career and technical education programs:

Program

Auto Collision and Repair
 Auto Service Technology
 Business Administration & Management
 Construction Trades
 Cosmetology
 Criminal Justice
 Education Professions
 Emergency Medical Services
 Fire & Rescue

 Health Careers
 Industrial Automation & Robotics
 Precision Machining
 Visual & Graphic Communications
 Underground Utility Detection Services
 Welding Technology
 Work-Based Learning

Criteria for Admission

Counselor approval (+ *Proof of accident insurance*)
 Counselor approval (+ *Proof of accident insurance*)
 Counselor approval
 Counselor approval (+ *Proof of accident insurance*)
 Counselor approval
 Counselor approval
 Counselor approval
 Counselor approval
 Counselor approval
 Counselor approval
 Counselor approval (+ *Proof of accident insurance & current health physical*)
 Counselor approval
 Counselor approval
 Counselor approval (+ *Proof of accident insurance*)
 Counselor approval
 Counselor approval
 Counselor approval (+ *Proof of accident insurance*)
 Counselor approval

It is the policy of Hinds Career Center not to discriminate on the basis of race, color, national origin, sex, identity (including LGBTQ+), disability, age (except as authorized by law), religion, military status, ancestry, genetic information (collectively, "Protected Classes"), place of residence, or social or economic background and provides equal access to the Boy Scouts and other designated youth groups in its career and technical education programs, services and activities, including employment policies and practices. Hinds Career Center will take steps to assure that the lack of English language skills will not be a barrier to admission and participation in Hinds Career Center career and technical education programs.

With respect to career-technical education services, a qualified person with a disability means a disabled person who meets the academic and technical standards requisite to admission or participation in the career-technical program or activity.

Pursuant to Section 504 of the Rehabilitation Act of 1973 ("Section 504"), the Americans with Disabilities Act of 1990, as amended ("ADA"), and the implementing regulations (collectively "Section 504/ADA"), no otherwise qualified individual with a disability shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

For information regarding nondiscrimination policies and/or complaint procedures or copy of each of the Acts and regulations on which this notice is based, please contact:

ECSC Human Resource Dept. – 765-552-9861
 1306 North Anderson Street, Elwood, IN 46036

Nondiscrimination and Equal Access to Educational Opportunity

Individuals with Disabilities Act and Section 504 of the Rehabilitation Act of 1973

The School Board of the Elwood Community School Corporation (hereinafter referred to as "the Board" or "the Corporation") is committed to educating (or providing for the education of) each qualified individual with a disability with individuals without disabilities to the maximum extent appropriate. Generally, the Corporation will place an individual with a disability in the general education environment unless it is demonstrated that the education of the individual in the general education environment, even with the use of supplementary aids and services, cannot be achieved satisfactorily. If the Board operates a separate class or facility that is identified as being provided for individuals with disabilities, the facility, program, and activities and services must be comparable to the facilities, programs, and activities and services offered to students without disabilities.

Coverage

Any form of discrimination or harassment can be devastating to an individual's academic progress, social relationship, and/or personal sense of self-worth.

As such, the School Board of the Elwood Community School Corporation does not discriminate on the basis of race, color, national origin, sex (including gender status, sexual orientation or gender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities.

The Board also does not discriminate on the basis of Protected Classes in its employment policies and practices as they relate to students and does not tolerate harassment of any kind.

The Corporation will identify, evaluate, and provide a free appropriate public education to students with disabilities who are determined eligible for special education and related services under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973 (Section 504).

Equal educational opportunities shall be available to all students, without regard to the Protected Classes, including age (unless age is a factor necessary to the normal operation or the achievement of any legitimate objective of the program/activity), place of residence within the boundaries of the Corporation, or social or economic background, to learn through the curriculum offered in this Corporation. Educational programs shall be designed to meet the varying needs of all students.

The Corporation's educational programs include the academic and nonacademic setting. Each qualified student with a disability shall be educated with students without disabilities to the maximum extent appropriate. In the non-academic setting, a student with a disability shall participate with students without disabilities to the maximum extent appropriate.

Compliance Officer/Civil Rights Coordinator (hereinafter referred to as the "CO").

The Board designates the following individual to oversee and coordinate its efforts to comply with the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973 (Section 504) and its implementing regulations:

ECSC Human Resource Dept. – 765-552-9861 - hr@elwood.k12.in.us
1306 North Anderson Street, Elwood, IN 46036

Reports and Complaints of Unlawful Discrimination and Retaliation

Students and Corporation employees are required, and all other members of the Corporation community and Third Parties are encouraged, to promptly report incidents of unlawful discrimination and/or retaliation to an administrator, supervisor, or other Corporation official so that the Board may address the conduct. Any teacher, administrator, supervisor, or other Corporation employee or official who receives such a complaint shall file it with the CO within two (2) business days.

Members of the Corporation community, which includes students or Third Parties, who believe they have been unlawfully discriminated/retaliated against are entitled to utilize the complaint process set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the Complainant's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

If during an investigation of alleged bullying, aggressive behavior and/or harassment in accordance with Policy 5517.01 - Bullying, the Principal believes that the reported misconduct may constitute unlawful discrimination based on a Protected Class, the Principal shall report the act to one of the COs, who shall

investigate the allegation in accordance with this policy. While the CO investigates the allegation, the Principal shall suspend the Policy 5517.01 investigation to await the CO's written report. The CO shall keep the principal informed of the status of the Policy 2260 investigation and provide the Principal with a copy of the resulting written report.

