



HOOSIER
ACADEMIESSM

Parent Handbook

2012-2013

The "Fine Print"

This handbook is a working document and set of guidelines for the Hoosier Academies. It will be continually updated based on need. It is the full intent of the Hoosier Academies to evaluate this document on an annual basis. This collaborative process will involve parents, learning coaches, students, teachers, and other staff and community members. The Head of Schools and Boards of Directors will have the final say in all matters pertaining to the Hoosier Academies.

WELCOME FROM THE STAFF

Welcome to this new, exciting educational experience provided by the staff of Hoosier Academies. We look forward to working with your family this coming school year. Provided in this handbook, are items to make the transition to our school easier. Please refer to this handbook to help answer questions that may arise through the school year. On behalf of all of us at Hoosier Academies, best wishes for a successful school year.

CORE BELIEFS AND MISSION STATEMENT OF HOOSIER ACADEMIES

At Hoosier Academies we continually strive to form positive and productive relationships with the families within our learning community. Our goals include; maintaining a high level of family satisfaction, high student achievement, social enrichment, and the successful transition to further education at the post-secondary level. Together, as partners in education, we can pave the way for many years of student satisfaction, pride and academic success.

Hoosier Academies are high-performance charter schools that combine traditional learning with technology to connect students, parents, and teachers in a 21st century learning community focused on results. The Hoosier Academies' staff, in conjunction with our parents, strives for student mastery of a rigorous, research-based K12 curriculum aligned to Indiana academic standards. Our schools put public school accountability, teacher competence, and parent/adult involvement at the center of student learning and achievement.

LEARNING COACH / TEACHER PARTNERSHIP

It is the core belief of the Hoosier Academies that the parent or learning coach is the child's primary teacher. Our teachers work with parents and students to support and to facilitate the educational process. We believe that a true partnership between learning coaches and teachers is the optimal relationship for a student's success. Please see the Parent Partnership Agreement for additional information on expectations of the Learning Coach.

DELAYS AND SCHOOL CLOSINGS

If one of the Hoosier Academies Learning Centers needs to close or delay school due to inclement weather, families will be notified via telephone or text messaging through the school's automated message system. Additionally, closing information will be posted on local television and radio stations, as well as the school's website for the Hoosier Academies.

EMERGENCY PROCEDURES

Hoosier Academies will follow the same protocol and state regulations for emergency procedures. Fire evacuation, earthquake and tornado instructions are posted in each room and each area of our school. When the alarm sounds, students should leave their room or area and go directly to their assigned safety area. Students should move through the hallways quietly and orderly to listen to special instructions from a staff member.

PARENT/VISITOR ACCESS TO LEARNING CENTER

Hoosier Academies believes strongly in the parent / teacher partnership and welcomes volunteers in all capacities. All volunteers must have a criminal background check completed by Hoosier Academies before volunteering. Hoosier Academies Administrative Team retains the right to disallow persons wishing to volunteer who have a criminal record.

ATTENDANCE

A successful school experience depends on regular school attendance. Every absence, whether excused or unexcused, interrupts the student's understanding of the material being presented and lessens the value of high academic expectations.

EXCUSED ABSENCES

The school and the state of Indiana recognize student illness, death in the family, exclusion because of exposure to contagious disease, required religious observance, service in the state legislature, medical appointments and school sanctioned activities as excused absences. We encourage parents to keep children home if they are potentially contagious.

UNEXCUSED ABSENCES

An unexcused absence is an absence not recognized by state law or the School Corporation. Unexcused absences may result in loss of credit for assignments missed.

HABITUAL TRUANCY

A truant is defined as a student who is willfully absent from school without the knowledge and consent of the parent and school, or absent from school when there is an attempt to evade the Indiana Compulsory Attendance Law. A “habitual truant” is defined as a student who is truant three times during any semester. A truant absence is considered an unexcused absence.

WITHDRAWAL PROCEDURES

- Notify the Academic Team Leader of your assigned program that the student will be withdrawn.
- Specify the last date of attendance.
- Fill out the withdrawal form.
- Return all materials to K12. (Refer to information received from K12 on return procedures.)

DRESS CODE AND UNIFORM POLICY

The dress code policy at the Hoosier Academy has been designed to provide a uniform atmosphere that encourages learning by removing unnecessary distractions and creating a sense of a Hoosier Academy community.

Each family that accepts enrollment in the school also accepts the dress code.

If there is a change in dress code for a field trip or special event, parents will be notified of the change prior to the day of the event. Otherwise, the dress code must be followed at all times.

We rely on our parents to help reinforce these expectations. It is the parents’ responsibility to guide their children towards cleanliness, neatness, and modesty. It is expected that students will come to school with clean garments that are in good repair. To prevent any misunderstanding and ensure continuity, the following guidelines must be followed.

