



**HOOSIER**  
COLLEGE and CAREER  
ACADEMY

POWERED BY STRIDE K12

# 2023-2024 Student Handbook

*Approved by the Board of Directors*  
05/23/2023

***HCCA Mission: To provide personalized, virtual learning opportunities to all Indiana students regardless of circumstances and abilities.***

***HCCA Vision: Utilizing research-based virtual platforms, IDOE aligned academic standards, and meaningful partnerships, we will prepare today's learners for tomorrow's ever-changing career and academic opportunities.***

# Welcome to Hoosier College and Career Academy

*Dear Hoosier College and Career Academy Families,*

*Welcome to a new year of learning and excitement! We will strive to create connections, collaboration, and unique learning experiences for our students.*

*Hoosier College and Career Academy currently serves students throughout the state of Indiana. Through virtual platforms, research-based academic standards, and meaningful partnerships, we will prepare today's learners for tomorrow's ever-changing career and academic opportunities. If you have questions on any of these instructional practices, please feel free to contact your teacher or Principal for additional information.*

*Our mission for this school year is to provide personalized, virtual learning opportunities to all Indiana students regardless of circumstances and abilities. Each of our teachers hold an Indiana teaching license and is skilled in meeting the personalized needs of each student.*

*Please place this handbook in a convenient place. It contains important calendars, dates, phone numbers, and expectations.*

*We want to welcome you once again to our family and thank you for entrusting the education of your child to us!*

*Working to Serve You,  
David Rarick, Head of School*

*Hoosier College and Career Academy*

*K12 Virtual Schools LLC (Stride Inc)*

*Hoosier Academy, Inc. Administrative Offices:  
5650 Caito Drive  
Indianapolis, Indiana 46226  
Phone 317.495.6494  
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## Our Mission

The mission of Hoosier College and Career Academy is to provide personalized, virtual learning opportunities to all Indiana students regardless of circumstances and abilities.

## Our Vision

Utilizing research-based virtual platforms, IDOE aligned academic standards, and meaningful partnerships, we will prepare today's learners for tomorrow's ever-changing career and academic opportunities.

## Our Core Values

- Evolve
- Explore
- Execute
- Enlist

Hoosier College and Career Academy is committed to success by:

- Putting students First
- Educating, Supporting, and Empowering Teachers, Staff, and Families
- Safe Environment
- Strong Community Relationships
- Accountability

## Our Core Actions

- Increase awareness of interests and career possibilities for middle school students
- Execute a career plan through virtual experiences and work-based participation for all high school students
- Provide social support to students
- Focus on 21st century skills such as creativity, collaboration, critical thinking that are desired by today's employers
- Graduate students with certifications and work experiences
- Deliver Project Based Learning (PBL) for hands-on learning
- Offer Dual Credit (earn college credit in high school)
- Utilize Work-Based Learning Programs and Credit Recovery Courses (get the help you need)
- Help students earn certifications, participate in internships, and build a success portfolio (get a step ahead)
- Employ highly qualified, Indiana certified teachers
- Provide student mastery aligned to Indiana academic standards

## School Administration/Contact Information

Head of School/ Executive Director	David Rarick	<a href="mailto:drarick@hoosieracademy.org">drarick@hoosieracademy.org</a>
Academic Administrator for Career Pathways, Testing, ELL, and MTSS	Melissa Medinger	<a href="mailto:mmedinger@hoosieracademy.org">mmedinger@hoosieracademy.org</a>
Academic and Special Education Administrator	Samantha Goldsmith	<a href="mailto:sgoldsmith@hoosieracademy.org">sgoldsmith@hoosieracademy.org</a>
504 Coordinator	Deb Fisher	<a href="mailto:dfisher@hoosieracademy.org">dfisher@hoosieracademy.org</a>
McKinney Vento/Foster Care Liaison, Title IX Coordinator	Melissa Smith	<a href="mailto:mmedinger@hoosieracademy.org">mmedinger@hoosieracademy.org</a>
Title I Coordinator	Penny Lee	<a href="mailto:plee@hoosieracademy.org">plee@hoosieracademy.org</a>

## Communication Methods

We believe that communication is necessary for quality and excellence in education to occur. All communications are conducted with professionalism and polite language. Various modalities of communication that are utilized at Hoosier College and Career Academy:

Description	Method
School Website	<a href="http://hcca.k12.com">hcca.k12.com</a>
OMHS Announcements	Information posted to your D2L homepage
Email	Daily, student specific information, schoolwide announcements, Special Education documentation, progress monitoring, grades, attendance
Telephone	Daily, student specific information, Special Education documentation, progress monitoring, grades, attendance
Autodial Call	Schoolwide announcements
STRIDE K12 Tech Support	<a href="http://Help.k12.com">Help.k12.com</a> 855.512.4357 866-512-2273
Social Media	Facebook: <a href="https://www.facebook.com/hoosiercollegeandcareeracademy">www.facebook.com/hoosiercollegeandcareeracademy</a> Twitter: <a href="https://twitter.com/HCCAtweets">https://twitter.com/HCCAtweets</a> Instagram: <a href="https://www.instagram.com/hoosieracademyinc/">www.instagram.com/hoosieracademyinc/</a>
School Cancellations/Delays	Listed/posted on the following media outlets: Facebook, Twitter



## Electronic Communication

By enrolling your student in Hoosier College and Career Academy, you are consenting to receive communications electronically, via phone, U.S. Postal Service and any other applicable method of information transfer deemed necessary by the school. These communications include but are not limited to attendance matters, grades and progress monitoring, disciplinary issues, Special Education notifications and documentation, and other communications as needed.

## Confidential Communications of Students

Hoosier College and Career Academy will comply with all applicable laws regarding confidentiality of personally identifiable information from education records. Some oral or written communications between students and school personnel are confidential. Information that is expressed as confidential or received in confidence by a staff member from a student may be revealed to, or by the head of school or other appropriate authorities, including law enforcement personnel, when necessary to protect the health, welfare or safety of the student or other persons.

## FERPA (Family Educational Rights and Privacy Act)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s educational records maintained by Hoosier College and Career Academy. They are:

- the right to inspect and to review the student’s educational records within 45 days of the date Hoosier College and Career Academy receives a request for access.
- the right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading.
- the right to consent prior to disclosure of personally identifiable information (PII) contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.
- the right to file a complaint with the U.S. Department of Education concerning alleged failures by Hoosier College and Career Academy to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue  
SW Washington, DC 20202-4605

**Note:** *The term “educational record” does not include:*

- Records that are kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record
- Records of the law enforcement unit of an educational agency or institution

- Records created or received by an educational agency or institution after an individual is no longer a student in attendance and that are not directly related to the individual's attendance as a student
- Grades on peer-graded papers before they are collected and recorded by a teacher.

Parents or eligible students who wish to review the student's education records should submit a written request to the Academic Administrator, identifying the records they wish to inspect. The Academic Administrator or his/her/their designee will make the necessary arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

Parents or eligible students who wish to request the school amend a record they believe is inaccurate or misleading should submit a written request to the Academic Administrator, clearly identifying the part of the record they want changed and specifying why it is inaccurate or misleading. If Hoosier College and Career Academy decides to not amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be included to the parent or eligible student when they are notified of the right to a hearing.

One exception to FERPA, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by Hoosier College and Career Academy as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Hoosier College and Career Academy board of Directors; a person or company with whom Hoosier College and Career Academy has contracted to perform an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records (such as an attorney, auditor, medical consultant, or therapist); or a parent, student or other volunteer serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her/their tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his/her/their professional responsibility.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, FERPA regulations require the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. Hoosier College and Career Academy may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student:

- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the Secretary of Education, or State and local educational authorities, such as the Indiana Department of Education
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system’s ability to effectively serve, prior to adjudication, the student whose records were released
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction
- To accrediting organizations to carry out their accrediting functions
- To comply with a judicial order or lawfully issued subpoena
- To appropriate officials in connection with a health or safety emergency; and Information the school has designated as “directory information.”

## FERPA Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a federal law, requires that Hoosier Academy Inc., with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, Hoosier Academy, Inc. may disclose appropriately designated “directory information” without written consent, unless you have advised **Hoosier Academy, Inc.** to the contrary in accordance with Hoosier Academy, Inc. procedures. The primary purpose of directory information is to allow Hoosier Academy, Inc. to include information from your child’s education records in certain school publications. Examples include:

- Honor roll or other recognition lists
- Graduation programs; and
- Extracurricular activities where team/individual competition occurs
- Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information

disclosed without their prior written consent. [Note: These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]

If you do not want Hoosier Academy, Inc. to disclose any or all the types of information designated below as directory information from your child's education records without your prior written consent, you must notify Hoosier Academy, Inc. in writing within 30 days of enrollment. Hoosier Academy, Inc. has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

## Maintenance and Review of Student Records

Student records will be maintained in a secure, central location. A parent or guardian shall be allowed access to all records of his/her/their child upon proper request. A formal review of a student's complete record shall be conducted only in the presence of, or by, the Academic Administrator or appropriate administration personnel.

## Request for Copy of Records

If a parent or guardian needs to request a copy of their student's records, they must submit an official written request to the front office. The front office will process the request. If the request is allowable, will make the appropriate copies available to the parent or guardian within 5-7 business days.

## Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection, and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–
  - Political affiliations or beliefs of the student or student’s parent;
  - Mental or psychological problems of the student or student’s family;
  - Sex behavior or attitudes;
  - Illegal, anti-social, self-incriminating, or demeaning behavior;
  - Critical appraisals of others with whom respondents have close family relationships;
  - Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  - Religious practices, affiliations, or beliefs of the student or student’s parent; or
  - Income, other than as required by law to determine program eligibility.
  
- Receive notice and an opportunity to opt a student out of –
  - Any other protected information survey, regardless of funding;
  - Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law or the Individuals with Disabilities Act; and
  - Activities involving collection, disclosure, or use of personal information collected from students for the purpose of marketing or selling or otherwise distributing the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)
  
- Inspect, upon request and before administration or use –
  - Protected information surveys of students and surveys created by a third party;
  - Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  - Instructional material used as part of the educational curriculum if the instructional material will be used in connection with any survey, analysis, or evaluation as part of any survey funded in whole or in part by a program of ED.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Hoosier Academy, Inc. and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Hoosier Academy, Inc. will directly notify parents of these policies at least annually at the start of each school year and after any

substantive changes. Hoosier Academy, Inc. will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Hoosier Academy, Inc. will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

- Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with the Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 2020

## Personal Information

Please notify the school concerning changes in addresses, phone numbers, and any other pertinent information. Information will remain confidential, except as otherwise provided in this handbook. It is important that our office be notified of any visitation restrictions which limit contact with non-custodial parents or family members. Please understand that for the school to forbid contact or information for a non-custodial parent, there must be legal documentation on file.

## Photo Release

Throughout the school year, school administration, teachers, and support staff may wish to showcase various student recordings, pictures, projects, and school-related functions in various media forms to highlight Hoosier College and Career Academy (HCCA) activities and achievements. These may include, but are not necessarily limited to, teacher and school-sponsored websites and social media (Facebook, Twitter, YouTube etc.), as well as brochures, newsletters, and other print media. HCCA will not share identifying information, such as students' names or addresses without express permission to do so.

If you DO NOT consent to the use of your child's image and/or voice, artwork and/or written work in audio, video, film, or any other electronic, digital, and/or printed media, please fill out the [Photo Release Form](#) (form can also be found on the school website at <https://hcca.k12.com>).

Please be sensitive to the privacy concerns of others when posting pictures and/or videos that include other students on your personal social media pages.

## Non-Discrimination Policies

### **NOTICE OF NON-DISCRIMINATION**

Hoosier College and Career Academy (the "School") does not discriminate on the basis of race, color, national origin, age, religion, disability, or sex (including sexual stereotype nonconformity) and provides equal access to the Boy Scouts and other designated youth groups. The School strictly adheres to all non-discrimination and anti-harassment laws and does not tolerate acts of harassment. This commitment applies to all School operations, programs, and activities.

The following person has been designated to handle inquiries regarding the School's Non-Discrimination policies, including Title IX:

**Melissa Smith, Title IX Coordinator, [mmedinger@hoosieracademy.org](mailto:mmedinger@hoosieracademy.org)**  
317-495-6494 Ext. 4018  
5650 Caito Drive  
Indianapolis, IN 46226

For further information or assistance, you may visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area or call 1-800-421-3481.

### **TITLE IX**

The School is committed to providing an environment that is free from all forms of sex discrimination, which includes gender-based discrimination, sexual harassment, and sexual violence, as regulated by Title IX of the Education Amendments of 1972, and to ensuring the accessibility of appropriate grievance procedures for addressing all complaints regarding all forms of sex discrimination and sexual harassment. The School reserves the authority to address sex discrimination and sexual harassment whenever becoming aware of their potential existence, regardless of whether a complaint has been lodged in accordance with the grievance procedure set forth below. The School also reserves the authority to address sex discrimination and sexual harassment even if the same, similar, or related circumstances are also being addressed under another policy, whether of the School or another entity. Furthermore, the School reserves the right to pursue sexual misconduct violations that fall outside of the scope of

Title IX based on the School's judgment that the alleged actions are contrary to any part of its code of conduct.

### **INFORMATION AND ASSISTANCE**

The following definitions apply throughout this Policy:

Sex discrimination occurs when a person, because of their sex, is denied participation in or the benefits of any education program or activity that receives federal financial assistance.

Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

- 1) A school employee conditioning education benefits on participation in unwelcome sexual conduct (i.e., quid pro quo); or
- 2) Unwelcome conduct that a *reasonable person* would determine is so **severe, pervasive, and objectively offensive** that it effectively denies a person equal access to the School's education program or activity; or
- 3) Sexual assault (as defined in the Clery Act), dating violence, domestic violence, or stalking as defined in the Violence Against Women Act (VAWA). Sexual harassment can be verbal, nonverbal, or physical.