The COs will be available during regular school/work hours to discuss concerns related to unlawful discrimination/retaliation. COs shall accept reports of unlawful discrimination/retaliation directly from any member of the Corporation community or a Third Party and reports that initially are made to another Corporation employee. Upon receipt of a report of alleged discrimination/retaliation, the CO will contact the Complainant and begin either an informal or formal complaint process (depending on the Complainant's request and the nature of the alleged discrimination/retaliation) or designate a specific individual to conduct such a process.

The CO will provide a copy of this policy to the Complainant and the Respondent. In the case of a formal complaint, the CO will prepare recommendations for the Superintendent or oversee the preparation of such recommendations by a designee. All members of the Corporation community must report incidents of discrimination/retaliation that are reported to them to the CO within two (2) business days of learning of the incident/conduct. Any Corporation employee who directly observes unlawful discrimination/retaliation of a student is obligated, in accordance with this policy, to report such observations to one of the COs within two (2) business days. Additionally, any Corporation employee who observes an act of unlawful discrimination/retaliation is expected to intervene to stop the misconduct unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other Corporation employees and/or local law enforcement officials, as necessary, to stop the misconduct. Thereafter, the CO/designee must contact the Complainant if age eighteen (18) or older or the Complainant's parents/guardians if the student is under the age of eighteen (18) within two (2) school days to advise of the Board's intent to investigate the alleged wrongdoing.

Investigation and Complaint Procedures

Except for sex discrimination and/or Sexual Harassment that is covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, any student who alleges to have been subjected to unlawful discrimination or retaliation may seek resolution of the complaint through the procedures described below. The formal complaint procedures involve an investigation of the individual's claims of discrimination/retaliation and a process for rendering a decision regarding whether the charges are substantiated.

Due to the sensitivity surrounding complaints of unlawful discrimination or retaliation, timelines are flexible for initiating the complaint process; however, individuals are encouraged to file a complaint within thirty (30) calendar days after the conduct occurs. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily within fifteen (15) business days of the complaint being received).

The procedures set forth below are not intended to interfere with the rights of a student to pursue a complaint of unlawful discrimination or retaliation with the United States Department of Education Office for Civil Rights ("OCR") or the Indiana Civil Rights Commission ("ICRC"). The Chicago Office of the OCR can be reached at John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor Chicago, IL 60604; Telephone: 312-730-1560; FAX: 312-730-1576; TDD: 800-877-8339; Email: OCR.Chicago@ed.gov; Web: <http://www.ed.gov/ocr>.

Informal Complaint Procedure

The goal of the informal complaint procedure is to stop inappropriate behavior promptly and facilitate resolution through informal means, if possible. The informal complaint procedure is provided as a less formal option for a student who alleges unlawful discrimination or retaliation. This informal procedure is not required as a precursor to the filing of a formal complaint. The informal process is available only when the Complainant and the Respondent mutually agree to participate in it.

The Complainant may proceed immediately to the formal complaint process, and individuals who participate in the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

All complaints involving a Corporation employee or any other adult member of the Corporation community and a student will be investigated formally.

As an initial course of action, if a Complainant feels comfortable and safe doing so, the individual should tell or otherwise inform the Respondent that the allegedly discriminatory/retaliatory conduct that it is inappropriate and must stop. The Complainant should address the alleged misconduct as soon after it occurs as possible. The COs are available to support and counsel the Complainant when taking this initial step or to intervene on behalf of the individual if requested to do so. A Complainant who is uncomfortable or unwilling to approach the Respondent directly about the inappropriate conduct may file an informal or a formal complaint.

In addition, with regard to certain types of unlawful discrimination (e.g., sex discrimination), the CO may advise against the use of the informal complaint process.

A Complainant who alleges unlawful discrimination/retaliation may make an informal complaint, either orally or in writing:

1. to a building administrator in the school the student attends;
2. directly to one of the COs; or
3. to the Superintendent or other Corporation-level employee.

All informal complaints must be reported to one of the COs, who either will facilitate an informal resolution as described below or appoint another individual to facilitate an informal resolution.

The Corporation's informal complaint procedure is designed to provide the Complainant with a range of options aimed at bringing about a prompt resolution of Complainant's concerns. Depending upon the nature of the complaint and the Complainant wishes, informal resolution may involve but is not limited to one or more of the following:

- A. Advising the Complainant about how to communicate concerns to the Respondent.
- B. Distributing a copy of Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity to the individuals in the school building or office where the Respondent works or attends school.
- C. If both parties agree, the Co may arrange and facilitate a meeting or mediation between the Complainant and the Respondent to work out a mutual resolution.

While there are no set time limits within which an informal complaint must be resolved, the CO or designee is directed to attempt to resolve all informal complaints within fifteen (15) business days of receiving the informal complaint.

If the Complainant is dissatisfied with the informal complaint process, the Complainant may proceed to file a formal complaint. And, as stated above, either party may request that the informal process be terminated at any time to move to the formal complaint process.

Formal Complaint Procedure

If a complaint is not resolved through the informal complaint process, if one of the parties requested that the informal complaint process be terminated to move to the formal complaint process, the Complainant elects to file a formal complaint from the outset, or the CO determines the allegations are not appropriate for resolution through the informal process, the formal complaint process shall be implemented.