- Students will wear a plain polo shirt in their choice of color(s). (Designer logos such as the Nike swoosh, American Eagle bird, Rocawear signature “R”, Abercrombie & Fitch moose, etc, stripes or designs of any type are not permitted).
- Although no longer required, students may wear Hoosier Academies polo shirts or gear previously purchased or currently on the website with the Hoosier Academy logo. Hoosier Academy logo uniform gear can be purchased directly through the school's secure vendor: www.HoosierAcademiesGear.com Families wishing to purchase uniforms from the Hoosier Academies Uniform Store are strongly encouraged to purchase uniforms as soon as possible.
- Males: pants or Bermuda shorts will be tan khaki or blue denim.
- Females: pants, Capri pants, skirts, Bermuda shorts, or skorts will be tan khaki or blue denim.
- Tan khaki refers to the COLOR, not the style of the pants, shorts, skirts, or skorts.
- Length of shorts, skirts, or skorts should be no more than one hand length above the knee.
- Students may wear a plain, solid color shirt **UNDER** their polo during cold weather. **No hooded sweaters or sweatshirts.** Cardigans are allowed to be worn over polo's.
- Shoes and socks must be worn at all times. Open-toed shoes are not allowed for safety reasons. No Heelys or other shoes with wheels.
- Jewelry should be small for safety reasons.
- Students are not allowed to dye hair unnatural colors
- Tattoos (including temporary) and body, facial, or tongue piercings other than earrings should not be visible.
- No rips, tears, or holes in clothing.
- No hats, head scarves or bandanas.

- No gang colors or materials.
- No sagging.
- Students must wear clothing appropriate for Physical Education class and activities held within. Students wearing skirts during Physical Education class are *required* to wear shorts under the skirt during Physical Education class time.

ACADEMIC RESPONSIBILITIES

The following chart outlines the responsibilities of learning coaches and classroom teachers.

Teacher Responsibilities	Learning Coach Responsibilities
Maintains a strict classroom schedule	Maintains a schedule for your student on off-site days
Helps you to coach using the K12 [®] Curriculum and the Online School (OLS)	Helps your student use the K12 curriculum and the Online School (OLS); seek help when needed
Conducts quarterly conferences with you to discuss your child's academic progress	Attends all conferences
Respond within 24 hours to all emails, K-mails and telephone calls	Respond within 24 hours to all emails, K-mails and telephone calls
Provides at least 24 hours notice if a conference or meeting must be canceled or rescheduled	Provides at least 24 hours notice if a conference or meeting must be canceled or rescheduled
Informs you of school updates/information from Hoosier Academy	Informs the teacher of any updated information regarding your student
Administers Scantron Performance and Achievement Series testing, ISTEP+, NWEA, and DIBELS	Administers Scantron Performance and Achievement Series Testing
Provides encouragement and support in all areas of student learning and achievement	Provides encouragement and support in all areas of student learning and achievement
Creates and delivers lessons in Elluminate Live! for individual or small group instruction	Ensures students attendance and supports Elluminate Live! for individual or small group

	instruction
Models specific practices that will support instruction	Models specific practices that will support instruction
Provides interventions, recommendations, and customized support for students who may be struggling or for those who need to be academically challenged	Seeks support and alternate strategies for students who may be struggling or for those who need to be academically challenged
Provides face to face instruction two days per week with the student	Provides face to face instruction three days per week with the student
Logs daily attendance and tardies in the Hoosier Academy database when students are at the learning center	Logs daily attendance in the OLS when students are working virtually. Brings student to the learning center each learning center day on time
Monitors progress to ensure 3% progress per week for math and language arts	Logs all assessments and monitors student's OLS progress for all courses each week

CURRICULAR PROGRESS

The progress that students make through the curricula is of vital importance in their success at Hoosier Academy. 100% completion is expected by the end of each school year in each course. Progress should be logged daily in the On-Line School (OLS). Daily progress is to be monitored by parent/learning coach by accessing student account log-in home page, grade book, and progress tab for accurate understanding of student's achievement/ progress level in each course. Students must submit coursework at the direction of the teacher. Course work involves active participation at Learning Center, tutorials/activities and Elluminate Live! sessions.

The goal of Hoosier Academies is to educate your child. We cannot be successful if your child does not participate in school. Attending Hoosier Academy requires that students and learning coaches are able to complete work independently as scheduled by their teachers. If students and learning coaches are unable to complete and submit their assignments, attendance of Flex Week may be required.

K-8 GRADING SCALE

The elementary (K-8) program uses a Mastery/Non-mastery grading scale. 80% is considered mastery. If a student does not master a lesson or concept, it is expected that the student review the material with the learning coach and teacher if necessary and reassess for mastery.

HIGH SCHOOL GRADING SCALE

<u>Percent Earned</u>	<u>Letter Grade Equiv.</u>	<u>GPA Pts.</u>	<u>Description</u>
0-59.9%	F	0.0	Not Passing
60-62.9	D-	0.7	Below Average Minus
63-67.9	D	1.0	Below Average
68-69.9	D+	1.3	Below Average Plus
70-72.9	C-	1.7	Adequate Minus
73-77.9	C	2.0	Adequate
78-79.9	C+	2.3	Adequate Plus
80-82.9	B-	2.7	Above Average Minus
83-87.9	B	3.0	Above Average
88-89.9	B+	3.3	Above Average Plus
90-92.9	A-	3.7	Mastery Minus
93-100	A	4.0	Mastery
	I	0.0	Incomplete

TEXTBOOK AND MATERIALS

Students are expected to take care of the materials provided by K12. At the end of the course, all non-consumable materials will be returned to K12 using the appropriate return address labels.