Any individual who believes they have experienced any form of sex discrimination or sexual harassment, or who believes that they have observed such actions taking place, may receive information and assistance regarding the School's policies and reporting procedures from:

**Melissa Smith, , Title IX Coordinator** [mmedinger@hoosieracademy.org](mailto:mmedinger@hoosieracademy.org)  
317-495-6494  
5650 Caito Drive  
Indianapolis, IN 46226

*Additionally, you may contact the Office of Civil Rights by calling 1-800-421-3481.*

### **GRIEVANCE PROCEDURE**

Any student, parent/guardian, current or prospective employee, or other individual within the School community who believes they have experienced and/or observed and/or is aware of sex discrimination or sexual harassment ("grievant") should promptly report the matter to the School's Title IX Coordinator, a School counselor, an academic administrator, or other School administrator.

A "**formal complaint**" is a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the School investigate the allegation of sexual harassment. Whether it is a hard copy document or an electronic document, it must contain the complainant's physical or digital signature or otherwise indicate that the complainant is the person filing the formal complaint. A "**non-formal complaint**" is any notification regardless of if by mail, telephone, or email, not utilizing the formal complaint form or not signed by a complainant or by the Title IX Coordinator.



## **RESPONSE TO A FORMAL COMPLAINT OR NOTICE TO SCHOOL**

In response to a formal complaint, the School will follow the defined grievance process set forth in this Policy. With or without a formal complaint, the School must respond whenever any School employee has actual knowledge, as defined below, of any sexual harassment or allegations of sexual harassment. This mandatory obligation is in addition to the School's obligation under Indiana law to report instances of suspected child abuse or neglect.

## **SUPPORTIVE MEASURES**

Supportive measures are short-term measures that are designed to restore or preserve access to the school's education program or activity. Examples of supportive measures include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

## **PRIVACY PROTECTIONS**

All complaints will be promptly investigated impartially and in as confidential a manner as reasonably possible. The School will never use or attempt to use evidence that is protected by a legally recognized privilege, such as the attorney-client privilege or the physician-patient privilege, unless the person holding the privilege waives the privilege.

The School cannot unilaterally access a party's records that are made or maintained by a physician, psychiatrist, or other recognized professional and made for the purpose of providing treatment to the party. These records can only be accessed with a party's voluntary written consent.

During the grievance process, questions or evidence about the Complainant's prior sexual behavior are never deemed relevant unless such questions and evidence are offered to (1) prove that someone other than the respondent committed the conduct alleged by the complainant, or (2) 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.

### ***The grievance procedures will be as follows:***

1. It is the School's express policy to encourage the prompt reporting of claims of sex discrimination and/or sexual harassment. If the School has "actual knowledge" of alleged harassment, the School will respond appropriately as provided in the applicable Title IX regulations. "Actual knowledge" means notice received by the Title IX coordinator or any other school employee of alleged misconduct that meets the definition of "sexual harassment." The School must treat a person as a complainant any time the School has notice that the person is alleged to be the victim of conduct that could constitute sexual harassment, regardless of who reported the alleged harassment, and irrespective of whether the complainant ever chooses to file a formal complaint.

There is no time limit or statute of limitations on a complainant's decision to file a formal complaint.

2. At the time the complaint is filed, the grievant shall promptly be given a copy of these grievance procedures and a description of the supportive measures offered by the School. It is the responsibility of the Title IX Coordinator or designee to explain these procedures and measures and answer questions. As it pertains to students, in appropriate circumstances, due to the age of the student making the complaint, a parent/guardian or school administrator may be permitted to fill out the form and otherwise act on the student's behalf. In addition, if the grievant is a minor student, the Title IX Coordinator should consider whether a child abuse report should be completed in accordance with School policy on the Reports of Suspected Child Abuse or Neglect of Children.

3. The Title IX Coordinator or designee shall investigate the complaint as promptly as practicable but in no case more than ten (10) working days from the date the complaint was received.

4. The Title IX Coordinator will provide written notice to the parties identified in the complaint. The written notice will include the allegations and facts that may constitute sexual harassment, a statement that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made, notice that parties may request to inspect and review certain evidence, a copy of the code of conduct, notice of the opportunity to engage in informal resolution, the right to appeal, the range of possible remedies and disciplinary sanctions following determination of responsibility, and which standard of evidence will be used to reach a determination.

5. The Title IX Coordinator or designee shall meet with all individuals reasonably believed to have relevant information, including the grievant, the individual(s) against whom the complaint was lodged, and any witnesses to the conduct. The investigation shall be carried on by the School discreetly, maintaining confidentiality insofar as reasonably possible while conducting an effective investigation. The investigator will objectively evaluate all relevant evidence regardless of who it favors or disfavors. Where facts are in conflict, credibility determinations can be made. However, credibility determinations will not be based on a person's status as a complainant, respondent, or witness. Following the evaluation, the investigator will prepare an investigative report and will share the report with all parties before a determination regarding responsibility is reached.

6. Prior to sharing the investigation report, the Title IX Coordinator must provide all parties a copy of the evidence used to form the basis of the report and allow all parties 10 days to submit a written response. All written responses received will be objectively reviewed and considered by the School's investigator before issuing the report. Further, the Title IX Coordinator must 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.

7. The school will review the evidence provided by all parties and will make a final determination of responsibility after the investigation. The decision-maker will not be the Title IX Coordinator, the investigator, or any other individual who may have a conflict of interest. The final determination will be provided to the parties at the same time, with appeal rights provided. It will explain if any policies were violated, the steps and methods taken to investigate, the findings of the investigation, conclusions about the findings, the ultimate determination and the reasons for it, any disciplinary sanctions that will be imposed on the respondent, and any remedies available to the complainant to restore or preserve equal access.

8. If after an investigation, the decision-maker determines that there is reasonable cause to believe that sex discrimination or sexual harassment in violation of the School's policy has occurred, the School shall take appropriate corrective action in an effort to ensure that the conduct ceases and will not recur. The Title IX Coordinator or designee shall also provide and or arrange for support services that are individualized, non-disciplinary, non-punitive, protect the safety of all parties and educational environment, deter harassment, and are not unreasonably burdensome. Such support services may include no contact orders, academic accommodations, health and mental health services, disability services, confidential counseling, or training where appropriate.

### **STANDARD OF PROOF**

In all formal complaints, regardless of whether the respondent is a student or an employee of the School, the standard of evidence used to determine responsibility will be the preponderance of the evidence standard, which means the decision-maker must determine whether the alleged facts are more likely than not to be true.

### **DISCIPLINARY SANCTIONS AND REMEDIES**

A range of different disciplinary sanctions or remedies may be implemented by the School following a determination of responsibility. Due to the unique nature of the situation and individual needs, the following is a non-exhaustive list of possible actions,

- support services may be warranted and may include, no contact orders, academic accommodations, health and mental health services, disability services, confidential counseling, or training where appropriate
- verbal or written warning
- altered schedules to eliminate interaction opportunities
- exclusions from certain school activities
- access to recorded class sessions in lieu of live participation
- suspension or expulsion

### **APPEAL PROCESS**

Appeals are available after a complaint dismissal or after a final determination is made. Appeals can be made due to procedural irregularities in the investigation affecting the outcome, new

evidence becoming available, or due to bias or a conflict of interest by Title IX personnel that may have affected the outcome. Appeal requests must be made within 30 days of the school's final determination and include the rationale for the appeal. Parties will be given an opportunity to submit a written statement in support of or against the final determination. A new decision-maker will issue the final decision at the same time to each party.

Where deadlines are set forth in the grievance process, a temporary delay of the grievance process or the limited extension of time frames for good cause are permitted with written notice by the Title IX Coordinator to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include, but are not limited to, considerations such as the absence of a party or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

#### **RECORD RETENTION**

The Title IX Coordinator shall make all records of Title IX complaints and their disposition for a period of seven years.

#### **RETALIATION**

Retaliation against an individual for filing a complaint or based on their decision to participate, or not to participate, in an investigation is strictly prohibited.

[Title IX Complaint Form \[WEB\]](#)

# Academic Calendar

## 2023-2024 School Calendar

**Hoosier College & Career Academy**  
 Hoosier Academy, Inc  
 5650 Caito Drive  
 Indianapolis, IN 46226  
 317-495-6494

August 2023						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Semester One	
Jul 31	Teachers Report
Aug 3	First Student Day
Sep 4	Labor Day (No School)
1 Oct 11	Parent Teacher Conferences
4 Oct 20	Progress Reports
5 Oct 16-20	Fall Break (No School)
5 Nov 22-24	Thanksgiving Break (No School)
5 Dec 19	End of Semester 1
Dec 20 to January 1	Winter Break (No School)
Dec 20	Final Grades (Sem 1) Due

Semester Two	
5 Jan 3	Teacher Work Day
5 Jan 4	Students return from Winter Break
Jan 15	Martin Luther King, Jr. Day (No School)
5 Feb 19	Presidents' Day (No School)
2 Mar 20	Parent Teacher Conferences
Mar 29	Progress Reports
Mar 25-29	Spring Break
May 17	Last Student Day
3 May 17	End of Semester 2
5 May 20	Final Grades Due
5 May 22	Teacher last day
2	
4 May 24	HCCA Graduation

Awards	
Week of Oct 23	1Q Awards
1 Week of Dec 18	2Q Awards
5	
5 Week of Apr 1	3Q Awards
2 Week of May 20	4Q Awards

Semester One Days	90
2 Semester Two Days	90
5 Total School Year Days	180
4	
5	
3	

February 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	

March 2024						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2024						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Hoosier College & Career Academy	
Virtual Days	Monday - Friday
	8:45 a.m. - 3:45 p.m.

INDIANA TESTING WINDOWS  
 TBD

Important Numbers	
Attendance Line	463-900-5001
	attendance@hoosieracademy.org
Tech Support	866-512-2273
	https://www.help.k12.com/submit-a-case
HCCA Website:	https://hcca.k12.com/

- Teacher First and Last Day
- Teacher Work Day
- Final Grades Due

- Holiday (no school)
- HCCA Graduation
- Teacher PD/Student Asynch

- Parent Teacher Conferences
- First & Last Day of School
- Mid-Term Progress Reports

# School Information Grades 7-12

## The School Program

At Hoosier College and Career Academy we believe that student learning benefits from a team of close relationships among parents, students, teachers, and other support personnel. For students to achieve mastery of courses, the instructional component relies heavily upon skilled Indiana licensed subject-specific teachers serving as coaches and guides through a clearly defined, high-quality curriculum. Students' academic success in our school setting will depend upon the student's level of engagement with the curriculum and interactions with their teachers along with parents or Learning Coaches teaming together as crucial motivators and coaches. Providing students with a dedicated workspace that is free from distractions will help set your student up for success in our virtual program.

Learning Coaches are responsible for:

- ensuring Internet connectivity
- providing a distraction free workspace
- reporting/resolution of any technical issues or missing materials
- ensuring that students are completing required assignments daily and submitting assignments on time
- assisting student with assignments, to the extent that they are comfortable doing so
- ensuring that students take advantage of all resources available to them to succeed in school
- communicating with Insight teachers when a concern or need presents itself

Teachers are responsible for:

- setting due dates for assignments
- grading, providing feedback, and returning assignments to students
- answering student questions via email, phone, and/or video conference holding weekly live content sessions (office hours) which students and parents can for more clarity on difficult topics
- providing one-on-one and small-group instruction to students who experience difficulty with certain topics
- communicating directly with students and Learning Coaches/parents/mentors regarding the student's progress and missing/late assignments, as well as missing/late attendance via telephone, online or face-to-face conferences, Class Connect sessions, and during community events
- developing clear instructional learning goals for each student and monitoring progress toward these goals throughout the school year
- special Education teachers ensure that students with Individualized Education Program (IEPs) receive the accommodations and adaptations required to ensure their success and compliance with their IEP providing engaging courses that may include the following: reading online text and transcripts

- 1) viewing moving and static images and streaming video
- 2) listening to audio recordings and pronunciations
- 3) linear and interactive animations and simulations
- 4) hands-on and virtual activities
- 5) threaded discussions with teachers and peers in a section, cohort, or group
- 6) teacher announcements
- 7) online self-check exercises
- 8) teacher-created instructional materials

## Utilizing the Online Platform(s)

STRIDE K12's Online Platform(s) will work on a variety of computers and browsers. Since browsers and operating systems continually update, we recommend that you always check [help.K12.com](http://help.K12.com) for STRIDE K12's latest system requirements. In addition, we recommend you access the STRIDE K12 Online Platform(s) using a computer or laptop to ensure you receive the best experience possible. iPads and tablets are not recommended.

Upon enrollment, STRIDE K12 and school staff provide sessions where students and Learning Coaches can learn about new offerings or tools being used during the school year. Students and Learning Coaches will also be able to access additional training and support materials through the STRIDE K12 Customer Support area located at [help.K12.com](http://help.K12.com) or through [K12start.com/for-parents](http://K12start.com/for-parents).

Students and parents will be given individual credentials to access the online platform. Students should log in to their school experience each virtual school day.

Once students are logged in:

- They will land directly on their school home page where they can begin their schoolwork right away
- On the student homepage, students should be able to see on their Class Plan items that they are expected to complete. Your student's teachers will also be able to share important dates through Class News and Email which can also be accessed from the homepage
- Students will submit their work through an online Dropbox tool within the platform

Once Learning Coaches are logged in:

- Learning Coaches (LCs) will see the STRIDE 12 Online Middle High School landing page. There will be a button on the school home page that lets them switch over to their students' account where they can see what their student's coursework is like and what they are expected to complete. This will help Learning Coaches partner with their student for a successful school year.
- LCs will be able to see, at-a-glance, how their students are doing right from their own school home page. They will be able to see current grades in each course, the last date the student entered the course, and if there are any overdue items. From there LCs will be able to quickly access a much more detailed view of how their students are performing

## Online Middle and High School (OMHS)

As part of STRIDE K12's commitment to provide students a first-class, individualized education the online middle school format helps to make student learning and parent involvement a seamless and personalized experience.