A Complainant may file a formal complaint, either orally or in writing, with a Principal, the CO, the Superintendent, or other Corporation-level official.

Due to the sensitivity surrounding complaints of unlawful discrimination, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a formal complaint within thirty

(30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a teacher, Principal, or other Corporation official at the student's school, Superintendent, or other Corporation employee, either orally or in writing, about any complaint of discrimination/retaliation, that employee must report such information to the CO within two (2) business days.

Throughout the course of the process, the CO should keep the parties reasonably informed of the status of the investigation and the decision-making process.

All formal complaints must include the following information to the extent known: the identity of the Respondent; a detailed description of the facts upon which the complaint is based (i.e., when, where, and what occurred); a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the CO shall ask for such details in an oral interview. Thereafter, the CO will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a formal complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the Complainant from further discrimination or retaliation, including but not limited to a change of work assignment or schedule for the Complainant and/or the Respondent. In making such a determination, the CO should consult the Complainant to assess whether the individual agrees with the proposed action. If the Complainant is unwilling to consent to the proposed change, the CO still may take whatever actions are deemed appropriate in consultation with the Superintendent.

Within two (2) business days of receiving the complaint, the CO or designee will initiate a formal investigation to determine whether the Complainant has been subjected to unlawful discrimination/retaliation.

Simultaneously, the CO will inform the Respondent that a formal complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant policies and/or administrative guidelines, including Policy 2260 - Nondiscrimination and Access to

Equal Educational Opportunity. The Respondent also must be informed of the opportunity to submit a written response to the formal complaint within five (5) business days.

Although certain cases may require additional time, the CO or designee will attempt to complete an investigation into the allegations of discrimination/retaliation within fifteen (15) business days of receiving the formal complaint. The investigation will include:

- A. interviews with the Complainant;
- B. interviews with the Respondent;
- C. interviews with any other witnesses who reasonably may be expected to have any information relevant to the allegations; and,
- D. consideration of any documentation or other information presented by the Complainant, Respondent, or any other witness that is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the CO or designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful discrimination/retaliation as provided in Board policy and State and Federal law as to whether the Respondent has engaged in unlawful harassment/retaliation of the Complainant. The CO's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. In determining if unlawful discrimination or retaliation occurred, a preponderance of evidence standard will be used.

The CO may consult with the Board's legal counsel before finalizing the report to the Superintendent.

Absent extenuating circumstances, within five (5) business days of receiving the report of the CO or designee, the Superintendent either must issue a decision regarding whether the charges have been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and the Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) days. At the conclusion of the additional investigation, the Superintendent must issue a final written decision as described above.

If the Superintendent determines the Respondent engaged in unlawful discrimination/retaliation against the Complainant, the Superintendent must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, age-appropriate, effective, and tailored to the specific situation.

A Complainant or Respondent who is dissatisfied with the final decision of the Superintendent may appeal through a signed written statement to the Board within five (5) business days of the party's receipt of the Superintendent's decision. The written statement of appeal must be submitted to the Board President.

In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representatives within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting. The decision of the Board will be final.

The Board reserves the right to investigate and resolve a complaint or report of unlawful discrimination/retaliation regardless of whether the Complainant pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies, such as the filing of a complaint with the OCR or the ICRC, the filing of charges with local law enforcement, or the filing of a civil action in court. Use of this internal complaint process is not a prerequisite to the pursuit of other remedies.

Privacy/Confidentiality

The Corporation will employ all reasonable efforts to protect the rights of the Complainant, the Respondent(s), and the witnesses as much as possible, consistent with the Corporation's legal obligations to investigate, take appropriate action, and comply with any discovery or disclosure obligations. All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. Additionally, the Respondent must be provided the Complainant's identity

During the course of a formal investigation, the CO or designee will instruct each person who is interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of an investigation is expected not to disclose to third parties any information that is learned or provided during the course of the investigation.

Remedial Action and Monitoring

If warranted, appropriate remedial action shall be determined and implemented on behalf of the Complainant, including but not limited to counseling services, reinstatement of leave taken because of the discrimination, the opportunity to complete assignments missed due to absences related to the discrimination, or other appropriate action.

The Board may appoint an individual, who may be a Corporation employee, to follow up with the Complainant to ensure no further discrimination or retaliation has occurred and to take action to address any reported occurrences promptly.

Sanctions and Disciplinary Action

The Board shall vigorously enforce its prohibitions against unlawful discrimination/retaliation by taking appropriate action reasonably calculated to stop and prevent further misconduct.

While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of any relevant collective bargaining agreement or student code of conduct.

When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the age and maturity level of any student involved. In those cases where unlawful discrimination/retaliation is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of any relevant collective bargaining agreement or student code of conduct.

Where the Board becomes aware that a prior disciplinary action has been taken against the Respondent, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its recurrence, and remedy its effect.

Retaliation

Retaliation against a person who makes a report or files a complaint alleging unlawful harassment/retaliation or participates as a witness in an investigation is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce or interfere with any individual because the person opposed any act or practice made unlawful by any Federal or State civil rights law, made a report, formal complaint, testified, assisted or participated or refused to participate in any manner in an investigation, proceeding, or hearing under those laws or this policy, or exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws or this policy.