Based on financial need and eligibility, Hoosier Academies may loan a computer system (including desktop computer, printer, and software) to support the learning process. These computer systems are instructional property and must be returned when the student leaves the school. K12 will provide technical support and troubleshooting for these systems. Each family will need to secure their own Internet service provider. Families who qualify for free and reduced lunches may also qualify for a stipend to offset the cost of the Internet service. Internet stipends are paid to families with an approved Free and Reduced Lunch application on file and are paid twice a year, following each semester.

TESTING REQUIREMENTS

All enrolled students of Hoosier Academy in grades 3-8 are required to take the ISTEP+. Third grade students are also required to take the IREAD state assessment. By accepting enrollment into Hoosier Academy, you are committing to attend the scheduled **in-person testing sessions**. The testing will not last the entire two weeks; rather this is only the window in which we have to administer the test. The exact days, time, and location will be announced in a timely manner. Students will complete testing within one day at their assigned testing site. Testing sites will be located around the state within one hundred miles of student's permanent address. If a family has to travel over one hundred miles to a testing site for their scheduled testing session, families will receive a mileage reimbursement.

Students taking credit courses in Algebra I, Biology, and English are required to take the ECA tests. The testing will not last the entire week; rather this is only the window in which we have to administer the test. The exact days, time, and location will be announced in a timely manner.

PHYSICAL EDUCATION

Physical education is a required course. Students at the learning centers will complete PE on a scheduled learning center day. Fully virtual students are required to complete 36 attendance hours of physical education activities per year, up to a maximum of 72 hours per year. Physical Education activities eligible for attendance credit are to be structured, organized, and supervised. These activities are not scheduled by HAVS staff, but originate with the Learning Coach.

Examples:

- Participation in athletic classes or on sports teams DO qualify as Physical Education activities, but riding a bicycle around the neighborhood does NOT.
- Participation in dance class DOES qualify; skateboarding in the park does NOT.

Learning Coaches will be responsible for creating appropriate activities and recording hours of engagement for meeting the state requirement of Physical Education.

ACADEMIC INTEGRITY

All work submitted must have been completed by the student. Students are responsible for observing the standards on plagiarism and properly crediting all sources relied on the composition of their work. Failure to abide by these standards will be reported to the Head of School and may result in disciplinary action up to and including suspension and expulsion.

PLAGIARISM

Plagiarism is the act of submitting someone else's work as your own original creative production. If you use another person's writing or original work you must site their words using an appropriate manuscript style in the works cited page, Endnotes, or in a Bibliography. The exact wording should be in quotation marks or paraphrased in the paper and referenced as such in the paragraph in which it appears. You may not copy and paste directly from the internet without giving appropriate credit to the author. Plagiarism is a serious academic violation. Plagiarism will result in no credit and may result in disciplinary action up to and including suspension and expulsion.

HEALTH POLICIES

Occasionally, the need arises for the nurse to request a parent to pick up a child who has become ill. Parents will be notified if their child has a fever over 100 degrees or if their child has a significant illness or injury. An accident or injury requiring treatment at an outside facility will be reported to the Head of School or Designee. If a parent wishes to be notified each time their child visits the nurse's office, please notify the nurse of this preference. The following screenings will be conducted at Hoosier Academies:

1. Vision and Scoliosis Screenings: Vision and scoliosis screenings of certain grades (as prescribed by law) will be conducted. Parents will be notified of any physical discrepancies discovered by school personnel. Parents should follow up with their pediatrician.
2. Hearing Screening: Students in tenth grade, students receiving special services and students new to Hoosier Academies will have their hearing screened during the fall semester of each school year. Please contact the building speech-language pathologist in writing at the beginning of the school year if you do not wish to have your child screened.

IMMUNIZATIONS

All students enrolled in the Hoosier Academies must be immunized against the following diseases: diphtheria, pertussis, tetanus, measles, rubella, poliomyelitis, and mumps. Also, all students entering 6th grade are required to have received at least two doses of measles vaccine, preferably M/M/R, and both doses must have been administered after the first birthday. All children must provide written documentation of such immunization from a licensed physician at the time of their first enrollment in a Hoosier Academies Learning Center. In accordance with IC 20-34-4-5, no child will be permitted to attend school for more than twenty days beyond the date of his/her enrollment without such documentation. *Parents providing an acceptable written statement of health, religious, or other objection to immunization will be exempt from this policy.*

RETURNING TO SCHOOL AFTER ILLNESS

Any student who has been absent from school because of a disease considered by the school nurse to be infectious or contagious may be required to provide written assurance from a licensed physician that he/she is no longer in an infectious or contagious state (ie: pink eye, mononucleosis, impetigo, tuberculosis, whooping cough, measles, polio, meningitis, mumps, diphtheria and scabies). Hoosier Academies may require a licensed physician's clearance whenever school officials feel it is necessary in order to protect the health of the student who has been ill or that of other students in school. During the cold and flu season and because of crowded conditions at school, it is very easy to spread illness through the student population. In order to minimize "spreading our germs," please do not send your student to school when ill. The following guidelines may help you determine when it is safe to return your child to school

- Temperature below 100 degrees for 24 hours
- If there has been vomiting within 24 hours, he/she should be able to tolerate a bland diet before returning to school
- Diarrhea free for 24 hours
- Lessening of acute "cold" symptoms such as a persistent cough, or excessive "runny nose"
- Free from head-lice or nits

Note: When your child has been out with a contagious illness or serious injury, you will need to check in with the nurse upon returning to school to be cleared for attendance.