### Benefits for Students and Learning Coaches

The STRIDE K12 Online School empowers students to manage their time and stay on top of their assignments:

- Students will experience an engaging state-of-the-art online classroom featuring a school homepage with everything they need to be successful, right at their fingertips
- Powerful school calendars, class plans, and news allow schools and teachers to share important dates and information and help students know what they should be working on each day
- A variety of built-in and easy-to-access progress tools that help students know where they are in courses, how they are doing, and what they need to focus on to be successful
- An innovative and collaborative learning experience that increases visibility into student performance

The STRIDE K12 OMHS empowers Learning Coaches to stay current with their students' progress and see course content so they can partner with them to more effectively reach their goals:

- Learning Coaches have their own school home page that provides them with easy access to their most often used tools and allows them to quickly see how their student(s) is performing and where they might need additional support
- Detailed progress views let Learning Coaches see detailed grade information, how much time a student is spending in their courses, discussion activity, and so much more. With this information they have everything they need to help their student(s) be successful
- Access to a student view of courses allows Learning Coaches to experience the course as their students do to provide help with content and activities

### Class Connect Webcam Usage for Students and Families

All laptops and desktop computers provided to students will include a webcam. While increased webcam exposure can enhance the collaborative and interactive nature of live instruction, it can also pose challenges with respect to proper webcam etiquette and disciplinary action based on webcam usage or misuse.

Use of a webcam can be limited or prohibited at any time if proper webcam etiquette or behavior is not followed. The webcam should be used for educational purposes and academic collaboration only. The HCCA student code of conduct policy applies to all webcam interactions. In addition to common sense etiquette, the following guidelines must also be followed.



## Dress Code for interaction on Webcam

HCCA will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of HCCA. The Board authorizes the Head of School to establish a reasonable dress code to promote a safe and healthy school setting and enhance the educational environment. The Head of School is permitted to establish such dress code guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Such guidelines shall prohibit student dress practices which:

- Present a hazard to the health or safety of the student or to others in the school
- Materially interfere with schoolwork, create disorder, or disrupt the educational program
- Cause excessive wear or damage to school property
- Prevent the student from achieving his/her educational objectives

Clothing must be appropriate for a learning environment even when exhibited on a webcam. The following should not be worn:

- Distracting clothing
- Revealing clothing
- Clothing with content relative to drugs, alcohol, or any other controlled substance
- Clothing with content relative to explicit language or inappropriate content, such as weapons
- Gang attire
- Costume masks
- Head coverings (such as inappropriate hats and beanies); exceptions will be made for religious or medical reasons
- Sunglasses worn in a building during school hours
- Bandanas (all colors), do-rags (all colors), hairnets, surgical/shower caps (Exceptions will be made for religious or medical reasons.)

## Placement of Webcam

Efforts should be made to locate the webcam in an area that meets the following suggestions:

- Limit background noise
- A quiet area without distractions
- Area where other people or animals are not visible – siblings, pets or other people in the home should not appear on camera

Webcams cannot be enabled without the student's knowledge and can only be enabled for educational purposes. The student/parent has the option of disabling or covering the webcam, unless the webcam is legally required to be engaged and visible for attendance confirmation, course requirements or other educational purposes. Most courses will require face-to-face interaction via webcam. A student not wishing to engage on a webcam may seek an alternative by contacting the Head of School or administrative delegate.

## Where to go for help with the Online Platform

There are a variety of support options available to get the help you need including:

- The help area within the Online Platform(s) which will provide you with access to a variety of support resources (look for the question mark button)
- Help.K12.com provides a wealth of help content and where you can find out how to contact STRIDE K12 Customer Support (available 24 hours a day, 7 days a week)
- Your teacher is also a great source of asynchronous and synchronous support

Whenever a parent or teacher believes the security of the OMHS has been compromised, the parent can use the tools provided in the OMHS to change usernames and passwords. Parents are advised to avoid using personal information in emails. Using the child's first initial rather than full name is preferred.

## Academic Pacing

To complete the Hoosier College and Career Academy curriculum, it is important for your learner to finish 3% of the curriculum each week. Students are required to master the course objectives before advancing to the next course level. This approach results in a solid foundation of core knowledge essential for success in the next subject level. Although the program is individualized, students are required to progress and to achieve one grade level per school year as specified by state law, which equates to approximately 3% of the curriculum per week, unless otherwise determined and in accordance with the Individuals with Disabilities Act (IDEA), Indiana Administrative Code 511 IAC 7-32 through 7-47, or Section 504 of the Rehabilitation Act of 1973.

## Evidence of Mastery

Grades will be determined based on how students perform on teacher graded and computer scored activities within each course. Graded activities may include:

- Online or paper-based worksheets and practice sets
- Quizzes
- Exams (e.g. Unit, Semester, Final)
- Threaded discussions
- Essays, research papers, and other writing assignments
- Presentations and/or projects
- Others as determined by the teacher

Assignments will be teacher-graded or computer-graded, depending on the assignment. Teacher created assignments will have a due date determined by the teacher. If the student fails to turn in a teacher created assignment on time, the teacher may choose to deduct points from the assignment. During the semester students can view their grades in the Student Progress Report. Teachers, administrators, and parents/mentors also have 24-7 access to grade information via course gradebooks.

If there are concerns with grades or assignments, learning coaches, parents, legal guardians and/or students should contact their teacher first. If that communication does not provide an understanding and resolution, the school administrator should be contacted.

## Academic Advancement and Grading Scale

Grade 7-12 Grading Scale		
A	92.5 - 100	Mastery
A-	89.5 - 92.4	Mastery Minus
B+	87.5 - 89.4	Above Average Plus
B+	82.5 - 87.4	Above Average
B-	79.5 - 82.4	Above Average Minus
C+	77.5 - 79.4	Adequate Plus
C	72.5 - 77.4	Adequate
C-	69.5 - 72.4	Adequate Minus
D+	67.5 - 69.4	Below Average Plus
D+	62.5 - 67.4	Below Average
D-	59.5 - 62.4	Below Average Minus
F	0 - 59.4	Not Passing

It is important to understand that the decision to advance a student to the next course or grade level is made jointly by the parent and teacher. The decision focuses on what is in the best interest of the student. Academic achievement through content mastery is the cornerstone of the Hoosier College and Career Academy and the STRIDE K12 curriculum. Hoosier College and Career Academy understands children do not learn at the same rate or in the same manner. The program offers families flexibility in scheduling and instructional strategies.

Hoosier College and Career Academy focuses on mastery of lesson objectives, encouraging families and students to spend the time needed daily and throughout the year to reach mastery of most lesson objectives. Parents and teachers evaluate every student's course level and grade level prior to the conclusion of the current school year.

Together, the Hoosier College and Career Academy teacher and parent arrive at a decision on the advancement of the student. Advancement of a student from one course level to the next requires the approval of the Hoosier College and Career Academy administration. Sufficient online course progress and completion of assignments in all courses is expected before course level advancement in one area may be considered.

## Promotion and/or Retention Concerns

If there are concerns regarding the promotion or retention of students to the next grade, parents/legal guardians or learning coaches may contact the school administrator.

## Objectionable Materials

If there are concerns regarding materials and/or curriculum being used in classrooms, parents/learning coaches may first contact the teacher and discuss their concern. If that does not remedy the concern, the school administrator should be contacted. If the student is exempted from the assignment as a result of the discussion of materials, the teacher will provide an alternate assignment to cover the same concepts and/or topics.

## Graduation Plan

Every HCCA high school student will have a Graduation Plan, also referred to as Grad Plan. The Graduation Plan is a living document that changes over time and includes student interests and goals, test results, standardized test scores, student centric academic goals, an academic credit check, and a graduation pathway plan. Students may be required to take two Graduation Plan surveys per year to update the interests and goals section of the Grad Plan. Grad Plans are updated and sent to learning coaches once in the fall semester and once in the spring semester via external email. (The credit check and graduation plan portion of the Graduation Plan is updated once per year and sent via Email.) Counselors meet with students and learning coaches to answer questions about their Graduation Plan, as needed.

## Graduation Requirements

To learn more about graduation requirements please contact HCCA's counseling staff or visit the [Indiana Department of Education Student Learning and Pathways](#) website.

Graduation information from the State of Indiana:

Graduation Requirements	Graduation Pathway Options
<p><b>1) High School Diploma (See below)</b></p>	<p>Meet the statutorily defined diploma credit and curricular requirements.</p>
<p><b>2) Learn and Demonstrate Employability Skills</b> (Students must complete <i>at least one</i> of the following.)</p>	<p>Learn employability skills standards through locally developed programs. Employability skills are demonstrated by one of the following:</p> <ul style="list-style-type: none"> <li>• <b>Project-Based Learning Experience;</b> OR</li> <li>• <b>Service-Based Learning Experience;</b> OR</li> <li>• <b>Work-Based Learning Experience.</b></li> </ul>
<p><b>3) Postsecondary-Ready Competencies</b> (Students must complete <i>at least one</i> of the following.)</p>	<ul style="list-style-type: none"> <li>• <b>Honors Diploma:</b> Fulfill all requirements of either the Academic or Technical Honors diploma; OR</li> <li>• <b>ACT:</b> College-ready benchmarks; OR</li> <li>• <b>SAT:</b> College-ready benchmarks; OR</li> <li>• <b>ASVAB:</b> Earn at least a minimum AFQT score to qualify for placement into one of the branches of the US military; OR</li> <li>• <b>State- and Industry-recognized Credential or Certification;</b> OR</li> <li>• <b>Federally-recognized Apprenticeship;</b> OR</li> <li>• <b>Career-Technical Education Concentrator:</b> Must earn a C average in at least two non-duplicative advanced courses (courses beyond an introductory course) within a particular program or program of study; OR</li> <li>• <b>AP/IB/Dual Credit/Cambridge International courses or CLEP Exams:</b> Must earn a C <u>average</u> or higher in at least three courses; OR</li> <li>• <b>Locally created pathway</b> that meets the framework from and earns the approval of the State Board of Education.</li> </ul>



Effective beginning with students who enter high school in 2012-13 school year (class of 2016).

<b>Course and Credit Requirements</b>	
<b>English/ Language Arts</b>	<b>8 credits</b> Including a balance of literature, composition and speech.
<b>Mathematics</b>	<b>6 credits (in grades 9-12)</b> 2 credits: Algebra I 2 credits: Geometry 2 credits: Algebra II <i>Or complete Integrated Math I, II, and III for 6 credits. Students must take a math course or quantitative reasoning course each year in high school</i>
<b>Science</b>	<b>6 credits</b> 2 credits: Biology I 2 credits: Chemistry I or Physics I or Integrated Chemistry-Physics 2 credits: any Core 40 science course
<b>Social Studies</b>	<b>6 credits</b> 2 credits: U.S. History 1 credit: U.S. Government 1 credit: Economics 2 credits: World History/Civilization or Geography/History of the World
<b>Directed Electives</b>	<b>5 credits</b> World Languages Fine Arts Career and Technical Education
<b>Physical Education</b>	<b>2 credits</b>
<b>Health and Wellness</b>	<b>1 credit</b>
<b>Electives*</b>	<b>6 credits</b> (College and Career Pathway courses recommended)
<b>40 Total State Credits Required</b>	

## Honor Roll and Class Rank Determination

Class rank is determined by rank ordering the cumulative grade point average of all students within a grade level. The following values are assigned to semester grades in each course:

A = 4.0  
A- = 3.7  
B+ = 3.3  
B = 3.0  
B- = 2.7  
C+ = 2.3  
C = 2.0  
C- = 1.7  
D+ = 1.3  
D = 1.0  
D- = 0.7  
F = 0.0

High School students earning a semester grade point average of 3.0 or higher are eligible for the Honor Roll. Middle School students with final grades of all A's and B's for the semester are also eligible for the Honor Roll.

## Post-Secondary Financial Aid

For students who are interested in pursuing a post-secondary education or training after high school, information on filling out a free financial aid form can be found at:

<https://studentaid.gov/h/apply-for-aid/fafsa>.

## Grade Appeals

Students who feel they received a final grade that does not reflect their performance have the option to file an appeal. Students may only appeal the final grade for a course.

When you should appeal:

- You can demonstrate that an inappropriate grade was assigned as a result of prejudice, malice, or other improper conditions such as mechanical error, or assignment of a grade inconsistent with those assigned to other students.
- You wish to challenge the reduction of a grade for alleged scholastic dishonesty.

Remember that the burden of proof is on the student, except in cases of academic dishonesty, where the burden of proof is on the teacher.

When you should NOT appeal:

- If you feel the course was poorly designed or received poor instruction — these may be legitimate concerns but are more appropriately addressed by the Academic Administrator.
- If you feel that students were graded too severely, provided that all the students in the class were graded in the same fashion.

## Process of Filing a Grade Appeal

1. Informal Attempt
  - Contact your teacher to request a grade change within 30 calendar days of the end of the regular semester.
  - Contact the Academic Administrator to request a grade change within 30 calendar days of the end of the regular semester.
2. Formal Attempt (if step 1 fails to resolve the issue)
  - Prepare and submit a written appeal, within 30 calendar days after the start of the following regular semester (excludes summer session), to the Head of Schools.
  - It will be reviewed within 7 business days to determine if a hearing is needed
  - If needed, a hearing will be scheduled within 14 business days after notification is given to the student, legal guardian, and teacher.
  - A written decision is sent to the student, legal guardian, and teacher within 3 business days of the hearing conclusion.

## Registration and Enrollment at Hoosier College and Career Academy

Families who wish to enroll their student at Hoosier College and Career Academy must contact the enrollment team. Once enrollment capacity has been reached, students will be placed on a waitlist. Once enrolled, students and learning coaches will participate in an online orientation and complete an orientation course in the learning platform.

## School Policies

### Confidentiality

Every effort is made to maintain the confidentiality of students who attend Hoosier College and Career Academy. Confidential student information is encrypted before being transferred over the Internet. The encrypted information can only be decrypted by another party authorized by Hoosier College and Career Academy. Student files are accessible only to authorized employees of Hoosier College and Career Academy who have an interest in the education of its students.