Retaliation against a person for making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in the imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR ACTIVITIES

Title IX of Education Amendments of 1972

The School Board of the Elwood Community School Corporation (hereinafter referred to as “the Board” or “the Corporation”) does not discriminate on the basis of sex (including sexual orientation or gender identity) in its education programs or activities and is required by Title IX of the Education Amendments of 1972 and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The Board is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.

The Board prohibits Sexual Harassment that occurs within its education programs and activities. When the Corporation has actual knowledge of Sexual Harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.

Coverage

This policy applies to Sexual Harassment that occurs within the Corporation’s education programs and activities and that is committed by a member of the Corporation Community or Third Party.

This policy does not apply to Sexual Harassment that occurs off school grounds, in a private setting, and outside the scope of the Corporation’s education programs and activities; such Sexual Misconduct / Sexual Activity may be prohibited by the Student Code of Conduct if committed by a student, or by Board policies and administrative guidelines, applicable State and/or Federal laws if committed by a Corporation employee.

Title IX Coordinator

The Board designates and authorizes the following individual to oversee and coordinate its efforts to comply with Title IX and its implementing regulations:
ECSC Human Resource Dept. – 765-552-9861 - hr@elwood.k12.in.us
1306 North Anderson Street, Elwood, IN 46036

Any inquiries about the application of Title IX and its implementing regulations to the Corporation may be referred to the Title IX Coordinator, the Assistant Secretary for the U.S. Department of Education’s Office for Civil Rights, or both.

The Board has adopted a grievance process that provides for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations.

The grievance process is included in Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities, which is available at: go.boarddocs.com/in/elwoodcs/Board.nsf/Public# The grievance process specifically addresses how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the Corporation will respond.

Grievance Process

The Board is committed to promptly and equitably resolving student and employee complaints alleging Sexual Harassment. The Corporation’s response to allegations of Sexual Harassment will treat Complainants and Respondents equitably, including providing supportive measures to the Complainant and Respondent, as appropriate, and following this Grievance Process before the imposition of any disciplinary sanctions or other actions, other than supportive measures, against the Respondent.

The Title IX Coordinator(s), along with any investigator(s), decision-maker(s), or any person(s) designated to facilitate an informal resolution process, shall not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

If a determination of responsibility for Sexual Harassment is made against the Respondent, the Board will provide remedies to the Complainant. The remedies will be designed to restore or preserve equal access to the Corporation’s education program or activity. Potential remedies include, but are not limited to, individualized services that constitute supportive measures. Remedies also may be disciplinary or punitive in nature and may burden the Respondent.

The Process described herein relates exclusively to complaints brought under this Policy. The Corporation will continue to handle complaints subject to the Corporation’s other nondiscrimination and anti-harassment policies, including Policy 5517 - Anti-Harassment; Policy 5517.01 - Bullying; Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity; Policy 2260.01 - Section 504/ADA Prohibition Against Discrimination Based on Disability; 1422/3122/4122 - Nondiscrimination and Equal Employment Opportunity; and 1662/3362/4362 - Anti-Harassment.

Report of Sexual Discrimination/Harassment

Any person may report sex discrimination, including Sexual Harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or Sexual Harassment), in person, by mail, by telephone, or by electronic mail, using the Title IX Coordinator's(s') contact information listed above, or by any other means that results in the Title IX Coordinator receiving the person's oral or written report. Reports may be made at any time (including during non-business hours), by using the telephone number(s) or electronic mail address(es), or by mail to the office address(es), listed for the Title IX Coordinator. Anonymous reports may be submitted using the online reporting form posted at <https://go.boarddocs.com/in/elwoodcs/Board.nsf/Public?open&id=policies>.

Students, Board members, and Corporation employees are required, and other Corporation Community members and Third Parties are encouraged, to report allegations of sex discrimination or Sexual Harassment promptly to the/a Title IX Coordinator or to any Corporation employee, who will, in turn, notify the/a Title IX Coordinator. Reports can be made orally or in writing and should be as specific as possible. The person making the report should, to the extent known, identify the alleged victim(s), perpetrator(s), and witness(es), and describe in detail what occurred, including date(s), time(s), and location(s).

If a report involves allegations of Sexual Harassment by or involving the Title IX Coordinator, the person making the report should submit it to the Superintendent, or another Board employee who, in turn, will notify the Superintendent of the report. The Superintendent will then serve in place of the Title IX Coordinator for purposes of addressing that report of Sexual Harassment.

The Board does business with Third Parties who are not students or employees of the Board. Notwithstanding any rights that a given Third Party Respondent may have under this policy, the Board retains the right to limit any vendor's, contractor's, or Third Party's access to school grounds for any reason. The Board further retains all rights it enjoys by contract or law to terminate its relationship with any Third Party irrespective of any process or outcome under this policy.

A person may file criminal charges simultaneously with filing a Formal Complaint. A person does not need to wait until the Title IX investigation is completed before filing a criminal complaint. Likewise, questions or complaints relating to Title IX may be filed with the U.S. Department of Education's

Office for Civil Rights at any time.

Any allegations of Sexual Misconduct / Sexual Activity not involving Sexual Harassment will be addressed through the procedures outlined in Board policies, the applicable Student Code of Conduct, or Employee / Administrator Handbook(s).