We have limited medical facilities, so if a student is sick the night before (see guidelines above), it is expected he/she will not come to school. If a student has been prescribed an antibiotic, ask the physician when the student will no longer be contagious. Normally 24-36 hours of antibiotic is required before they are no longer infectious. With everyone's cooperation, we can keep illness to a minimum throughout our student body and keep all students safe and healthy.

HEALTH INSURANCE

Hoosier Academies do not provide individual or group medical insurance for students. This also includes all extracurricular activities. Such insurance coverage is the responsibility of the parent/guardian. The School Corporation does not sponsor or administer any special health insurance plan for purchase by students or their families.

ILLNESS OR INJURY AT SCHOOL

If a student is injured or becomes ill, he/she should report to his/her teacher and ask to go to the nurse's office. When necessary, parents will be contacted.

ADMINISTRATION OF MEDICINE

Prescription medication (ordered by the physician)

- Medication must be turned in to the nurse's office in the original pharmacy- labeled container with the student's name date/medication/dosage and the time dosage is to be administered.
- Written permission from the parent giving the school authority to administer the medication must also accompany the prescription medicine.
- Please ask your pharmacist when filling the medications that require refrigeration (i.e. liquid antibiotics) to fill a separate bottle with appropriate dosage to remain at school to avoid transportation problems, temperature change, or a forgotten dose when students forget to pick up or return medicine.

Non-prescription medication

- Medication must be kept in the nurse's office in the original container.

- Written permission from the parent/guardian must be on file before any medication can be given and the amount to be dispensed must be on file before any medication will be given. A permission form may be obtained from the nurse at registration or any time throughout the school year.
- The school must receive a written note from the parent/guardian on the day decongestants, antihistamines, or cough medication is to be given.

Homeopathic Products

- Hoosier Academies, in concert with the National School Nurse Association guidelines, does not honor requests by parents/guardians to dispense over the counter herbs, minerals, and vitamins and other homeopathic products. Homeopathic products will only be dispensed with a physician's order.

MEDICATION RETURN

At the end of the school year, non-prescription and prescription medications may be sent home with the student if the school nurses have received written parent permission. Parents may also pick up the medication themselves if they choose to do so. All unclaimed medications will be discarded.

CHILD ABUSE/NEGLECT REPORTING

Employees of the Hoosier Academies are required by law to report all relevant information concerning suspected child abuse/neglect to the Marion County Child Protection Team and the Head of School.

DRUG ABUSE REPORTING

Employees of the Hoosier Academies must report to the Head of School any drug violations of which they have personal knowledge and which occur on school property or within 1000 feet of school property. The Head of School will report the violation to the proper law enforcement agency.

MISSING CHILD REPORTING

Students enrolling in the Hoosier Academies must have proof of age such as a birth certificate, driver's license, or passport. A report will be filed with the Indiana Clearing House for missing children if such evidence is not presented to school authorities within 30 days.

SMOKING, DRUGS, and ALCOHOL

Students are not permitted to possess, use or sell drugs, alcohol, or tobacco products on the school premises at any time, at any school sponsored activity or when a student is traveling to and from school. Students violating this policy are subject to suspension or expulsion from school. Such disciplinary measures will be administered in compliance with the School Corporation policy on student conduct and state law on due process.

Students Suspected to Be Under the Influence of Drugs, Including Alcohol:

Students believed to be under the influence of drugs or alcohol may be requested to submit to a drug and/or alcohol test at the expense of the student. Refusal to submit to a drug or alcohol test, or refusal to provide a valid specimen will be considered an admission of a violation of school rules pertaining to the use of drugs or alcohol. As used in this policy “reasonable suspicion” includes, without limitation: specific observation concerning appearance, behavior, body odor, or speech of a student; information received by the principal or designee from teachers, parents, students, employees or detection devices; an accident involving a motor vehicle before, during, or after school hours at school. This rule also applies on or off school property at any school sponsored or school approved activity, event or function, where students are under the jurisdiction of Hoosier Academies, or any time students are under the direct supervision of employees who are working on behalf of the district.

RESTRICTED ITEMS

- Electronic Devices not academically necessary (including cell phones) Hoosier Academies accepts no responsibility if any electronic items are lost, stolen or damaged and is not responsible to investigate the loss or damage of these items. The student and parent accept full responsibility for these items. Noncompliance with this policy may result in confiscation of the device by school staff until the close of the school day.
- Disruptive Devices: Any item used to disrupt classroom instruction is prohibited, e.g. water guns, laser pointers, etc.

- The trading or selling of any items on the way to and from school or on school property is not allowed.

USE OF TECHNOLOGY

Hoosier Academies has chosen to permit student's access to technology resources to further its educational goals and objectives. Reasonable care and precaution has been taken to ensure the appropriateness and the educational quality of the material available through the use of educational software and telecommunications. However, parents/guardians are warned that Hoosier Academies does not have total control of the information that students may see on the Internet. Parents/guardians are the primary authority responsible for imparting the standards of ethical and legal conduct their child or ward should follow.