## Transportation

Staff members are prohibited from transporting a student or member of a student's family in the staff member's personal vehicle to or from school or any school sponsored activity, including field trips. Financial or logistical assistance is available to HCCA students for whom transportation is a barrier to attendance at any school sponsored event. If a family requests assistance with transportation to any school sponsored event (social, testing, certification, etc), the school may provide one of the following:

1. The school may arrange and pay for an Uber or Lyft pick up for transportation to and from the school sponsored event, provided that an authorized adult is present with the student during the entire ride.
2. The school may provide gas cards up to \$20.00 to assist financially.
3. Other arrangements may be made on a case-by-case basis.

The family may request assistance by informing any staff member at HCCA that transportation is a barrier to attendance. All such requests should be forwarded to the Family Resource Coordinator.

# Attendance and Engagement Policy

## Hoosier College and Career Academy Attendance Policy

Hoosier Academy, Inc. is bound by the requirements of Indiana Code 20-33-2 regarding compulsory school attendance. ***It is important to understand that Hoosier College and Career Academy (HCCA) is not homeschool. HCCA is a public school subject to the same legal requirements as other public schools, including those prescribing mandatory attendance and engagement. Violation of school policies pertaining to attendance and engagement will result in corrective action, as prescribed here and in the Code of Student Conduct, up to and including expulsion.***

### Background

HCCA strongly desires to work in partnership with families to ensure your student's academic success. HCCA's students are required by state law (IC 20-33-2) to attend school every day that we are in session unless there is a valid reason to excuse the absence (see Excused Absences and Exempt Absences below). Pursuant to IC 20-33-2-3.2, "'attend' means to be physically present: (1) in a school; or (2) at another location where the school's educational program in which a person is enrolled is being conducted; during regular school hours on a day in which the educational program in which the person is enrolled is being offered."

Under Indiana law, a person who knowingly or intentionally deprives a dependent of education commits neglect of a dependent as defined in IC 35-46-1-4.

Required attendance for HCCA Middle School and High School Students is as follows: six (6) hours per day of online active learning. Attendance is defined as online learning time which is a combination of time spent in the OLS system and attending Class Connect sessions.

### Reporting Absences:

If the student will be absent and unable to attend Class Connect sessions or log in to the OMHS please email the attendance department, [attendance@hoosieracademy.org](mailto:attendance@hoosieracademy.org) or call the attendance line 463-900-5001. Please state the reason for the absence in the email or voice message as well as the expected duration of the absence. Documentation for the absence should also be attached to the email or sent as soon as possible after the absence. Families can use their cell phone to take a picture of the document and attach it. Doctor's notes should be specific with a date and time.

Families must report any changes in contact numbers or addresses to the school. Contact the school to make any changes at 317-495-6494. Proof of residency is

required to change an address. The school can also give you contact numbers for school staff if you need them. Remember that regardless of the reason for the absence, students are expected to make up work in the OMHS.

#### Excused Absences:

In each of the circumstances below, the student is excused from school and recorded as absent. Excused absences are defined as absences that the school regards as legitimate reasons for being out of school. These include:

- Student illness or injury
- Technical difficulties with Help Desk Ticket Number
- Death in the immediate family
- Court appearances
- Maternity
- Military Connected Families
- Religious observances

#### Exempt Absences:

Exempt absences are those for which Indiana law requires the School to count the student as present. These include:

- court appearances
- National Guard
- educationally related non-classroom activities

#### Unexcused Absences:

An unexcused absence is any absence not covered under the above definitions of Excused or Exempt Absences. Examples include, but are not limited to:

- No working internet (at home or remotely while away from your home base);
- Family vacation;
- Area school districts are not in school due to inclement weather when we are in school;
- Failure to log into the OMHS each day;
- Failure to report for state testing even if the student logs into the LMS that day;
- Failure to attend all required Class Connect Sessions;
- Failure to log into course classrooms and complete assignments daily.

#### Withdrawal Requirement:

Hoosier College and Career Academy requires that all students regularly attend and engage in school. Indiana Code 20-33-2-27 states that it is unlawful for a parent to fail to ensure that their child attends school as required by Indiana law. Indiana law requires that all children of school age attend school. It is also unlawful for a parent to fail, neglect, or refuse to send his/her/their

child to a public school unless the child is being provided with instruction equivalent to that given in the public school.

HCCA is a “virtual charter school” as defined in IC 20-24-1-10. Pursuant to IC 20-24- 5-4.5, a virtual charter school must require that a student who accumulates the specified number of unexcused absences sufficient to result in the student's classification as a habitual truant must be withdrawn from enrollment in the virtual charter school.

According to IC 20-20-8-8, habitual truancy means absence of “ten (10) days or more from school within a school year without being excused or without being absent under a parental request that has been filed with the school.”

Under IC 20-33-2-25, the “Superintendent or an attendance officer having jurisdiction shall report a child who is habitually absent from school to an intake officer of the juvenile court or the department of child services. The intake officer or the department of child services shall proceed in accord with IC 31- 30- through IC 31-40.”

Legal guardians will be contacted to discuss next steps. Students may be required to attend additional class connect sessions as unexcused absences accumulate. Communication methods may include email, phone, text, and mail via the United States Postal Service.

If unexcused absences reach the threshold for habitual truancy as described above, the OMHS curriculum will be locked, and the student will not have access to complete assignments. A conference will be offered to the legal guardian if the specified number of unexcused absences is accumulated to discuss options for the student.

## Hoosier College and Career Academy Engagement Policy

Student engagement in the curriculum, classes, and required activities has a direct impact on student success.

### **Expectation:**

Students are expected to be engaged in school. Engagement is defined as:

- Actively communicating with school staff by email, phone, or text. Respond to all emails within 48 hours.
- Attending all required Class Connect sessions on time and in their entirety
- Participating during the required Class Connect sessions by the teacher’s directions of responding in chat, on camera, microphone, whiteboard, or breakout room activities.
- Attending all scheduled conferences
- Completing diagnostic and formative assessments
- Logging in to course pages and completing assignments, quizzes, and tests daily

- Proactively communicating with the school regarding technical issues and providing the Stride K12 support ticket number after tech support is called

**Engagement Process:**

1. If a student is showing signs of low or no engagement, the teacher shall make a referral.
2. Administration will create a plan of action tailored to meet the needs of the student, and the student will be monitored for progress and counseled according to the specific plan assigned.
3. Overview – Engagement Support Process

Low or No Engagement= Teacher Makes Referral	Administration Plan of Action = Student Success Plan	Administration meets with LC & Student = Start Two Week Student Success Plan	In Compliance = Administrator adds strict guidelines to Student Success Plan for Two More Weeks	Not in Compliance = Final Compliance Conference, Final Plan Set for One Week	Not in 100% Compliance or No Show to Conference = Withdrawn for lack of engagement
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**Engagement Appeal Process:**

An appeal may be made only after the conclusion of the non-engagement withdrawal decision. Appeals must be submitted in writing within two weeks of the non-engagement withdrawal email date. Once received, the legal guardian will be notified as to whether the appeal has been granted. If the appeal is granted, an appeals conference will be held with a School administrator. The outcome of the appeals conference is binding.

**Dress Code**

The dress code policy for Hoosier College and Career Academy has been designed to provide a uniform atmosphere that encourages learning by removing unnecessary distractions and creating a sense of Hoosier Academy, Inc.’s 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 always be followed.

Hoosier College and Career Academy relies on parents to help reinforce these expectations. It is the parents’ responsibility to guide their child towards cleanliness, neatness, and modesty. It is expected that students will come to class with clean garments that are in good repair. To prevent any misunderstanding and ensure continuity, the following guidelines must be followed.

- Halter-tops, bare midriff, tank-tops, spaghetti strap tank-tops, sleeveless t-shirts, or mesh jerseys without an under-shirt and see-through apparel are not to be worn.

- Dresses and tops must have sleeves and backs. Cleavage must be covered.
- Dresses, skirts, or shorts may be no shorter than fingertip length.
- Tights, leggings, or other types of hosiery must be accompanied by a fingertip length top or dress.
- All pants and slacks must be worn at the waist with no visible undergarments.
- Clothing that is suggestive, has a double meaning or innuendo, or suggests inappropriate ideas or language is not to be worn during the school day or to school functions.
- Book bags, backpacks, string bags, folders or any other personal items must not display patches, entertainment insignias, drawings, obscene words, gang signs or any other item that would be deemed inappropriate, offensive or reflect negatively on Hoosier Academies.
- Student behavior, dress, signing or symbolism (beads, bandanas, etc.) intended to represent gang affiliation will not be tolerated on school grounds or at school-sponsored events. Violation of this policy will result in suspension or possible expulsion.

#### *Administration Discretion*

*In addition to the above items, any additional dress code decisions will be made at the discretion of administration and based on whether a particular item is a distraction to the educational process as determined by members of the school staff.*

## Child Find

What is Child Find? An effort coordinated by your local school system and the Indiana Department of Education Special Education Division, to locate, identify and evaluate children and youth ages birth through 21 with disabilities who need special education and related services. Its mission is also to inform parents and/or guardians of the services available from their local school system and other state and community agencies.

Children and youth who have been diagnosed or are suspected to have intellectual, physical, or emotional disabilities and are unable to benefit from a regular school program without special assistance. If you know of a child or youth with disabilities who are not in school or receiving special assistance, you can help by encouraging the parent or guardian to contact the Special Programs Director.

## McKinney-Vento

Hoosier College and Career Academy will abide by all federal, state, and local statutes, policies, and guidelines for student enrollment and does not impose enrollment requirements that are inconsistent with these policies and guidelines. These policies and guidelines include compliance with the McKinney-Vento Act regarding homeless students. Students who meet the definition of homeless shall not be barred from enrolling due to lack of required documents, contact information, definition, or dispute resolution.

***Subtitle VII-B of the McKinney-Vento Homeless Assistance Act (per Title IX, Part A of the Elementary and Secondary Education Act, as amended by the Every Student Succeeds Act) defines homeless as follows:***

The term "homeless children and youths"--

(A) means individuals who lack a fixed, regular, and adequate nighttime residence (within the meaning of section 103(a)(1)); and

(B) includes--

(i) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;

(ii) children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of section 103(a)(2)(C));

(iii) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and

(iv) migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii)

## Standardized Testing

Hoosier College and Career Academy, an Indiana public school, must follow the rules and regulations set by the Indiana Department of Education (IDOE). According to IDOE, all students in grades 3-12 are required to participate in state testing. Specific testing dates will be communicated as they become available. In addition to state testing, students will participate in benchmark testing to determine yearly growth and complete classroom assessments to determine mastery of standards. **Student participation for state standardized testing is required.**

Being a part of Hoosier College and Career Academy means that some travel to a testing location may be required. We will work to minimize family inconvenience and appreciate your efforts on behalf of your child.

## Physical Education

Per Indiana Code 20-30-5-7.5 all students in grades 7-8 will be given an opportunity for physical activity and access to a class connect session where activity is facilitated.

# Health Policy

All students must comply with the requirements of the State Immunization Code IC 20-34-4-5. The only exceptions to the immunization requirements are for religious objections or where a physician certifies that an immunization would be detrimental to the student's health. Medical exemptions must be submitted in writing and must be signed by the child's physician. Religious exemptions must be submitted in writing and must be signed by a parent/guardian. Immunization records must be delivered to the school prior to acceptance for enrollment.

Parents should request their child's health records from the previous school prior to starting school at Hoosier College and Career Academy. Please contact the Hoosier College and Career Academy office with any questions regarding health requirements.

## Vision and Hearing Screenings

Vision screenings will be completed by the school nurse for students in 8<sup>th</sup> grade yearly. If a student is suspected to have a visual impairment, a vision screening will be completed regardless of the grade he/she/they is in.

Hearing screenings will be completed by the school nurse for current, enrolling, and transferring students in 7<sup>th</sup> grade and students who are suspected of having hearing defects.

All data will be collected and turned into the nursing coordinator to complete the DOE State Health Report including all requirements in IC 20-34-3-12.

## Medications

Students are not permitted to carry medication. To ensure students receive their prescribed medications by the nurse or Academic Administrator's designee during a school event, a special [medication/treatment form](#) must be completed. This form requires the signature of the doctor prescribing the medication and parent's signature. This form also gives the nurse permission to administer over the counter pain relief such as Tylenol or Ibuprofen. Parents cannot fax information to the school. Medications must be properly labeled in the original container from the pharmacy. All medication should be dispensed at home whenever possible.



## Special Programs

### Title I

Hoosier Academy, Inc. receives Schoolwide Title I federal funds. Title I services are offered in addition to the regular instructional program. Title I funding provides key components within our comprehensive, ongoing MTSS (Multi- tiered Systems of Support) program.

### Title I Communication Plan

Parent/Family involvement is not only a required component of the Title I program but is essential to the success of students. Hoosier College and Career Academy builds capacity for strong family involvement to ensure effective familial support and to encourage a partnership among the school, families, and the community to improve student academic achievement. Communication is an essential and important piece of the Title I Program, specifically addressed, in the Parent Involvement Policy.

### Annual Title I Meeting

All families are invited and have full opportunity to participate in all Title I meetings. The annual meeting provides an opportunity to learn about the overall Title I schoolwide program, and the family right to be involved in how Title I funding is allocated. The meeting takes place online at the beginning of the school year (Aug/Sept). Meeting notices are sent in email, in monthly newsletters, and are posted on the school website.

### Student Support Services Communication Plan

The Student Support Services empowers students to overcome challenges—be they academic, social, emotional, medical, or otherwise—to succeed in school and beyond. This holistic approach includes early intervention, support services, and linking families to school and community-based resources. Student Support Service members and teachers work with families to provide the extra help needed to enable students to stay motivated and on track. Data drives decision making. Data is analyzed throughout the referral process to monitor individual student progress and program efficacy.

### Title I Compact

School personnel of Hoosier Academy, Inc. and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Every Student Succeeds Act (ESSA), agree that this compact outlines how parents, school staff, and students will share the responsibility for improved student academic achievement and how the parents, staff, and students will build and develop a partnership that will help children achieve high standards.