Because the Board is considered to have actual knowledge of Sexual Harassment or allegations of Sexual Harassment if any Corporation employee has such knowledge, and because the Board must take specific actions when it has notice of Sexual Harassment or allegations of Sexual Harassment, a Corporation employee who has independent knowledge of or receives a report involving allegations of sex discrimination and/or Sexual Harassment must notify the/a Title IX Coordinator within two (2) days of learning the information or receiving the report. The Corporation employee must also comply with mandatory reporting responsibilities regarding suspected abuse, abandonment or neglect of a child pursuant to I.C. 31-33-5-1 and Policy 8462– Student Abuse and Neglect, if applicable. If the Corporation employee's knowledge is based on another individual bringing the information to the Corporation employee's attention and the reporting individual submitted a written complaint to the Corporation employee, the Corporation employee must provide the written complaint to the Title IX Coordinator.

If a Corporation employee fails to report an incident of Sexual Harassment of which the Corporation employee is aware, the Corporation employee may be subject to disciplinary action, up to and including termination.

When a report of Sexual Harassment is made, the Title IX Coordinator shall promptly (i.e., within two (2) days of the Title IX Coordinator's receipt of the report of Sexual Harassment) contact the Complainant (including the parent/guardian if the Complainant is under eighteen (18) years of age or under guardianship) to discuss the availability of supportive measures, consider the Complainant's wishes with respect to supportive measures, inform the Complainant of the availability of supportive measures with or without the filing of a Formal Complaint, and explain to the Complainant the process for filing a Formal Complaint. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures. Any supportive measures provided to the Complainant or Respondent shall be maintained as confidential, to the extent that maintaining such confidentiality will not impair the ability of the Corporation to provide the supportive measures.

Emergency Removal

Subject to limitations and/or procedures imposed by State and/or Federal law, the Corporation may remove a student Respondent from its education program or activity on an emergency basis after conducting an individualized safety and risk analysis. The purpose of the individualized safety and risk analysis is to determine whether the student Respondent poses an immediate threat to the physical health or safety of any student or other individual arising from the allegations of Sexual Harassment that justifies removal. If the Corporation determines the student Respondent poses such a threat, it will so notify the student Respondent and the student Respondent will have an opportunity to challenge the decision immediately following the removal. See

Policy 5605 – Suspension and Expulsion of Students with Disabilities 5610 – Suspension and Expulsion of Students, Policy 5611 – Due Process Rights, and 5620 – Court Assisted Resolution of Suspension and Expulsion.

If the Respondent is a non-student employee, the Corporation may place the Respondent on administrative leave during the pendency of the grievance process.

For all other Respondents, including other members of the Corporation Community and Third Parties, the Board retains broad discretion to prohibit such persons from entering onto its school grounds and other properties at any time and for any reason, whether after receiving a report of Sexual Harassment or otherwise.

Formal Complaint of Sexual Harassment

A Formal Complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information set forth above. If a Formal Complaint involves allegations of Sexual Harassment by or involving the Title IX Coordinator, the Complainant should submit the Formal Complaint to the Superintendent, who will designate another person to serve in place of the Title IX Coordinator for the limited purpose of implementing the grievance process with respect to that Formal Complaint.

When the Title IX Coordinator receives a Formal Complaint or signs a Formal Complaint, the Corporation will follow its Grievance Process, as set forth herein. Specifically, the Corporation will undertake an objective evaluation of all relevant evidence, including both inculpatory and exculpatory evidence, and will not make credibility determinations based solely on a person's status as a Complainant, Respondent, or witness.

It is a violation of this policy for a Complainant(s), Respondent(s), and/or witness(es) to knowingly making false statements or knowingly submitting false information during the grievance process, including intentionally making a false report of Sexual Harassment or submitting a false Formal Complaint. The Board will not tolerate such conduct, which is a violation of the Student Code of Conduct.

The Respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

Timeline

The Corporation will seek to conclude the grievance process, including resolving any appeals, within ninety (90) days of receipt of the Formal Complaint.

If the Title IX Coordinator offers informal resolution processes, the informal resolution processes may not be used by the Complainant or Respondent to unduly delay the investigation and determination of responsibility. The timeline, however, may be subject to a temporary delay of the grievance process or a limited extension for good cause with written notice to the Complainant and the Respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as: the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; and the need for language assistance or accommodation of disabilities.

Upon receipt of a Formal Complaint, the Title IX Coordinator will provide written notice of the following to the parties who are known:

- A. Notice of the Board's grievance process, including any informal resolution processes;
- B. Notice of the allegations of misconduct that potentially constitute Sexual Harassment as defined in this policy, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting Sexual Harassment, and the date and location of the alleged incident, if known. The written notice must:
 - a. include a statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made at the conclusion of the grievance process;
 - b. inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, and may inspect and review evidence.
 - c. inform the parties of any provision in the Student Code of Conduct, this policy, and/or Employee/Administrator Handbook that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

If, during the course of the investigation, the investigator becomes aware of allegations about the Complainant or Respondent that are not included in the original notice provided to the parties, the investigator will notify the Title IX Coordinator, and the Title IX Coordinator will decide whether the investigator should investigate the additional allegations; if the Title IX Coordinator decides to include the new allegations as part of the investigation, the Title IX Coordinator will provide notice of the additional allegations to the parties whose identities are known.

Dismissal of a Formal Complaint

The Corporation shall investigate the allegations in a Formal Complaint, unless the conduct alleged in the Formal Complaint:

- A. would not constitute Sexual Harassment (as defined in this policy) even if proved;

- B. did not occur in the Corporation's education program or activity; or
- C. did not occur against a person in the United States.