TECHNOLOGY ACCOUNTABILITY

Technology is at the forefront of our educational model. However, we do recognize the innate risks associated with the virtual world we live in. The following policies have been created to insure that all students maintain a successful working environment and coexist together respectfully in our virtual environment.

- Posting anonymous messages is not permitted unless authorized by Hoosier Academies' instructor(s)
- Impersonating another person on-line is strictly prohibited.
- Use only your own user name and password, and do not share these with anyone. You are responsible for all activity that is associated with your username and password.
- Do not interfere with other users' ability to access Hoosier Academies or disclose anyone's password to others or allow them to use another user's account.
- Do change your password(s) frequently, at least once per semester or course is encouraged.
- Do not publicly post your personal contact information (address and phone number) or anyone else's.
- Do not publicly post any messages that were sent to you privately.

- Do not download, transmit or post material that is intended for personal gain or profit, non-Hoosier Academies commercial activities, non-Hoosier Academies product advertising, or political lobbying on a Hoosier Academies or K12 owned instructional computing resource.
- Do not use Hoosier Academies' instructional computing resources to sell or purchase any illegal.
- Do not upload or post any software on Hoosier Academies' instructional computing resources that are not specifically required and approved for your assignments.
- Do not post any MP3 files, compressed video, or other non-instructional files to any Hoosier Academies server.

INAPPROPRIATE ON-LINE BEHAVIOR

Inappropriate online behavior may result in disciplinary actions up to and including suspension and expulsion. Inappropriate online behavior may be defined as follows:

- Insults or attacks of any kind against another peer.
- Use of obscene, degrading, or profane language.
- Harassment (continually posting unwelcome messages to another person) or use of threats.
- Posting material that is obscene or defamatory or which is intended to annoy, harass or intimidate another person. This includes distributing spam mail, chain email, viruses, or other intentionally destructive content.

CONSENT TO BROADCAST

By signing the Consent to Broadcast form a parent or guardian consents to the use of the student's name, likeness, or voice in a broadcast or publication on the Internet web site or video tape, photographs, recordings, or interviews of the student while participating in a school program or activity, (the material), by Hoosier Academies for the current school year. This content includes permission for any rebroadcast, republications, display, distribution or use of Material for the purpose of providing information to the public about the school program or activity or for any other educational purpose. Signature waives any claim or ownership of copyright of the above.

STUDENT INTERNET SAFETY

Do not reveal on the Internet personal information about yourself or other persons. For example, you should not reveal your name, home address, telephone number, or display photographs of yourself or others to persons outside of the Hoosier Academies. Do not agree to meet in person anyone you have met only on the Internet and who is not affiliated with the Hoosier Academies.

NETWORK ETIQUETTE

All Hoosier Academies students are expected to follow the rules of network etiquette or netiquette. The word “netiquette” refers to common-sense guidelines for conversing with others online. Please abide by these standards:

- Avoid sarcasm, jargon, and slang. Swear words are unacceptable.
- Never use derogatory comments, including those regarding race, age, gender, sexual orientation, religion, ability, political persuasion, body type, physical or mental health, or access issues.
- Focus your responses on the questions or issues.
- Be constructive with your criticism, not hurtful.
- Review your messages before sending them. Remove easily misinterpreted language and proofread for typos.
- Respect other people’s privacy. Don’t broadcast online discussions, and never reveal other people’s email addresses.

Communication Policy

The Hoosier Academies pride themselves on the continuous communication with the learning coaches and families of each student. The learning coach can contact the student’s teacher through K-mail on TotalView or via phone. The classroom or online teacher will return contact within 24 hours or the next business day.

School-wide	Quarterly newsletter Hoosier Academy information Posted to InsideHoosierAcademies.com
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Monthly Newsletters	Published the last Friday of each month School specific information School Principals or ATL (Academic Team Leads) Posted to InsideHoosierAcademies.com
Teacher Newsletters/Weekly Announcements	Class and school information Sent via K-Mail
Hoosier Hotwires	Important school announcements Sent via K-Mail on-demand as needed
Kmail	Private K12 messaging system Used for all teacher communications Can tag and archive old messages but may not delete
Phone Messenger	Used to contact families with important announcements and reminders - IMPORTANT that the correct phone number is on file
InsideHoosierAcademies.com	Links to important forms and onboarding materials Monthly Newsletters School contact information Links to teacher Delicious accounts

DISCIPLINARY PROCEDURES AND STUDENT DUE PROCESS

Due Process Rights

A student cannot be suspended or expelled and thereby be deprived of a free education provided in the public schools without due process. Due process requirements guarantee all students the right to fair notice, fair procedures, and a fair hearing. The student and his or her parents or guardians have the responsibility to follow the procedures set forth herein in a respectful and timely manner. A student who is accused of misbehavior or a breach of this Code of Student Conduct will be presented to the Head of School by the person having knowledge of the violation or potential violation of the Code of Conduct.

Suspension from school

A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to 10 school days.

Expulsion from school

In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period of no longer than the remainder of the current semester plus the

following semester, with the exception of a violation of rule #13 listed under the Grounds of Suspension and Expulsion in this policy.