#### **Teachers agree to carry out the following to the best of their abilities:**

- Teachers will communicate course requirements

- Teachers will monitor student academic progress and attendance daily
- Teachers will collect and analyze data on student progress for records and data meetings
- Teachers will create action steps based on student data, including small group sessions for reteaching and enrichment of content
- Teachers will communicate grades/progress with students, Learning Coaches, and appropriate staff by e-mail, phone, and in course announcements
- Teachers will maintain an updated gradebook

**Administration agrees to carry out the following to the best of their abilities:**

- Administration will respond to contact left via voicemail, email, etc. in a timely fashion
- Administration will contact the learning coach directly if a student is in danger of administrative action due to discipline, etc.
- Administration will reinforce policies and procedures related to testing, progress, attendance, etc.

**Families agree to carry out the following to the best their abilities:**

- Families will ensure student(s) attends Class Connect sessions and completes the minimum required weekly times in appropriate programs
- Families will stay informed about students(s) education and communicate with the school by promptly reading all notices from the school and responding, as appropriate

**Students agree to carry out the following to the best of their abilities:**

- Students will attend Class Connect sessions regularly and on time
- Students will complete the minimum required weekly times in appropriate programs (Examples- MindPlay, Ascend Math, etc.)
- Students will communicate regularly with parents and teachers about school experiences so that students can be successful in school
- Students will always do their best

## Special Education Services

Special Education services are collaborative teamwork among the parents, teachers, and therapists to provide a systematic problem-solving approach for a quality education to each student. All members of the Hoosier College and Career Academy school community believe that varied instructional practices and learning environments benefit all children. Hoosier College and Career Academy's Special Education program meets the individual needs of students by using specially designed instruction with a standards-based curriculum in the virtual environment. Frequent assessment of student progress is necessary. We deliver special education programming and related services to Hoosier College and Career Academy students at no cost to the parent or guardian. Students with disabilities needing special education must receive a free appropriate public education (FAPE). These services conform to the student's Individual Education Program (IEP).

## Special Education Screening

Hoosier College and Career Academy screens and evaluates children to determine eligibility for special education and related services. We undertake screening activities before referring most children for a multidisciplinary team evaluation. Screening activities consist of the following:

- On-going analysis of the child's response to instruction and performance on assessments
  - Periodic vision and hearing assessments by the school nurse and review of the results of physical examinations by school or private physicians as mandated by the Indiana Public School Code
  - Baseline assessment and analysis of the child's response to individualized academic or behavioral intervention over an extended period. Such intervention-based screening occurs when requested by the child's teacher, parents, or other concerned school personnel
- 
- Visual Impairment
  - Hearing Impairment
  - Cognitive Impairment
  - Severe Multiple Impairments
  - Traumatic Brain Injury
  - Emotional Impairment
  - Physical Impairment
  - Early Childhood Development Delays
  - Specific Learning Disability
  - Speech and Language Impairment
  - Deaf-Blindness
  - Other Health Impairments For information about the dates of various screening activities by Hoosier College and Career Academy, please contact the school directly.

## 504 Plan

Under Section 504 of the Federal Rehabilitation Act of 1973, and under the Federal Americans with Disabilities Amendment Act, some school-age children with disabilities who do not meet the eligibility criteria may nevertheless be eligible for special protections and for adaptations and accommodations in instruction, facilities, and activities. Children are entitled to such protections, adaptations, and accommodations if they have a documented mental or physical disability that substantially limits or prohibits participation in, or access to, an aspect of the school program.

## Seclusion and Restraint Policy

Hoosier College and Career Academy employees are trained in Crisis Prevention Intervention techniques and follow the board approved [seclusion and restraint policy](#). The policy can also be found on the school website <https://hcca.k12.com>.

## Dyslexia Policy

**Student/Family Requests** – Students and families that request a screening for dyslexia will be given a contract or slot within MindPlay if they do not already have one, this will be done at the school’s expense.

a. Students will be screened and if the results show that students need consideration for dyslexia intervention, they will be recommended to receive a medical diagnosis from their physician if one has not already been obtained by the school.

b. Medical diagnosis that has previously been obtained by the family will be requested by the school.

**Teacher/Staff Requests** – when a teacher or staff member suspects that a student is struggling with dyslexia, they will report the need for screening and intervention to the family, their Intervention Assistance Team members at their respective school and the Academic Administrator of Special Programs. Students will then follow the same process outlined above with regard to a student/family request.

**Universal Screening** – HCCA will not conduct universal screening for dyslexia as HCCA services grades 7-12.

**Dyslexia Intervention** – Students identified via medical diagnosis and screening through MindPlay will receive further intervention laid out by the MindPlay software and reading system. These students will be paired with a teacher who will track their academic progress to ensure that the student is receiving the necessary academic accommodations. If the student is not currently performing at grade level, the teacher will work with the student and other content area teachers to develop a plan to help the student close the academic gap. Students will also receive the appropriate interventions in daily assigned work as well as consideration for referral for further special education evaluation to the special programs team member in their specific grade band.

# Social Media

As an organization with a commitment to quality of education and the safety of our students, as well as the preservation of our outstanding reputation as a school, the standards for appropriate online communication at Hoosier College and Career Academy are necessarily high. We respect the right of students, employees, alumni, and other members of our community to Freedom of Expression as provided by the First Amendment. However, we must always insist that our students and faculty, as well as alumni other users who participate in HCCA sponsored sites, meet the following standards.

## Comments and Participation

Comments to HCCA sponsored sites, such as the website and official Facebook page, are welcomed and encouraged. To promote respectful discussion within these forums, we request that you be courteous and productive and avoid comments that are profane, obscene, offensive, sexually explicit, inflammatory, defamatory, in breach of confidentiality or would otherwise adversely affect the culture of the school or be considered objectionable.

For the privacy of users and their families, please assume that all postings to HCCA sponsored sites will be publicly available on the Internet and therefore publicly accessible without limitation or protection of any kind. Please consider how much personal information to share, with the understanding that this information may be linked to your name and published on the Internet. By posting a comment or other material to HCCA sponsored sites as outlined above, users give HCCA the irrevocable right and license to exercise all copyright, publicity, and moral rights with respect to any content you provide, which includes using your submission for any purpose in any form and on any media, including but not limited to the following: displaying, modifying, reproducing, distributing, creating other works from, and publishing your submission.

HCCA reserves the right to review all comments before they are posted. HCCA further reserves the right to reject or remove comments for any reason, including but not limited to our belief that the comments violate this Comment Policy. We also reserve the right to amend this policy at any time to address issues that may arise and changes in our operations or the law.

## Posting on Hoosier College and Career Academy Sponsored Sites

In posting material on HCCA sponsored sites, the following will not be allowed:

- Posting phone numbers, email addresses or other personal information of students, faculty, or any person other than yourself. If you choose to post your own contact information for any reason, please be aware that the information will be available to the public and is subject to misuse.

- Posting of material that HCCA determines to be threatening, harassing, illegal, obscene, defamatory, or hostile towards any individual or entity.
- Posting of material that infringes on the rights of HCCA or any individual or entity, including privacy, intellectual property, or publication rights.
- Posting of material that promotes or advertises a commercial product or solicits business or membership or financial or other support in any business, group, or organization except those which are officially sponsored by HCCA or granted permission by HCCA except in designated areas specifically marked for this purpose.
- Posting of HCCA letters, posting the same comment multiple times, or otherwise distributing "spam" via the HCCA sponsored site.
- Allowing any other individual or entity to use your identification for posting or viewing comments.
- Posting comments under multiple names or using another person's name.

## Creating and Maintaining Official HCCA Social Networking Sites

All "official" Hoosier College and Career Academy social networking sites must be approved by school administration and should adhere to the following standards:

- Logos and graphics used on the site must be consistent with the branding standards and usage guidelines of the school.
- Sites that accept comments or postings by anyone other than the site administrator must be diligently monitored to ensure that the information displayed fits within HCCA guidelines and is appropriate to the subject matter of the page.

*Unauthorized pages that have not been approved by the school will be requested to be taken down.*

## Student Use of Social Media

First and foremost, students are encouraged to always exercise the utmost caution when participating in any form of social media or online communications, both within the HCCA community and beyond. Students who participate in online interactions must remember that their posts and media reflect on the entire HCCA community and, as such, are subject to the same behavioral standards set forth in the Student Code of Conduct. In addition to the regulations found in the Student Code of Conduct, students are expected to abide by the following:

- To protect the privacy of HCCA students and faculty, students should obtain consent before posting video recordings of HCCA community members, including but not limited to faculty and fellow students.
- Students must ensure that the content they post to websites and social media does not disparage or harass others.

Failure to abide by this policy, as with other policies at HCCA may result in disciplinary action as described in the Student Code of Conduct or as determined by the school administration.

## Social Media by Parents, Volunteers, Visitors or Groups

We encourage our parents and supporters to be key communicators for our school using any form of social media. However, before you post content to any social-media outlet affiliated with HCCA please take a moment to review our official guidelines. If you are an HCCA employee or a contractor hired by HCCA and you are creating or contributing to any HCCA social media, these guidelines also apply to you. We expect everyone who participates in social media on behalf of HCCA to understand and to follow these guidelines. These guidelines change as new technologies and tools emerge, so please check them regularly.

## Social Media Users Agreement

Hoosier College and Career Academy reserves the right to do any or all the following:

- Ban future posts or membership of people who repeatedly violate this policy. HCCA may implement such bans by refusing posts from specific email addresses or IP addresses or through other means, as necessary.
- Remove comments at any time, whether they violate this policy.
- Users of HCCA's social media outlets agree to indemnify and hold harmless Hoosier College and Career Academy, its affiliates, directors, employees, successors and assigns against any damages, losses, liabilities, judgments, causes of action, costs, or expenses (including reasonable attorneys' fees and costs) arising out of any claim by a third party relating to any material the user has posted on HCCA sponsored sites.

By posting a comment or material of any kind on an HCCA sponsored site, the user hereby agrees to the policy set forth above.

## Bullying and Cyberbullying

In accordance with Indiana's Bullying Legislation, The Board of Directors of Hoosier College and Career Academy has approved the following Anti-Bullying Policy.

## Policy Statement

Hoosier College and Career Academy believes a safe and secure educational environment is necessary for students to achieve. To further its goal of providing an environment that is safe, secure, and conducive to learning, Hoosier College and Career Academy prohibits acts of bullying, whether by students, staff, visitors, parents, guests, contractors, or volunteers. Demonstration of appropriate behavior, treating others with respect, and refusing to tolerate harassment or bullying is expected of Hoosier College and Career Academy students, administrators, parents, faculty, staff, visitors, and volunteers at all times.

## Definition of Bullying

1. Bullying means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts, aggression, or any other behaviors, that are committed against a student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:
  - a. Places the targeted student in reasonable fear of harm to the targeted student's person or property
  - b. Has a substantially detrimental effect on the targeted student's physical or mental health
  - c. Has the effect of substantially interfering with the targeted student's academic performance;
  - d. Has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school
  
2. The term "bullying" will not be interpreted to impose any burden or sanction on, or to include in its definition, the following:
  - a. Participating in a religious event
  - b. Acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger
  - c. Participating in an activity consisting of the exercise of a student's rights protected under the First Amendment to the United States Constitution or Article I, Section 31, of the Constitution of the State of Indiana, or both
  - d. Participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one or more adults
  - e. Participating in an activity undertaken at the prior written direction of the student's parent
  - f. Engaging in interstate or international travel from a location outside Indiana to another location outside Indiana
  
3. Bullying is prohibited "at school," which for purposes of this policy includes but is not necessarily limited to any location on school premises, at school-sponsored activities or events away from school premises, on a school bus or other school-related vehicle, or when using a telecommunications access device or a telecommunications service provider that is owned by or under the control of Hoosier College and Career Academy. Bullying that does not occur "at school," as defined above, including bullying that occurs over the internet (cyberbullying), is also subject to disciplinary action in accordance with this policy and applicable law if it causes a substantial disruption to the educational environment and meets the criteria listed above.
  
4. Bullying includes acts that satisfy the above definition, whether committed by students, staff, visitors, parents, guests, contractors, volunteers, or others.



## Reporting and Investigating Reports of Bullying

1. Students, parents, and volunteers are encouraged to report alleged violations of this policy to a staff member, including a teacher, counselor, or the Head of School, as soon as possible after the occurrence of the alleged violation. A student or parent may also submit a written report of any alleged violation to the Head of School or the Head of School's designee. A written report may be made anonymously; however, disciplinary action for violations of this policy may not be taken solely based on an anonymous report.
2. Staff members or contracted service providers who witness or receive reliable information regarding an incident of bullying must report such incident to the Head of School or the Head of School's designee on the same day the incident was witnessed, or the information was received. A written report of the incident shall also be submitted to the Head of School or Head of School's designee within one (1) school day of submitting the verbal report. Any staff member or contracted service provider who receives a report of a suspected violation of this policy from a student, parent, visitor or colleague, and fails to initiate an investigation, or who witnesses or observes a bullying incident and fails to take sufficient action to minimize or eliminate the harassment, intimidation, or bullying, may be subject to disciplinary action.
3. Any complaint against the Head of School should be reported to the Board of Directors.
4. A charge of bullying which involves discrimination and/or harassment based on a protected class may, alternatively, be pursued following the procedures set forth in the Non-Discrimination Anti-Harassment Statement Policy set forth above.
5. Retaliation or false accusation against a target of bullying, a witness, or another person with reliable information about an act of bullying is also prohibited under this policy. Suspected retaliation or false accusation should be reported in the same manner as suspected bullying behavior.
6. Intentionally making false accusations about bullying is also prohibited and should be reported in the same manner as suspected bullying behavior.
7. The Head of School or the Head of School's designee shall promptly investigate all reports of violations of this policy. The Head of School may appoint additional personnel to assist in the investigation. Any such investigation shall be completed with written findings submitted to the Head of School within five school days from the date of the report of the alleged violation to the Head of School.