If one of the preceding circumstances exists, the Title IX Coordinator shall dismiss the Formal Complaint. If the Title IX Coordinator dismisses the Formal Complaint due to one of the preceding reasons, the Corporation may still investigate and take action with respect to such alleged misconduct pursuant to another provision of an applicable code of conduct, Board policy, and/or Employee / Administrator Handbook.

The Title IX Coordinator may dismiss a Formal Complaint, or any allegations therein, if at any time during the investigation:

- A. a Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the Formal Complaint or any allegations therein;
- B. the Respondent is no longer enrolled in the Corporation or employed by the Board; or
- C. specific circumstances prevent the Corporation from gathering evidence sufficient to reach a determination as to the Formal Complaint or allegations therein.

If the Title IX Coordinator dismisses a Formal Complaint or allegations therein, the Title IX Coordinator promptly must send written notice of the dismissal and the reason(s) therefore simultaneously to the parties.

Consolidation of Formal Complaints

The Title IX Coordinator may consolidate Formal Complaints as to allegations of Sexual Harassment against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against the other party, where the allegations of Sexual Harassment arise out of the same facts or circumstances.

Where a grievance process involves more than one Complainant or more than one Respondent, references in this policy to the singular "party," "Complainant," or "Respondent" include the plural, as applicable.

Informal Resolution Process

Under no circumstances shall a Complainant be required as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, to waive any right to an investigation and adjudication of a Formal Complaint of Sexual Harassment. Similarly, no party shall be required to participate in an informal resolution process.

If a Formal Complaint is filed, the Title IX Coordinator may offer to the parties an informal resolution process. If the parties mutually agree to participate in the informal resolution process, the Title IX Coordinator shall designate a trained individual to facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication. The informal resolution process may be used at any time prior to the decision-maker(s) reaching a determination regarding responsibility.

If the Title IX Coordinator is going to propose an informal resolution process, the Title IX Coordinator shall provide to the parties a written notice disclosing:

- A. the allegations;
- B. the requirements of the informal resolution process, including the circumstances under which it precludes the parties from resuming a Formal Complaint arising from the same allegations; and
- C. any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.

Any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the Formal Complaint.

Before commencing the informal resolution process, the Title IX Coordinator shall obtain from the parties their voluntary, written consent to the informal resolution process.

During the pendency of the informal resolution process, the investigation and adjudication processes that otherwise would occur are stayed and all related deadlines are suspended.

The informal resolution process is not available to resolve allegations that a Corporation employee or another adult member of the Corporation Community or Third Party sexually harassed a student.

The informal resolution process is not available to resolve allegations regarding a sexual assault involving a student Complainant and a student Respondent.

Investigation of a Formal Complaint of Sexual Harassment

In conducting the investigation of a Formal Complaint and throughout the grievance process, the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility is on the Corporation, not the parties.

In making the determination of responsibility, the decision-maker(s) is/are directed to use the preponderance of the evidence standard. The decision-maker(s) is charged with considering the totality of all available evidence, from all relevant sources.

The Corporation is not permitted to access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the party provides the Corporation with voluntary, written consent to do so; if a student party is not an Eligible Student, the Corporation must obtain the voluntary, written consent of a parent.

Similarly, the investigator(s) and decision-maker(s) may not require, allow, rely upon or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege in writing.

As part of the investigation, the parties have the right to:

- A. present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence; and
- B. have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney. The Corporation may not limit the choice or presence of an advisor for either the Complainant or Respondent in any meeting or grievance proceeding.
- C. The Corporation establishes the following restrictions, which apply equally to both parties, regarding the extent to which an advisor may participate in the proceedings: The advisor cannot participate in proceedings but may be available for consultation.
- D. Board Policy 2461 – Recording of Corporation Meetings Involving Students and/or Parents controls whether a person is allowed to audio record or video record any meeting or grievance proceeding.

Neither party shall be restricted in their ability to discuss the allegations under investigation or to gather and present relevant evidence.

The Corporation will provide to a party whose participation is invited or expected written notice of the date, time, location, participants, and purpose of all investigative interviews or other meetings, with sufficient time for the party to prepare to participate.

Both parties shall have an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint, including the evidence upon which the Corporation does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation.

Prior to completion of the investigative report, the investigator will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have at least ten (10) calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report.

At the conclusion of the investigation, the investigator shall create an investigative report that fairly summarizes relevant evidence and send the report to each party and the party's advisor, if any, for their review and written response. The investigator will send the investigative report in an electronic format or a hard copy, at least ten (10) calendar days prior to the decision-maker(s) issuing a determination regarding responsibility.

Determination of Responsibility

The Title IX Coordinator shall appoint a decision-maker(s) to issue a determination of responsibility. The decision-maker(s) cannot be the same person(s) as the Title IX Coordinator(s) or the investigator(s).

After the investigator sends the investigative report to the parties and the decision-maker(s), and before the decision-maker(s) reaches a determination regarding responsibility, the decision-maker(s) will afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. The decision-maker(s) must explain to the party proposing the questions any decision to exclude a question as not relevant.

Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

Determination Regarding Responsibility

The decision-maker(s) will issue a written determination regarding responsibility. To reach this determination, the decision-maker(s) must apply the preponderance of the evidence standard.