Grounds for Suspension or Expulsion

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

- On school grounds before, during, and immediately after school hours and at any other time when the school is being used by a group.
- Off school grounds at a school activity, function or event.
- Traveling to or from school or a school activity, function or event.
- Using property or equipment provided by the school.

Examples of student misconduct and/or substantial disobedience for which a student may be suspended or expelled include, but are not limited to:

- Using violence, force, fighting, noise, coercion, threat, bullying, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct.
- Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
- Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor or room.
- Setting fire to or damaging any school building or property or possession of any incendiary device (examples, but not limited to lighters, matches, fireworks).
- Prevention or attempting to prevent by physical act the convening or continued function of any school or education function, or any meeting or assembly on school property.
- Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the education function under this supervision.
- Causing or attempting to cause damage to school or private property; stealing or attempting to steal school or private property

- Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this rule.
- Using violence, threats, aggressive behavior, harassment, hazing, or coercion against any student, staff member or other persons that could cause physical or psychological harm.
- Engaging in any kind of aggressive behavior that does physical or psychological harm to another person *or urging of other students to engage in such conduct*. Prohibited conduct includes coercion, harassment, bullying, hazing or comparable conduct.
- Falsely accusing a person of violating a school rule, state or federal law, or sexual harassment.
- Possessing, handling or transmitting a knife or any object that can reasonably be considered a weapon, or is presented to be a weapon. “Any object” includes any item that is considered a weapon but is not a firearm.
- Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
- Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
- Engaging in any activity forbidden by the laws of Indiana
- Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are established in accordance with Indiana law, including but not limited to:
 - Engaging in sexual behavior on school property
 - Disobedience of administrative authority
 - Willful absence or tardiness of students

- Possessing, using or transmitting any substance that is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant depressant, glue for the purpose of sniffing or intoxicant of any kind.
- Possessing, using or transmitting, or being under the influence of caffeine-based substances, substances containing phenylpropranoamine (PPA) or stimulants of any kind
- Engaging in speech or conduct, including clothing, jewelry, or hairstyle, which is profane, indecent, lewd, vulgar, or offensive to school purposes.
- Knowingly using (use is defined as the device being turned on) on school grounds during school hours an electronic paging device, cell phone, or other similar device in a situation not related to a school purpose or educational function.
- Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores
- Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law
- Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.

POSSESSING A FIREARM OR DEADLY WEAPON

A student who is:

1. identified as bringing a firearm or destructive device to school or on school property; or
 2. in possession of a firearm or destructive device on school property;
- will be expelled for at least one (1) calendar year, with the return of the student to be at the beginning of the first school semester after the end of the one (1) year period. The Head of School will notify the appropriate law enforcement agency having jurisdiction

over the property where the school is located if a student is expelled under the foregoing provision.

A student who is:

1. identified as bringing a deadly weapon to school or on school property; or
 2. in possession of a deadly weapon on school property;
- may be expelled for not more than one (1) calendar year. The Head of School may notify the appropriate law enforcement agency having jurisdiction over the property where the school is located if a student is expelled under the foregoing provision.

For purposes of this rule,

1. A firearm is any weapon that is capable of expelling or designed to expel or that may readily be converted to expel a projectile by means of an explosion.
2. A destructive device is
 - a. an explosive, incendiary, or overpressure device that is configured as a:
 - i. bomb;
 - ii. grenade;
 - iii. rocket with a propellant charge of more than four (4) ounces;
 - iv. missile having an explosive or incendiary charge of more than one-quarter (1/4) ounce;
 - v. mine;
 - vi. Molotov cocktail; or
 - vii. device that is substantially similar to an item described above;
 - b. a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half (1/2) inch; or
 - c. a combination of parts designed or intended for use in the conversion of a device into a destructive device.
 - d. The term “destructive device” does not include:
 - i. A pistol, rifle, shotgun, or weapon suitable for sporting or personal safety purposes or ammunition;

- ii. a device that is neither designed nor redesigned for use as a weapon;
 - iii. a device that, although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device; or
 - iv. surplus military ordnance sold, loaned, or given by authority of the appropriate official of the United States Department of Defense.
3. A deadly weapon is
 - a. a loaded or unloaded firearm;
 - b. taser (as defined in IC 35-47-8-3) or electronic stun weapon (as defined in IC 35-47-8-1), or other weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury;
 - c. an animal (as defined in IC 35-46-3-3) that is
 - i. readily capable of causing serious bodily injury; and
 - ii. used in the commission or attempted commission of a crime; or
 - d. a biological disease, virus, or organism that is capable of causing serious bodily injury.

A student with disabilities (as defined in IC 20-35-7-7) who possesses a firearm on school property is subject to procedural safeguards under 20 U.S.C. § 1415.

LEGAL REFERENCE: I.C. 20-33-8-16; 35-41-1-5; 35-41-1-8; 35-47.5-2-4

POSSESSING A DEADLY WEAPON

No student shall possess, handle or transmit any deadly weapon on school grounds. The violation of this rule may result in disciplinary action up to and including suspension and expulsion. Additionally, the Head of Schools shall notify the county prosecuting attorney's office when a student is expelled under this rule. The following devices are considered to be deadly weapons as defined in I.C. 35-41-1-8:

- A weapon, laser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily harm.
- An animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.