8. If an investigation results in a finding that an instance of bullying has occurred, prompt and appropriate disciplinary action shall be taken in accordance with the disciplinary procedures found in this School Handbook and the Code of Student Conduct, which may range from positive behavioral interventions up to and including: (a) expulsion for students; (b) discharge for employees or staff members; and (c) exclusion for parents, visitors, volunteers, and contractors. Individuals may also be referred to law enforcement officials. Appropriate consequences and remedial actions will depend upon the severity of the offense and will consider both the developmental ages of student offenders and such students' histories of inappropriate behaviors. The Head of School will ensure the Code of Student Conduct has been implemented and will provide intervention and/or relevant support services as appropriate (i.e., referral to counseling, establishment of training programs to reduce bullying and enhance school climate, enlisting parent corporation and involvement, or other appropriate action).
9. The Head of School shall provide the parents or legal guardians of the students who are parties to an investigation with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents will generally include the nature of the investigation, whether the Head of School found evidence of bullying, and whether consequences were imposed, or services provided to address the bullying incident if the evidence of bullying was substantiated. This information will be provided in an expedited manner.
10. Hoosier College and Career Academy will document all reports of suspected violations of this policy, including the steps taken to investigate such reports and the resulting consequences, including discipline and referrals. The Head of School shall provide a report of all verified incidents of bullying and the resulting consequences, including discipline and referrals, to the Board of Directors on an annual basis. The Head of School's report will also include a record of the frequency of bullying incidents in the following categories: verbal bullying, physical bullying, social/relational bullying, and electronic or written communication bullying.
11. The Head of School is the school official responsible for ensuring that the policy is implemented.

## Education and Training

1. Hoosier College and Career Academy will provide annual training on preventing, identifying, responding to, and reporting incidents of bullying to administrators, staff members, contracted service providers, and volunteers who have direct, ongoing contact with students.
2. No later than October 15th of each school year, Hoosier College and Career Academy will: (1) disseminate the Bullying and Cyberbullying Policy to all students, and (2) provide bullying prevention instruction to all students. The student instruction will be part of a comprehensive bullying prevention effort communicated to students throughout the school year, with age

appropriate, research-based instruction for all students in grades 1-12 delivered by a school safety specialist, school counselor, or other person with training and expertise in the area of bullying prevention and intervention.

### School Property

Students are expected to respect school property, including without limitation equipment provided by HCCA. Marking or defacing school property is a serious offense leading to suspension and possible expulsion. Any student who damages/vandalizes school property will be required to make full restitution for damages.

## General Information for Students

### School Sponsored Gatherings

Hoosier College and Career Academy staff and administration arrange a variety of special gatherings for students and families on a regular basis. Attendance is not required. However, these special gatherings provide wonderful opportunities to meet teachers, make new friends, and to talk with fellow parents about school. Parents may be responsible for the cost of transportation and any other fees, but many activities are free or cost very little. The fees are often negotiated and reduced for our school. All gatherings/notices are posted on the online calendar of events. Any student may attend any outing he or she wishes by submitting an RSVP or permission slip, if required, to the staff member listed in the outing information. Parents, or adults who they specify, are responsible for supervising children at all times during an outing. Students are required to follow the dress code and student code of conduct for any outings/events they attend.

Hoosier College and Career Academy recognizes that students attending school sponsored events may require medication for various reasons. Parents and guardians are encouraged to administer medications outside the hours of school gatherings, if possible. Parents and guardians shall assume full responsibility for the care of this part of their child's health while attending school gatherings.

### School Dances

Hoosier College and Career Academy occasionally holds dances for the enjoyment of our students and guests. There are parameters established for all school-approved dances.

- Students must attend at least half of their scheduled classes on the day of the dance in order to participate
- Students need to carry picture identification and show it upon request to monitor/administrator
- Some dances will be open to Hoosier College and Career Academy students only while others will allow Hoosier College and Career Academy students to invite non-students as guests. Guests must complete the Hoosier College and Career Academy permission slip before entering the dance and show an identification picture or student ID

- All dances will have a lock-in/lock-out policy. No students or their guests will be permitted to enter a dance after the lock-in or leave prior to the lock-out time
- The administrator on duty has the right to deny any person entrance to the dance. No exceptions
- Students whose behavior and/or attire is inappropriate will be asked to leave the dance and may not participate in future dances

## Special Interest Student Clubs

Student Clubs will be offered to all students, to enhance their complete educational experience at Hoosier College and Career Academy. Clubs facilitate student socialization, community and in some cases, service. Clubs are sponsored by Hoosier College and Career Academy staff who welcome parent participation as well. Staff will provide a more detailed list along with contact information, as the school year progresses. More clubs may be added as interests arise. Suggestions are always welcomed. Any materials or supplies (outside of the supplied curriculum) needed for the clubs are the responsibility of the family - neither STRIDE K12 nor Hoosier College and Career Academy will provide these materials or supplies.

## Support Groups

Hoosier College and Career offers a variety of virtual support groups open to all students. The groups are support based and not therapy based. The intent is to provide a safe environment for students to join with their peers to share their stories, be supported, and to offer support to others. There will be a dedicated staff member for each group to facilitate the sharing process, but not to provide counseling or therapy-based services.

The counselors will post a schedule of groups to all students via Email and through their homeroom teachers. If you feel you (as the student) or your student (as the learning coach) would benefit from a support group for any reason, please contact the counselors for more information.

## School Supplies

Hoosier College and Career Academy provides most curriculum items needed to participate in school. There are times when household and consumable items are needed to complete a lesson. Be sure to use the Advanced Planning feature through the Online School to assist with upcoming lessons requiring certain materials.

# General Information for Parents

## Progress Reports and Report Cards

Progress reports are system generated and sent weekly to parents/learning coaches. Additional progress information may be sent as needed. Report cards/transcripts for students are available via Learning Coach log in following the end of each semester.

## Family Directory

Accessed through the OMHS, this secure directory allows parents to find other parents by location, student grade levels, special interests and more. Parents may search by name and other information in a parent profile. The directory is automatically updated as a parent's status changes, such as if a parent has changed location or an e-mail address. There is an online opt in/out capability on the OLS. Parents can easily include or exclude themselves from the directory.

## Parent Organizations

Hoosier College and Career Academy offers learning coach social media groups for parents to network with each other. Any parent who is interested in a parent teacher organization is encouraged to contact the school directly.

## Withdrawal from Hoosier College and Career Academy

It is our strongest desire to serve your family's educational needs. However, there are times when students withdraw from Hoosier College and Career Academy. Families who wish to withdraw from Hoosier College and Career Academy must notify their teacher, counselor or the Academic Administrator. This individual will submit the request to the Director of Operations or designees who will confirm the withdrawal date and forward the request to STRIDE K12 who will arrange for the return of all school equipment and materials. Additional information, including new school of enrollment will be required to process the withdrawal request.

## Change of Home Address/Contact Information

Should your address or personal contact information change, please notify your school at:

Hoosier College and Career  
Academy Attention: Enrollment  
5650 Caito Drive  
Indianapolis IN 46226

Or fax the documents to our main office at: 317.454.0670

- Please providing one of the following:
- Valid non-driver's license
- Current utility bill (gas, water, electric, sewage, cable, or land line phone)
- Current mortgage statement
- Current residency card
- Deed, vehicle registration
- Property tax bill
- Current credit card bill

## Exit Interview

As a school of choice, Hoosier College and Career Academy will grant an Exit Interview for a student to discontinue school for the following criteria:

- Medical Conditions
- An order by a court that has jurisdiction over the child
- 18 years of age (no parent signature required)
- Any student inquiring about this action will be guided to seek another school selection, including the option of homeschool.

## Process to Document Complaints

It is the intent of Hoosier College and Career Academy to provide an appropriate balanced administrative channel to allow parents to express complaints to, and appeal decisions made by, the Hoosier College and Career Academy administration or staff. The primary objective of the complaint process is to ensure that the well-being of each child and the academic integrity of Hoosier College and Career Academy are upheld. The complaint procedures are intended to enhance timely fact-finding, hearing and decision making in the event of a complaint. These procedures will comply with existing federal, state, and local law. For the purposes of these procedures, a complaint is broadly described as the following:

*A formal or informal expression of dissatisfaction about some aspect of HCCA staff decisions or actions or an administrative or academic program as implemented that is brought to the attention of the Academic Administrator, Head of School, or the Hoosier Board.*

In the interest of maintaining positive interactions and relationships, anyone with a concern or complaint should make all efforts to resolve an issue at the level at which it occurred. Listed below is the chain of command that should be followed when a complaint is made:

- First Contact: Teacher
- Second Contact: Academic Administrator
- Third Contact: Head of Schools
- Fourth Contact: Board of Directors

In the event a parent feels the need to submit a formal complaint to an Academic Administrator or the Head of School, please complete the [Parent Complaint Form](#) which can also be found on the school website <https://hcca.k12.com> and the complaint will be reviewed and addressed by the appropriate party.

## STRIDE K12 Customer Support

1-866-626-6413 (With this number you will be able to reach the support department needed at STRIDE K12).

# Hoosier College and Career Academy

## Student Code of Conduct

Hoosier College and Career Academy is dedicated to the social and emotional development of all students to help them reach their full potential. This is an ongoing process focused on student, teacher, and parent/guardian cooperation and collaboration in the educational environment, built on a foundation of positive relationships between school and home.

Students at Hoosier College and Career Academy are expected to conduct themselves in such a manner as to maintain the high expectations held for their behavior by the school and community. Student supervision is the responsibility of the staff, students, and parent(s)/guardian(s) subject to Indiana Code 20-33-8 and the guidelines presented therein.

The Hoosier College and Career Academy Student Code of Conduct shall apply in all educational environments – school premises, online/remote learning (i.e., home), and community, during the school day as well as all school functions that occur outside school hours.

Most common infractions are considered Class I as outlined in the descriptions below:

Tardy or missing partial class	A student arrives to class any time after the start bell/time or misses more than 10 minutes of class. (not due to tech issues).
Inappropriate Behavior / Disruption of the learning environment or process	A student is disruptive to the educational environment or disrespectful to peers and/or adults in the environment, does not follow directions, or is in some other way distracting themselves or others from the learning process.
Unengaged in class	A student does not actively participate in class. Does not respond to direct communication from the teacher.
Inappropriate Language	Use of inappropriate words or directing strong, abusive, or inappropriate language toward an individual. This may result in immediate removal from the learning environment.

### Disciplinary Meetings and Action

Discipline referrals to the administration are reviewed individually, consistent with the Student Code of Conduct. Discipline problems are best resolved in a timely manner involving only those parties most directly affected as well as needed witnesses. Most discipline issues are resolved with minimal administrative intervention. In the best interests of the student and the school,

several disciplinary options are available .



Conferences can be set up at the request of the school or the request of the parent. Any request for a conference with a teacher or multiple teachers concerning student behavior should be sent to the Academic Administrator through email. Additional methods of communication are available via the administration office or phone. School personnel will contact the parent/guardian and arrange a mutually agreed upon time for the conference. Conferences requested by the school will give a specific time and date for the meeting. All parents/guardians and visitors must sign-in at the front office upon entering the building for a visitor's pass before going to any classroom. Please be aware that teachers are not available for unscheduled conferences during the day because they are instructing students.

### Student Infractions and Consequences

Disciplinary procedures shall be consistent with applicable requirements of the Indiana Code and the Individuals with Disabilities Education Act (IDEA). All students are expected to take personal responsibility for all school and classroom rules. Failure to take personal responsibility for the rules will result in disciplinary action.

The following list of infractions, violations, and possible consequences divides offenses and their corresponding consequences into classes in order from least to most severe. This list is not meant to be exhaustive, and the consequences set forth below are guidelines. In all cases, Hoosier College and Career Academy staff will work to apply appropriate and effective consequences that consider the seriousness of a student's actions. Any student who engages in conduct that threatens the health, safety, and/or welfare of others or disrupts the learning environment is subject to consequences below. Appropriate consequences will be determined at the sole discretion of Hoosier College and Career Academy in accordance with the law and guidance from the Indiana Department of Education.

Missed work shall be made up for all absences, including disciplinary suspensions from school. The student and/or parent/guardian are responsible for requesting assignments during any suspension period. In the event of an excused absence, the student and/or parent/guardian shall be responsible for contacting teachers to complete makeup work. Each student shall receive full credit for such work.

Students who commit criminal offenses will be referred to the appropriate law enforcement agency in addition to any disciplinary action taken by the school.

## CLASS I INFRACTIONS

<i>Infraction</i>	<i>Consequence/Action</i>
1 <sup>st</sup> Infraction	Consequence: Student redirected by teacher (up to three times prior to parent contact)

2 <sup>nd</sup> Infraction	Consequence: Parent Contact
3 <sup>rd</sup> Infraction	Consequence: Student conference with Academic Administrator, parent contact
4 <sup>th</sup> Infraction	Consequence: Possible suspension (in school or out of school) Parent and student conference with Academic Administrator
5 <sup>th</sup> Infraction	Consequence: 3-5 day Out of School Suspension, possible expulsion Second parent and student conference with Academic Administrator

**Examples of Class I Infractions include but are not limited to:**

**Disruption in Class:** Any conduct which is sufficiently disruptive as to interfere with the teacher’s ability to teach and/or another student’s ability to learn. For example: disrespect toward the teacher, other students, or other adults in the classroom; minor insubordination toward the classroom teacher; sleeping in class (*Hitting, kicking, and other physical contact are Class II, III, or IV infractions.*)

**Disruption Outside Class:** Any conduct that interferes with the school’s ability to maintain order in areas subject to school authority, including failure to follow directions to cease such conduct. This would include disrespect shown toward other students or adults in school common areas (such as hallways, lunchroom, Class Connect sessions) and at all school sponsored events.

**Illegal Organization:** Any participation in prohibited secret clubs or societies.

**Inappropriate Dress:** Student is out of compliance with the dress code.

**Inappropriate Public Display of Affection:** This would include any form of close physical contact, such as holding hands, hugging, or kissing.

**Use of Abusive, Profane, or Obscene Language or Gestures:** Use of inappropriate words or directing strong, abusive, or inappropriate language toward an individual. This may result in immediate removal from the learning environment.

**Unauthorized use of electronic devices/Inappropriate use of technology:** A student has his/her phone out while in the building or is using a phone or other technology for non-educational purposes. If the use of technology is abused by using chat rooms, inappropriate material or other more severe purposes, the offense will be bumped to the appropriate classification. Additional information can be found in the Technology Acceptable Use Policy.