The written determination will include the following content:

- A. Identification of the allegations potentially constituting Sexual Harassment pursuant to this policy;
- B. A description of the procedural steps taken from the receipt of the Formal Complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, [and] methods used to gather other evidence;
- C. Findings of fact supporting the determination;
- D. Conclusions regarding the application of the applicable code of conduct to the facts;
- E. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the decision-maker(s) is recommending that the Corporation impose on the Respondent(s) and whether remedies designed to restore or preserve equal access to the Corporation's education program or activity should be provided by the Corporation to the Complainant(s); and
- F. The procedures and permissible bases for the Complainant(s) and Respondent(s) to appeal.

Informal or formal disciplinary sanctions/consequences may be imposed on a student Respondent who is determined responsible for violating this policy (i.e., engaging in Sexual Harassment).

If the decision-maker(s) determines the student Respondent is responsible for violating this policy (i.e., engaging in Sexual Harassment), the decision-maker(s) will recommend appropriate remedies, including disciplinary sanctions/consequences. The Title IX Coordinator will notify the Superintendent of the recommended remedies, so an authorized administrator can consider the recommendation(s) and implement an appropriate remedy(ies) in compliance with Policy 5600 – Student Discipline, Policy 5605 – Suspension/Expulsion of Students with Disabilities, Policy 5610 – Suspension and Expulsion of Students, Policy 5610.02 – In-School Discipline, and Policy 5611 – Due Process Rights. Discipline of a student

Respondent must comply with the applicable provisions of the Individuals with Disabilities Education Act (IDEA), as amended, and/or Section 504 of the Rehabilitation Act of 1972, and their respective implementing regulations.

Disciplinary sanctions/consequences may be imposed on an employee Respondent who is determined responsible for violating this policy including but not limited to (i.e., engaging in Sexual Harassment):

- A. oral or written warning;
- B. written reprimands;
- C. performance improvement plan;
- D. required counseling;
- E. required training or education;
- F. demotion;
- G. suspension with pay;
- H. suspension without pay;
- I. termination; or
- J. any other sanction authorized by any applicable Employee/Administrator Handbook and/or applicable collective bargaining agreement.

If the decision-maker(s) determines the employee Respondent is responsible for violating this policy (i.e., engaging in Sexual Harassment), the decision-maker(s) will recommend appropriate remedies, including disciplinary sanctions/consequences. The Title IX Coordinator will notify the Superintendent of the recommended remedies, so an authorized administrator can consider the recommendation(s) and implement an appropriate remedy(ies) in compliance with applicable due process procedures, whether statutory or contractual. If the Superintendent is the Respondent, the Title IX Coordinator will notify the Board President.

Discipline of an employee will be implemented in accordance with Federal and State law, Board policy, and applicable provisions of any relevant collective bargaining agreement.

Disciplinary sanctions/consequences may be imposed on a non-student / non-employee member of the Corporation Community or a Third Party who is determined responsible for violating this policy (i.e., engaging in Sexual Harassment), including but not limited to:

- A. oral or written warning; suspension or termination/ cancellation of the Board's contract with the Third Party vendor or contractor;
- B. mandatory monitoring of the Third Party while on school property and/or while working/interacting with students;
- C. restriction/prohibition on the Third Party's ability to be on school property; and
- D. any combination of the same.

If the decision-maker(s) determines the Third Party Respondent is responsible for violating this policy (i.e., engaging in Sexual Harassment), the decision-maker(s) will recommend appropriate remedies, including imposition of sanctions. The Title IX Coordinator will notify the Superintendent of the recommended remedies, so appropriate action can be taken.

The decision-maker(s) will provide the written determination to the Title IX Coordinator who will provide the written determination to the parties simultaneously.

In ultimately imposing a disciplinary sanction/consequence, the Superintendent (or the Board when the Superintendent is the Respondent) will consider the severity of the incident, previous disciplinary violations (if any), and any mitigating circumstances. If the Respondent is a Member of the Board, s/he shall be excluded from any determination regarding the imposition of a disciplinary sanction/consequence by the remaining School Board members.

The Corporation's resolution of a Formal Complaint ordinarily will not be impacted by the fact that criminal charges involving the same incident have been filed or that charges have been dismissed or reduced.

At any point in the grievance process and procedures, the Superintendent (or the Title IX Coordinator if the Superintendent is the Respondent) may involve local law enforcement and/or file criminal charges related to allegations of Sexual Harassment that involve a sexual assault.

The Title IX Coordinator is responsible for effective implementation of any remedies.

Appeal

Both parties have the right to file an appeal from a determination regarding responsibility, or from the Title IX Coordinators dismissal of a Formal Complaint or any allegations therein, on the following bases:

- A. Procedural irregularity that affected the outcome of the matter (e.g., material deviation from established procedures);
- B. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made that could affect the outcome of the matter; and
- C. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant(s) or Respondent(s) that affected the outcome of the matter.
- D. The recommended remedies (including disciplinary sanctions/consequences) are unreasonable in light of the findings of fact (i.e., the nature and severity of the Sexual Harassment).

Any party wishing to appeal the decision-maker(s)'s determination of responsibility or the Title IX Coordinator's dismissal of a Formal Complaint or any allegations therein must submit a written appeal to the Title IX Coordinator within five (5) days after receipt of the decision-maker(s)'s determination of responsibility or the Title IX Coordinator's dismissal of a Formal Complaint or any allegations therein.