SUSPENSION PROCEDURES

- For purposes of this policy, suspension is any disciplinary action that does not constitute an expulsion, as defined below, whereby a student is separated from school attendance for a period of not more than ten (10) school days. When the Head of School determines that a student should be suspended, a meeting will be held with the student to discuss the charges. At this meeting the student will receive a written or oral statement of the charges against him or her. If the student denies the charges, a summary of the evidence against the student will be provided to the student, and he or she will be permitted to explain his or her conduct. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the suspension. Following the suspension, the parent or guardian of the suspended student will be notified in writing. The notification will include the dates of suspension and will describe the student's misconduct and the action taken by the Head of School.

EXPULSION PROCEDURES

For purposes of this policy, expulsion is a disciplinary action whereby a student

1. is separated from school attendance for a period exceeding ten (10) school days; or
2. is separated from school attendance for the balance of the current semester or current year unless a student is permitted to complete required examinations in order to receive credit for courses taken in the current semester or current year.

An expulsion may take place only after the student and the student's parent are given notice of their right to appear at an expulsion meeting with the Head of School. Alternately, the Head of School may appoint one of the following persons to conduct the expulsion meeting: legal counsel or a member of the administrative staff who did not expel the student during the current school year and was not involved in the events giving rise to the expulsion. Notice of the right to appear at an expulsion meeting will be made by certified mail or by personal delivery and will contain the reasons for the expulsion and the procedure for requesting an

expulsion meeting. Failure by a student or a student's parent to request and to appear at an expulsion meeting forfeits all rights administratively to contest or appeal the expulsion.

The individual conducting the expulsion meeting will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position. The person conducting the expulsion meeting will also make a written summary of the evidence heard at the meeting, take an action found to be appropriate and give notice of the action taken to the student and the student's parent. The student or parent may make a written appeal of the decision of the person conducting the expulsion meeting to the Board of Directors within 10 days of the receipt of notice of the action taken. At the meeting, the Board of Directors will consider the written summary of evidence prepared by the person who conducted the expulsion meeting and the arguments of the Head of School and the student or the student's parent. The Board of Directors will take action that it finds appropriate.

LEGAL REFERENCE: I.C. 20-33-8-3; 20-33-8-19

NON-DISCRIMINATION POLICY

It is the policy of the Hoosier Academies not to discriminate on the basis of sex, race, age, national origin, religion or disability in the education programs or activities which it operates or the employment therein or admission thereto. Hoosier Academies strictly adheres to The Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973 (section 504), the Americans with Disabilities Act of 1990 (ADA) and 511 IAC 7-3 through 7-16 (Article 7) are federal and state laws that impact all public school corporations in their dealings with students with disabilities.

CHILD FIND INFORMATION

Hoosier Academies strives to identify, locate, and evaluate all enrolled children who may have disabilities. Disability, as stated in Article 7, means such conditions as hearing impairment, visual impairment, speech or language impairment, specific learning disability, emotional disturbance, multiple disabilities, cognitive disability, other health impairment, physical impairment, autism, and traumatic brain injury. As a public school, we will respond vigorously to Federal and State

mandates requiring the provision of a Free Appropriate Public Education (FAPE) regardless of a child's disability or the severity of the disability. Parent permission and involvement is a vital piece in the process. Once a child has been identified as having a "suspected disability" or identified as having a disability, Hoosier Academies will ask for information about the child, such as: How has the suspected disability or disability hindered the student's learning? What has been done, educationally, to address the student's learning needs? What educational or medical information relative to the suspected disability or identified disability is available to be shared with the school? This information may be obtained from parents and the student, present or former teachers, therapists, doctors, or from other agencies that have information about the student. This information will be used to decide whether the child has a disability and needs special educational services. All information collected will be held in strict confidence and released to others only with parent permission or as allowed by law. In keeping with this confidence, Hoosier Academies will keep a record of all persons who review confidential records with the exception of authorized school employees, or other educational agency personnel. Parents have the right to review their child's records at anytime. We are committed to meeting the needs of children with disabilities. If you have or know of a child who may have a disability, please contact Hoosier Academies for clarification, more information or assistance.

Article 7 can be found on the Indiana Department of Education website:

http://www.doe.in.gov/exceptional/speced/docs/Art_7_Feb_2010.pdf

FERPA

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

- The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the Head of School a written request that identifies the record(s) they wish to inspect. The

Head of School will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- The right to request the amendment of the student's education record that the parent or eligible student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the School to amend a record should write the Head of School, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to privacy of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Directors; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (including but not limited to an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- The parent's rights under FERPA extend until the student is 18 years of age, or is enrolled in a post-high school institution; thereafter, only the student himself/herself may exercise the rights
- Parents have the right to examine their children's records at reasonable times and in certain circumstances in accordance with school policy, to purchase a copy of such records.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the office and administrators of FERPA are:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202-4605

LEGAL REFERENCE: 20 U.S.C. § 1232g; 34 CFR Part 99

Hoosier Academies Title I

LEA Parent Involvement Policy

Rationale

It is the goal of Hoosier Academies Title I program is to "develop strong partnerships with the home". Parents and schools working as partners increase student achievement and develop positive attitudes about self and school.