**Tardy or missing partial class:** A student arrives to class any time after the start bell/time or misses more than 10 minutes of class (excluding tech issues). Technology issues should be reported to the STRIDE K12 help desk and documented with a ticket number. This will be

needed when communicating the absence to the school. (*Refer to the attendance and engagement policy for more information.*)

**Unauthorized Absence from Class or School:** Any time a student missed a day of school without being excused. (*Refer to the attendance and engagement policy for more information.*)

## CLASS II INFRACTIONS

*These infractions will be referred directly to the Academic Administrator or his/her designee.*

<b>Infraction</b>	<b>Consequence/Action</b>
1 <sup>st</sup> Infraction	Consequence: 1-3 day Out of School Suspension Parent meeting with administration prior to student returning to the classroom; Execution of a Behavior Contract for the student
2 <sup>nd</sup> Infraction	Consequence: 3-5 day Out of School Suspension Parent meeting with administration prior to the student returning to the classroom Execution of a revised Behavior Contract for the student
3 <sup>rd</sup> Infraction	Consequence: 5-10 day Out of School Suspension pending expulsion Parent meeting prior to the student returning if the student returns to the classroom

Examples of Class II Infractions include but are not limited to:

**Possession, Use, Distribution and/or Sale of Tobacco Products:** Tobacco products include, but are not limited to, cigarettes, cigars, pipe tobacco, smokeless tobacco products (including electronic cigarettes), snuff, and chewing tobacco. To safeguard the health and safety of employees and students, the use of tobacco products on any school property is prohibited.

*Note: School property, as used herein, shall mean any building or part thereof owned or used by the school, the grounds upon which such building is located, and any other location where a school sponsored event takes place.*

**Simple Battery Upon Students:** Intentional pushing or striking of another student against his/her will, including but not limited to kicking, slapping, and disruptive hallway behavior including play fighting.

**Physical Disputes:** Lower-level confrontations, such as mutual pushing and shoving or other similar altercations, which stop upon verbal command and are resolved without injury or the need for physical restraint.

**Fighting (Mutual Combat, Mutual Altercation):** Participation by two or more persons mutually in physical violence that requires physical restraint and/or results in injury.

*NOTE: For purposes of this Student Code of Conduct, self-defense is defined as action taken to block an attack by another person or to shield oneself from being hit by another person. Retaliating by hitting a person back is not self-defense and will be treated as fighting. The degree of consequence administered will depend on the information gathered during any investigation of the incident. Should a student be injured, the consequence will be more severe, according to the schedule set forth above.*

**Vandalism:** Any intentional destruction of or damage to the property of another, including public property, school property, or the property of a student or employee of Hoosier College and Career Academy, which damage or destruction is valued at less than \$100. Vandalism includes but is not limited to the placement of graffiti on the property of another. In addition to other discipline imposed in accordance with this section, the parent(s) or legal guardian of a minor student, or the student if he/she is an adult, shall be required to make restitution to the owner of the property that was damaged or destroyed.

*NOTE: Damage to or destruction of property valued at \$100 to \$1,000 constitutes a Class III Offense.*

**Theft or Use of Counterfeit Currency:** The taking of property valued at less than \$100 that belongs to or is in the lawful possession or custody of another or the use of counterfeit currency to procure school items, i.e., lunch, fundraisers, uniforms, etc. (Proof of purchase price may be required).

*NOTE: The taking of property valued at \$100 or more constitutes a Class III Offense.*

**Possession of Stolen Property:** A student found to be in possession of a stolen item will be disciplined as if the student committed the theft of that item.

**Threats/Intimidation/Ridicule:** Verbal, written or printed communication that maliciously threatens injury to a person, property, or reputation of another, or other conduct that demeans or ridicules another. This includes but is not limited to communications via social media that disrupt the normal school day's procedures.

*NOTE: Completion of the threat, either by the victim complying with the demands, or the carrying out of threats against the victim, constitutes a Class III Offense.*

**Trespassing:** Willfully entering any structure, conveyance, or school property without being authorized, licensed, or invited, or remaining in any structure, conveyance or school property after being warned by an authorized person to depart. If a student has been

suspended and asked to leave school grounds, parent contact will be made, and it is the responsibility of the parent/guardian to pick their child up in a timely manner. Failure to do so will result in the school contacting Child Protective Services. A student who has been suspended or expelled from school and returns to any school property without being authorized to do so is considered trespassing and is subject to arrest.

**Possession/Use of Fireworks, Firecrackers, Smoke Bombs, Lighters, Matches or Flammable Materials:** Possession is defined by having on one's person, property (bookbag, lunch bag, etc.) or in near proximity to student without permission from a teacher or administrator. Dependent upon circumstances, this can be classified as a Class III offense.

**Sexual Harassment:** Any unwelcome sexual advances, requests for sexual favors, and/or other inappropriate verbal, written, electronic, or physical contact of a sexual nature when submitting to or rejecting the conduct affects or unreasonably interferes with the learning environment or creates an intimidating, hostile, or offensive educational environment. This includes, but is not limited to, sexually oriented jokes, verbal/physical advances, touching, pinching, patting, sexually oriented joking, or teasing, and using language that has a double meaning or is sexually suggestive. Conduct may constitute sexual harassment regardless of whether specific body parts have been touched (e.g., sexual organs), or whether the conduct occurred repeatedly, over a long period of time, and/or was severe.

*NOTE: Violation of the School's sexual harassment policy may be grounds for detention, out-of-school suspension, expulsion, or the imposition of other disciplinary action by the school and may also result in criminal charges by State or local units of government. In addition, severe and/or repeated inappropriate or unwelcome conduct or speech of the type described above may constitute a Class III or IV offense.*

**Directing Obscene, Profane, or Offensive Language or Gestures to a School Employee or Agent:** Any behavior including, but not limited to, any verbal, written, electronic, or physical conduct such as threats, bullying, slurs, innuendo, or harassment, which has the purpose or the effect of creating an intimidating, hostile, or offensive educational environment or directed to a school employee or agent.

**Leaving School Grounds or the Site of Any School Activity without Permission (Elopement):** Once students arrive on school property; they are not permitted to leave school property until the end of the school day unless signed out by a parent/guardian. Students who return after leaving school property unauthorized will be disciplined in accordance with this policy. Aiding a student to return to school property will result in consequences as well. This includes but is not limited to opening a side door and/or window.

**Simple Assault (Intimidation):** An intentional threat by word or act to do violence to the person of another, including but not limited to a student or a school employee or agent,

coupled with the apparent ability to carry out the threat and the commission of an act that creates fear in the targeted person.

**False Information:** Intentionally providing false information to a school employee or agent including giving false student information or data and concealing information relating to school business. This includes, but is not limited to, failure to provide correct name, phone number or other pertinent data; forgery of school notes, re-admit slips, tardy slips, report cards, hall passes, field trip forms, notes to or from parents/guardians, or any other related materials.

*NOTE: A student is responsible for ensuring that parents receive any materials sent home by the school and that school personnel receive any materials sent to school by the parent.*

**Possession of Firearm Facsimiles:** Possession, sale, or discharge of any facsimile or toy-type replica of a firearm or other item resembling a firearm that is not included as a Class III or IV Offense.

**Refusal to Attend or Participate in Other Previously Assigned Discipline:** Refusal to attend a detention, suspension or other disciplinary measure assigned by an Administrator or designee.

**Unauthorized Use of Instructional Technology:** Inappropriate use of technology includes but is not limited to chat rooms, discussion boards, images, inappropriate material (sexual nature, gang related, inappropriate musical lyrics/videos, malicious in intent, etc.) that are used for non-educational purposes. (Additional information can be found in the Technology Acceptable Use Policy).

**Gambling:** Any participation in games of chance for money and/or other things of value.

**Possession, Use, and/or Distribution of a Facsimile of a Drug, Alcohol, Tobacco Product or Any Substance with a Potential for Abuse:** Where appropriate, this will be reported to law enforcement, and a parent meeting will be required prior to the student's return to school.

**Extortion:** A student may not obtain money or property from an unwilling person by force, threat of force, or other means of coercion.

**Use of Cameras:** Students shall not use cameras (digital, video, cell phone, etc.) to capture images or videos on school property or at a school-sponsored event, except under the following conditions:

- A student may possess and use a camera at the direction of and with direct supervision by a classroom teacher as part of classroom activities
- A student may use a camera if that student receives prior permission from the Academic Administrator or designee for a specific purpose. At no time will permission be granted for non-essential purposes or if the use will violate another individual's privacy

- A student may use a camera while attending an event held on school grounds, after school hours, and open to the public, if possession and use are neither disruptive nor in any way unlawful

**Failure to Follow Directions Relating to Safety and Order:** Any refusal to comply with a lawful and reasonable direction of a school employee or agent that relates to the safety of students or school personnel or to the maintenance of order while a student is under school jurisdiction, including but not limited to when the student is in class, on school property, or involved in a school sponsored activity.

*NOTE: Conduct which significantly disrupts school activities involving more than one classroom, school sponsored events, or transportation to a school sponsored activity may constitute a Class III offense.*

## CLASS III INFRACTIONS

*Commission of a Class III Infraction will necessitate a disciplinary conference with the Academic Administrator or designee and the student’s parent/guardian.*

<b>Infraction</b>	<b>Consequence/Action</b>
1 <sup>st</sup> Infraction	Consequence: 5-7-day Out of School Suspension Parent meeting with administration prior to student returning to the classroom. Execution of a Behavior Contract for the student (or revised contract if one is in existence)
2 <sup>nd</sup> Infraction	Consequence: 10-day suspension from school pending expulsion Parent meeting with Head of Schools prior to student returning to the classroom, if student returns to the classroom

Examples of Class III Infractions include but are not limited to:

**Possession of Fireworks, Firecrackers, Smoke Bombs, Lighters, Matches, or Flammable Materials:** Possession is defined by having on one’s person, property (bookbag, lunch bag, etc.) or in near proximity to student without permission from a teacher or administrator.

**Threat/Intimidation:** Any threat, whether made verbally, in writing, electronically, or by conduct or action, to kill another person or do any act of violence that may cause death, which threat creates reasonable fear or apprehension in the targeted person that such violence is a serious expression of an intent to cause a present or future harm.

**Simple Battery upon School Employee or Agent:** Intentionally touching or striking an employee or agent of the school against his or her will or causing bodily harm to an agent or employee of the school by intentionally throwing an object at the school employee or agent.

**Robbery:** The taking or attempted taking of anything of value owned by or lawfully in the possession of another person by or under threat of force or violence and/or by putting the victim in fear.

**Stealing/Larceny/Theft:** Intentional, unlawful taking, carrying, or concealing of property valued at \$100 or more which belongs to, or is in the lawful possession or custody of, another without threat of violence or bodily harm. This offense also includes the theft of credit cards, debit cards, checks, school keys, and motor vehicles (Proof of purchase price may be required).

**Burglary of School Property:** Breaking, entering, or remaining in a dwelling, structure or conveyance without justification with the intent to commit an offense therein, unless the premises are at the time open to the public or the individual is licensed or invited to enter or remain.

**Criminal Mischief/Vandalism:** Any intentional and deliberate action resulting in damages of \$100 to \$500 to school property, public property or the real or personal property of another, including but not limited to the placement of graffiti thereon or other acts of vandalism. In addition to other discipline imposed in accordance with this section, the parent(s) or legal guardian of a minor student, or the student if s/he is an adult, shall be required to make restitution to the owner of the property that was damaged or destroyed.

*NOTE: Damage to property valued at more than \$500 constitutes a Class IV Offense. Damage to property valued at less than \$100 constitutes a Class II Offense.*

**Weapon:** Possession of any dirk (dagger), knife (i.e., switchblade, razor, box cutter, X-Acto knife, common pocketknife, plastic knife, or blunt-bladed table knife, sword), metallic knuckles, slingshot, billie, tear gas gun, chemical weapon or device, or other deadly weapon except a firearm, that can inflict serious harm on another or that can place a person in reasonable fear of serious harm.

**Possession of Prohibited Substances or Objects:** Possession of syringes, over-the-counter drugs, drug paraphernalia, inhalants, pepper spray, or any other object or substance that may bring harm to a person.

**Lewd, Indecent, or Offensive Behavior:** Any behavior offensive to common propriety or decency, including, but not limited to, "mooning," sexting, offensive touching, indecent exposure, possession, distribution, or display of obscene or "hate" material, possession/display of electronic images or text, or similar behavior.



**Battery upon Student Resulting in Bodily Harm:** Intentional striking of another student against the will of the other student which causes bodily harm that requires medical treatment. Necessity of medical treatment must be documented.

**Inciting or Participating in Major Student Disorder:** Disruptive behavior that poses a serious threat to the learning environment, health, safety, or welfare of others (disruption of all or significant portions of campus activities, school-sponsored events, or school bus transportation).

**Unjustified Activation of a Fire Alarm System:** This includes deliberately activating, pulling the fire alarm, tampering with the fire extinguisher, or calling in a false alarm.

**Igniting Fireworks, Firecrackers, or Flammable Materials:** Using any method to ignite flammable materials, including fireworks, firecrackers, or other such items.

**Unjustified Activation of Bus Emergency Systems:** Any unjustified activation of bus emergency doors, emergency windows, or other systems unless directed by the bus operator/attendant, or other authorized school employee or agent in an emergency or in the case of an evacuation drill.

**Defamation of Character:** A knowingly false communication, either oral or written, that is harmful or injurious to a school employee or agent's reputation and/or exposes that person to contempt, scorn or ridicule and jeopardizes the school board employee or agent's employment.

**Stalking:** Engaging in a pattern of behavior or activity that involves willful, malicious, and repeated following, harassing, or cyber-stalking.