Nothing herein shall prevent the Superintendent (or the Board when the Superintendent is the Respondent) from implementing appropriate remedies, excluding disciplinary sanctions, while the appeal is pending.

As to all appeals, the Title IX Coordinator will notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties.

The decision-maker(s) for the appeal shall not be the same person(s) as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator(s). The decision-maker(s) for the appeal shall not have a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant(s) or Respondent(s) and shall receive the same training as required of other decision-makers.

Both parties shall have a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome.

The decision-maker(s) for the appeal shall determine when each party's written statement is due.

The decision-maker(s) for the appeal shall issue a written decision describing the result of the appeal and the rationale for the result. The original decision-maker's(s') determination of responsibility will stand if the appeal request is not filed in a timely manner or the appealing party fails to show clear error and/or a compelling rationale for overturning or modifying the original determination. The written decision will be provided to the Title IX Coordinator who will provide it simultaneously to both parties. The written decision will be issued within five (5) days of when the parties' written statements were submitted.

The determination of responsibility associated with a Formal Complaint, including any recommendations for remedies / disciplinary sanctions, becomes final when the time for filing an appeal has passed or, if an appeal is filed, at the point when the decision-maker(s) for the appeal's decision is delivered to the Complainant and the Respondent.

Retaliation

Neither the Board nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, or because the individual made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or Sexual Harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or Formal Complaint of Sexual Harassment, for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, constitute(s) retaliation. Retaliation against a person for making a report of Sexual Harassment, filing a Formal Complaint, or participating in an investigation and/or hearing, is a serious violation of this policy that can result in the imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Complaints alleging retaliation may be filed according to the grievance process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this policy shall not constitute retaliation, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

Confidentiality

The Corporation will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a Formal Complaint of Sexual Harassment, any Complainant, any individual who has been reported to be the perpetrator of sex discrimination, any Respondent, and any witness, except as may be permitted by the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. 1232g, or FERPA's regulations, 34 CFR part 99, or as required by law, or to carry out the purposes of 34 CFR part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder (i.e., the Corporation's obligation to maintain confidentiality shall not impair or otherwise affect the Complainant's and Respondent's receipt of the information to which they are entitled related to the investigative record and determination of responsibility).

Application of the First Amendment

The Board will construe and apply this policy consistent with the First Amendment to the U.S. Constitution. In no case will a Respondent be found to have committed Sexual Harassment based on expressive conduct that is protected by the First Amendment.

Discretion in Application

The Board retains discretion to interpret and apply this policy in a manner that is not clearly unreasonable, even if the Board's interpretation or application differs from the interpretation of any specific Complainant and/or Respondent.

Despite the Board's reasonable efforts to anticipate all eventualities in drafting this policy, it is possible unanticipated or extraordinary circumstances may not be specifically or reasonably addressed by the express policy language, in which case the Board retains discretion to respond to the unanticipated or extraordinary circumstance in a way that is not clearly unreasonable.

The provisions of this policy are not contractual in nature, whether in their own right, or as part of any other express or implied contract. Accordingly, the Board retains discretion to revise this policy at any time, and for any reason. The Board may apply policy revisions to an active case provided that doing so is not clearly unreasonable.

ECSC Safety/Screening Plan

Elwood Community Schools proudly offers school counseling and school social work services to students. School counselors, school social workers, and behavior specialists work diligently alongside students, parents, teachers, administrators, and community members to support the positive growth and development of the whole child. Both students and parents should feel free to consult with counselors about classroom concerns, plans, decisions, or personal problems. The laws of confidentiality bind school counselors and school social workers. This means that students have a right to privacy with the information they share as defined by law, ethics, and school rules. School counselors and school social workers are obligated to breach confidentiality if a student poses an imminent danger to self or others or if information regarding child abuse or neglect is disclosed.

A threat consists of spoken or written words (including social media), the meaning of which a reasonable person would conclude carries the threat of imminent bodily harm to oneself or to another or to property and the means to inflict it. When a threat is given, it will be assessed for its seriousness. This assessment may involve law enforcement if the threat is considered serious enough by school administration. Threats that are found to disrupt the school climate will be handled according to the discipline section of this handbook.

Suicide/Threat Assessment Procedure

1. If a staff member becomes aware that the student has made a threat, staff member will refer student to the appropriate staff member immediately with a phone call (followed by an email).
2. Student shall be interviewed the same day (immediately if possible). If school appropriate staff member(s) are not in the building, building principal will reach out to another building.
3. Staff member will use the [Columbia Suicide Severity Rating Scale](#) report to assess the student.
4. Color-coded guidelines will be followed on the CSSRS Blank Report regarding behavioral health referral and/or Student Safety Precautions and psychiatric evaluation by crisis team/EMT/Emergency room.
5. Notify a parent or guardian; emergency contact if needed
 - a. If parents cannot be reached OR it is NOT appropriate to reach out to parents due to safety concerns, student will be transported to local ER by SRO for evaluation
 - b. Parent/guardian is notified that we will require a statement from mental health provider that the student has been evaluated before returning to school
6. Counselor, social worker or appropriate staff member will complete [ECSC Crisis Report Form](#) for the school.
7. If a student is not admitted to a mental health hospital OR once a student has returned to school, complete the ECSC [Safety Contract](#) with student/parent.