The key factor in the home-school partnership is the relationship between the Title I teacher and the parent. Title I teachers are professionals who manage a variety of instructional resources. Parents are an essential resource in the learning process of their children. Organizational support from the school board, district administrators, and building principals enables Title I teachers to effectively develop the partnership.

The intent of this policy is to result in consciously doing those things already in practice in a more efficient, consistent and effective manner as well as generating new ways of strengthening the partnership.

Policy

The partnership between home and school will be supported by:

1. The development of an infrastructure to continually assess, plan and implement strategies that build the partnership.
 - a. Hoosier Huddles composed of parents, teachers, and administrators to guide overall program efforts and serve as a home-school partnership network.

- b. Coordination of activities through the staff development system in areas of teacher in service, assessment of teaching strengths, and communication with parents toward creation of the best possible learning experience for each child.
- 2. Self-study of parental involvement practices by parents, Title I teachers and the administrator in each school using the following six basic principles considered essential to home-school partnerships.
 - a. Every aspect of the school climate is open, helpful and friendly.
 - b. Communications with parents (whether about Title I policies and programs or about their own children) are frequent, clear and two-way.
 - c. Parents are treated as collaborators in the educational process, with a strong complementary role to play in their children's school learning and behavior.
 - d. Parents are encouraged, both formally and informally, to comment on Title I policies and to share in the decision making.
 - e. The principal and other school administrators actively express and promote the philosophy of partnership with all families.
 - f. The Title I teacher and building principal recognizes its responsibility to forge a partnership with all families in the school, not simply those most easily available.

Hoosier Academies, its School Board, and Title I staff will provide leadership in the development of clear avenues of parental involvement. Full realization of the partnership will be achieved through the on-going commitment and active participation by both home and school.

SEXUAL HARASSMENT POLICY

It is the policy of the Hoosier Academies to maintain learning and working environment that is free from sexual harassment. Students shall not harass other students, school employees or volunteers through conduct or communication of a sexual nature. Conduct of a sexual nature may include verbal or physical sexual advances and/or comments regarding physical or personal characteristics of a sexual nature. Verbal or physical conduct of a sexual nature constitutes sexual

harassment when the allegedly harassed person has indicated, by his or her conduct or verbal objection that it is unwelcome. Sexual harassment may include, but is not limited to the following: verbal harassment or abuse: repeated remarks to a person making the charge. Any student/parent who alleges sexual harassment by an employee or another student in the school corporation shall make a written report to his/her principal or counselor on forms to be supplied by the corporation and filled out by the person making the charge. A substantiated charge against a student shall subject such student to disciplinary action, including suspension and/or expulsion consistent with the student conduct code. Any student who knowingly files false charges against an employee or another student in an attempt to demean, harass, abuse or embarrass that employee/student shall be subject to disciplinary action consistent with the student conduct code.

STANDARDS OF PARTICIPATION

As we said above, each user of the community is solely responsible for the content posted through his/her log-in credentials. Sharing your username and password with others is strictly prohibited, as is logging in with someone else's username and password. The following tones, language, materials and behaviors are strictly prohibited:

- Posting personally identifiable information (whether directly or indirectly through a link to a personal profile) such as phone number, IM, email address or street address in any format other than a private message
- Antagonism or prejudice of any kind with respect to race, religion, gender, intelligence, age, orientation, disability, or socioeconomic status
- Posting material including photographs and videos inappropriate for minors (anyone under the age of 18)
- Any criminal or other illegal activity including encouraging the unlawful use, possession, manufacture or distribution of tobacco, drugs or alcohol
- Illegally posting, distributing, uploading or downloading copyrighted work (whether music, video, words, images, drawings, pictures, software or otherwise), or providing any information to circumvent copyright protection devices or software

- Sharing quiz, test, assessment, essay or term paper questions or answers or undertaking any other action that would violate any code of conduct, expectations or rules of your school or teachers regarding academic honesty or that would defeat the intent of any quiz, test, assessment, essay, term paper or other academic assignment
- Threats to anyone's physical or mental well-being
- Threats to school or personal property
- Stalking behaviors
- Harassment of any kind
- Explicit language or sexuality
- Explicit or graphic violence
- Spam or any other unauthorized/unsolicited or commercial promotion
- Disruptions of the server or host software
- Impersonations of others' identities, including employees/representatives of K¹²
- Use of codes, software, or passwords that may grant unauthorized access to K¹² software or third-party software of any kind
- Soliciting passwords or personal identifying information from other users
- Content that poses any type of threat to homeland security

FAILURE TO COMPLY WITH THESE STANDARDS MAY RESULT IN TEMPORARY OR PERMANENT REMOVAL OF USER ACCESS TO THE COMMUNITY, AT THE SOLE DISCRETION OF K¹² AND MAY ALSO LEAD TO DISCIPLINARY ACTION BY YOUR SCHOOL OR EXPULSION.

If you feel any member of the community has violated the letter or the spirit of these standards, please email abuse@k12.com.

For more details, please refer to the [K12 Terms of Use](#). As our community grows, we eagerly look forward to your valued contributions!



Hoosier Academies Agreement

My student and I have read the Hoosier Academies handbook. My student and I understand that we must abide by all rules, policies, and regulations set forth in this document as approved by the Hoosier Academies' Boards of Directors.

Student Signature

Date

Student Printed Name

Parent Signature

Date