**Unauthorized Use of Instructional Technology:** This offense includes but is not necessarily limited to: (a) Abuse/misuse of technology to purposely access, create, produce or distribute pornography or other offensive materials; (b) Use of another user's account to bypass restrictions placed on the student's own account; (c) Intentionally utilizing a teacher or other school employee's account to access school resources not intended for student use; (d) Knowingly making unauthorized changes to grades, test scores, or student data on internal or externally hosted systems; and (e) Production and/or distribution of pornography or other offensive materials or making such materials available on a system or server that is accessible by other users. (Additional information can be found in the Technology Acceptable Use Policy).

**Major Dispute or Altercation:** The willful act of participating in a disruption involving physical contact, with two or more participants in a major dispute or altercation as determined by the Academic Administrator or Head of School.

**Bullying:** includes overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically),

physical acts, aggression, or any other behaviors, that are committed against a student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

- Places the targeted student in reasonable fear of harm to the targeted student’s person or property
- Has a substantially detrimental effect on the targeted student’s physical or mental health
- Has the effect of substantially interfering with the targeted student’s academic performance
- Has the effect of substantially interfering with the targeted student’s ability to participate in or benefit from the services, activities, and privileges provided by the school.

*Disciplinary action for bullying will comply with the schools Anti-Bullying Policy and Procedures.*

**Harassment/Discrimination:** Harassment and discrimination may be any act, speech, or gesture sufficiently severe, pervasive, or persistent to interfere with or limit the ability to participate in or benefit from the services, activities, or opportunities provided by the School. Harassment and discrimination may take many forms, including verbal acts and name-calling; graphic and written statements; sexual violence or unwanted sexual contact; or other conduct that may be harmful, humiliating, or physically threatening. Harassment and discrimination do not have to include intent to harm, be directed at a specific target, or involve repeated incidents, but may be present in peer-to-peer, staff-to-staff, staff-to-student, or student-to-staff interactions.

*Note: Disciplinary action for harassment or discrimination will comply with the school’s Anti-Harassment and Non-Discrimination policy and procedures.*

## CLASS IV INFRACTIONS

*All Class IV Infractions will be reported to the Head of School and appropriate charges will be pursued.*

<b><i>Infraction</i></b>	<b><i>Consequence/Action</i></b>
1 <sup>st</sup> Infraction	Consequence: 10-day Out of School Suspension from school pending expulsion If a student returns to school, a parent meeting with the Head of Schools must occur prior to return

Examples of Class IV Infractions include but are not limited to:

**Alcohol:** Any possession of an alcoholic beverage with the intent to use personally, sell, give away, or otherwise distribute to another person.

**Drugs:** Any possession of an illegal drug with the intent to use personally, sell, or give away, or otherwise distribute to another person, including any substance alleged to be a drug, regardless of its content.

**Arson:** Any willful and malicious burning of any part of a building or conveyance, whether occupied or not, or its contents.

**Aggravated Battery:** Intentionally causing bodily harm resulting in disability or permanent disfigurement to another student or a school employee or agent.

**Armed Robbery:** The taking of money or other property from the person or custody of another by use of a weapon, or in the course of the taking, putting another in fear of the use of a weapon, force, or violence.

**Criminal Mischief/Vandalism:** Any intentional and deliberate action resulting in damages in excess of \$500 to school property, public property or the real or personal property of another, including but not limited to the placement of graffiti thereon or other acts of vandalism. In addition to other discipline imposed in accordance with this section, the parent(s) or legal guardian of a minor student, or the student if he/she is an adult, shall be required to make restitution to the owner of the property that was damaged or destroyed.

*NOTE: Damage to property valued at less than \$100 constitutes a Class II Infraction. Damage to property valued at \$100-\$500 constitutes a Class III Infraction.*

**False Alarms:** Pursuant to the 1991 Uniform Fire Code Section 13.203, false alarms shall not be given, signaled, or transmitted or caused or permitted to be given, signaled, or transmitted in any manner. Under the law, false alarms are misdemeanors subject to a maximum fine of \$250. Such action or involvement by a student will result in disciplinary action, which may include detention, suspension, or expulsion or arrest. Bomb threats are considered felonies.

**Possession of a Firearm or Destructive Device:** A student who brings a firearm or destructive device to school or on school property or is found to be 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.

*NOTE: Under the Gun-Free School Zones Act, any student who is determined to have brought a firearm, as defined in 18 U.S.C. 921, to school, any school function, or on any school-sponsored transportation will be expelled, with or without continuing educational services, from the student's regular school for a period of not less than one (1) full year. (The expulsion requirement is subject to modification, on a case-by-case basis, as allowed by law). A student who is determined to have brought a firearm to school will be referred for criminal prosecution.*

**Possession of a Deadly Weapon:** A student who brings a deadly weapon to school or on school property or is found to be in possession of a deadly weapon on school property will be expelled for not more than one (1) calendar year.

**Use of a Prohibited Object or Substance:** Use of any prohibited object or substance, including syringes, drug paraphernalia, and pepper spray, to strike or to threaten in a manner, which is perceived by the individual being threatened as capable of inflicting physical harm.

**Sexual Harassment:** Unwanted and repeated verbal or physical behavior with sexual connotations by a student that is severe or pervasive enough to create an intimidating, hostile or offensive educational environment, cause discomfort or humiliation or unreasonably interfere with the individual's school performance or participation. This includes demands for sexual favors from another under the threat of physical harm or adverse consequence.

**Sexual Offenses:** Indiana law requires an immediate report to the Department of Child Services or local law enforcement agency if there is reason to believe a student is the victim of a sex offense.

### Search and Seizure Policy

If there are reasonable grounds to suspect a student is in possession of items considered harmful or dangerous, he/she will be given an opportunity to surrender those items voluntarily. If this does not occur, then he/she will be searched by the school Student Resource Officer or local law enforcement. The student will be subject to search as well as his/her property on school grounds (including, but not limited to vehicle, and bags). The parent or legal guardian will be contacted in the event of a student search.

### Expulsion

Expulsion is a disciplinary or other action whereby a student is separated from school attendance for a period exceeding ten (10) school days. An expulsion may take place only after the student and the student's parent/guardian are given notice of their right to appear at an expulsion meeting with the Head of School or Designee appointed in accordance with IC 20- 33- 8-19. If a student is identified for services/accommodations under an IEP or 504 plan, a manifestation determination conference shall be completed prior to the expulsion hearing. The Head of School or Designee may issue subpoenas, compel the attendance of witnesses, and administer oaths to persons giving testimony at an expulsion hearing. The individual conducting an expulsion hearing will provide a written summary of the pre-evidence heard at the expulsion hearing and will issue an official Notice of Action to all parties regarding the action taken as a result of the hearing to the student and the student's parent within 5 business days from the date of the hearing. Not later than ten (10) days of receipt of such notice, the student or the student's parent/guardian may appeal the decision in writing as provided in IC 20-33-8-19.

The Head of School or Designee may continue suspension of a student for more than ten (10) school days pending an expulsion meeting and decision if the Head of School or Designee determines that the student's continued suspension will prevent or substantially reduce the risk of interference with an educational function; school purposes; or physical injury to the student, other students, school employees, or visitors to the school.

## Academic Integrity

Families choose Hoosier College and Career Academy to challenge and hold high expectations for their students. Therefore, submitted work is expected to be completed by the student to provide constructive feedback necessary for skill acquisition and mastery. Students are responsible for observing the standards on plagiarism and properly crediting all sources relied upon in the composition of their work. Failure to follow academic integrity rules may result in serious consequences.

### Plagiarism and Academic Dishonesty

Students shall submit original work for school assignments and are prohibited from copying or using another's work to receive credit or improve grades. Examples of academic dishonesty would include, but are not limited to, plagiarizing, and giving or receiving answers during testing. Teachers may issue additional consequences in addition to those listed below.

- After the first offense, the student will receive a zero (0) for the assignment and the teacher will contact the parent/guardian. The student may resubmit the assignment for partial credit at teacher discretion.
- After the second offense, the student is given a zero (0) for the assignment and the teacher will again contact the parent/guardian. The student may not resubmit the assignment. The student may be placed on a Student Success Plan.
- Upon the third offense the teacher will contact the parent/guardian and refer the student to Academic Administrator for consideration of further disciplinary action up to and including expulsion.

### Guidelines for Integrity in Assessments and Assignments

Assessments, such as quizzes and tests, are a critical part of any academic program. They provide important data regarding student progress toward skill mastery. This assessment information is useful if it accurately represents only the student's work. Unless instructed by the teacher or by a specific assessment, the student is expected to honor the following principles while taking assessments:

The student:

- Will take the assessment individually (in other words, the student will take the assessment independent of any assistance, unless identified in a current IEP or 504 plan)
- Will not copy or redistribute any part of the assessment in any way—electronically, verbally, or on paper

- Will treat the assessment as “closed book”—meaning that he or she may not use any textbooks, references, or other materials (printed or electronic) during the assessment—unless the teacher or the specific assessment otherwise instructs (for example, the student is specifically told to refer to certain pages in a book as part of the assessment)
- Will treat the assessment as “single browser”—meaning that during the assessment you may not log in a second time to your course or open your course or related materials on another browser on another computer
- Will provide answers that represent his or her work and only his or her work, free of any outside assistance. The student will not plagiarize in any way
- Will not confer with other students, family members, or acquaintances, either in person or through electronic communication, during the assessment
- The student may be asked to submit written assignments for teachers to grade. The student’s written work should be completely free of plagiarism. Plagiarism is copying another person’s work without providing direct reference to the author, original print material or website. Put simply, always give credit where it is due. The student must ask his or her teacher if he or she has questions regarding citing sources.

## Source Citation

Many courses require written work in which you will need to cite sources. Any direct quotations from your textbook can simply be cited as (Author, page number). Any quotations from outside sources require full citations, including author, title, publisher, date of publication, and page number. If you are citing information found on a website, provide the complete web page or site title, URL, author (if known), page number (if applicable), and publication date of the site (if available).

## Use of Copyrighted Materials

All materials in the courses are copyrighted and are provided exclusively for enrolled students. Enrolled students may print or photocopy material from the website for their own use. Use by or distribution to others is prohibited unless expressly noted. Unauthorized copying or distribution may result in revoked access to course(s).

Users shall not upload, download, transmit, or post copyrighted software or copyrighted materials, materials protected by trade secrets or other protections using Insight School of Indiana computer resources. This includes copyrighted graphics of cartoon characters or other materials that may appear to be non-copyright protected.

## Glossary of Terms

**Bullying** – see Policy on Bullying and Cyber Bullying and Class III Offenses: The term “bullying” will not be interpreted to impose any burden or sanction on, or to include in its definition, the following:

- Participating in a religious event
- Acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger
- Participating in an activity consisting of the exercise of a student's rights protected under the First Amendment to the United States Constitution or Article I, Section 31, of the Constitution of the State of Indiana, or both
- Participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one or more adults
- Participating in an activity undertaken at the prior written direction of the student's parent
- Engaging in interstate or international travel from a location outside Indiana to another location outside Indiana

**Deadly weapon** means the following:

- A loaded or unloaded firearm
- A destructive device, weapon, device, Taser (as defined in IC 35-47-8-3) or electronic stun weapon (as defined in IC 35-47-8-1), equipment, chemical substance, or other material that in the manner it: (i) is used; (ii) could ordinarily be used; or (iii) is intended to be used; is readily capable of causing serious bodily injury
- An animal (as defined in IC 35-46-3-3) that is readily capable of causing serious bodily injury and is used in the commission or attempted commission of a crime
- A biological disease, virus, or organism that can cause serious bodily injury

**Destructive device** means:

- 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 (vii) device that is substantially similar to an item described in clauses (i) through (vi)
- 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
- A combination of parts designed or intended for use in the conversion of a device into a destructive device.

**Disability** shall mean:

- A physical or mental impairment that substantially limits one or more of the major life activities of an individual
- A record of such impairment
- Being regarded as having such an impairment
  - A specific disability such as: Cognitive impairment
  - Emotional impairment
  - Hearing impairment
  - Visual impairment
  - Physical impairment
  - Other health impairment
  - Speech and language impairment
  - Early childhood developmental delays
  - Specific learning disability
  - Severe multiple disabilities
  - Traumatic brain injury
  - Autism spectrum disorder
  - Deaf-blindness

**Expulsion** shall mean the removal of a student from school for more than 10 school days because the student has violated the Code of Student Conduct or another rule or policy of the School.

**Firearm** means any weapon that is capable of expelling, designed to expel, or which may readily be converted to expel a projectile by means of an explosion.

**IEP** shall mean an Individualized Education Program to support a student with disabilities who requires specifically designed instruction and related services.

**Possession** shall mean physical control over property (whether lost, found, or stolen), such as clothing or bags and the contents contained therein.

**Suspension** shall mean the removal of a student from school for not more than 10 school days because the student has violated the Code of Student Conduct or another rule or policy of the School.

**Weapon** shall mean dirk (dagger), knife (i.e. any weapon or cutting instrument consisting of a blade fastened to a handle; a razor blade; switchblade, razor, box cutter, X-Acto knife, common pocket knife, plastic knife, or blunt-bladed table knife, sword or any similar device (including sharp, metal martial arts weapons such as ninja throwing stars) ), metallic knuckles, slingshot, billie club, tear gas gun, chemical weapon or device, that can inflict minor or serious harm on another or that can place a person in reasonable fear of harm, or is readily capable of causing



death or serious bodily injury.

# Acknowledgement of Receipt of Handbook

Policies referenced below may be viewed in their entirety by visiting the Hoosier College and Career Academy website at <https://hcca.k12.com>.

By signing this Signature Page (or submitting the electronic signature page), parents/guardians confirm that they have received, read, completed, understand, and agree to the contents of this handbook and all referenced policies. I understand enrollment processing will be dependent upon the completion of these documents and my initials indicating such. I further acknowledge my signature indicate that I will be held accountable for upholding these policies.

We have read and reviewed the Hoosier College and Career Academy Student Handbook including all referenced policies and documentation. Upon receipt of the [electronic signature page](#), we will indicate an awareness and understanding of the school practices and procedures set forth herein with our signature.

We understand that even if we do not sign the electronic signature page upon completion of Onboarding, we are still held accountable for the school practices and procedures explained in this handbook and referenced policies.

Parent Signature

Date

Student Signature

Date