

# ***HINDS CAREER CENTER***

## **STUDENT HANDBOOK**

***2021-2022***



Hinds Career Center is accredited by:  
*North Central Association Commission on Accreditation and School Improvement.*

**The only accredited Career Center in Indiana**



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

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

Good luck in your classes and activities at Hinds Career Center.

## 2021-2022 ACADEMIC CALENDAR

July 27 - 28 .....	Teacher Work Days
July 29.....	First Student Day/Begin Grade Period 1
September 6 .....	LABOR DAY (School Closed)
October 1 .....	End of Grade Period 1
October 4 -15 .....	FALL Break (School Closed)
October 18 .....	Students Return/Begin Grade Period 2
November 24 - 26 .....	THANKSGIVING HOLIDAY (School Closed)
December 17 .....	End of Semester 1/Grade Period 2
December 20-31 .....	Winter Break (School Closed)
January 3 .....	Students Return – Begin Semester 2
January 18 .....	MLK Day (e-learn)
February 15 .....	President’s Day (e-learn)
March 11 .....	End of Grade Period 3
March 14 .....	Begin Grade Period 4
March 28-April 8 .....	Spring Break – (School Closed)
April 11 .....	Students Return
May 26 .....	End of Semester 2/Grade Period 4
May 27 .....	Teacher Work Day
May 30 .....	Memorial Day – (School Closed)

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

## Class Times and Schedules

### REGULAR CLASS SCHEDULE

Morning Program                      8:30 A.M. - 10:45 A.M.  
 Afternoon Program                    12:45 P.M. - 3:00 P.M.

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

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

### DELAYED CLASS SCHEDULE

Morning Program                    10:30 A.M. - 11:50 A.M.  
 Afternoon Program                1:25 P.M. - 3:00 P.M.

### DELAYED DAY SCENARIOS

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

### SCHOOL CLOSINGS

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

## **Fall and Spring Breaks**

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

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

## **Notice of Nondiscrimination and Equal Access to Equal Educational Opportunity**

It is the policy of the Elwood Community School Corporation not to discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender, identity, disability, age, (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, “Protected Classes”) in its educational programs, or activities. The Board also does not discriminate on the basis of Protected Classes in its employment policies and practices as they relate to students, and does not tolerate harassment of any kind.

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

## **Section 504/ADA Prohibition Against Discrimination Based on Disability**

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

The following person is designated as the Corporation Section 504 Compliance Officer/ADA Coordinator (“Corporation Compliance Officer”):

Name/Title	James Pearson, Director of CTE, Safety and Secondary Operations
School	Elwood Community School Corporation
Address	1306 N. Anderson St.
City/State/Zip	Elwood, IN 46036
Telephone	765-552-9881 Ext. 1550
E-Mail	japearson@elwood.k12.in.us

A copy of Section 504 and the ADA, including copies of their implementing regulations and grievance/complaint procedures, may be obtained from the Corporation Compliance Officer, the school’s website, and/or the Corporation’s Student Policies Handbook.

# GENERAL INFORMATION

## Our Mission

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

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

## Our Philosophy

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

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

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

## Our Student Expectations

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

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



## Our Graduate Competencies

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

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

## Our Student Organizations

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

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

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

## Visitors

The initial purpose of an educational institution is to assist students in learning. Therefore, it is the position of school administrators that requests to visit classes will be restricted to parents, official visitors, invited or other authorized school groups. However, during declared health or safety situations/conditions, visitation may be prohibited for all visitors. **Visitors/parents may not go to a classroom to speak to their child or to the teacher during school hours. Students may be paged to the office to meet parents. Parents and visitors who wish to speak to a teacher or other staff person may be required to make such arrangements in advance and through school office personnel.**

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

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

Visitors may, on occasion, be given permission by the Director/Assistant Director to enter a classroom during instructional time after checking with the classroom teacher.

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

## **Student Possession and/or Use of Medications**

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

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

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

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

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

## **Student Hygiene, Dress and Appearance**

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

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

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

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

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

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

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

## **Food and Beverages**

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

## **Emergency Preparedness**

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

Once each month, school personnel will conduct a fire drill. Directions for reaching the proper exit are found in each room. Fire drills are started by an alarm system that gives a steady, loud buzzing sound and a flashing beacon.

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

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

## **Auxiliary Services**

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

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

## Transportation and Operating/Parking Privileges

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

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

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

# ACADEMIC INFORMATION

## Area Career Center District

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

Hinds Career Center serves the following school districts:

- |   |   |
|---|---|
| Alexandria Community School Corporation | Madison-Grant United School Corporation     |
| Elwood Community School Corporation     | Frankton-Lapel Community School Corporation |
| Hamilton Heights School Corporation     | Northern Community Schools of Tipton County |
| Tipton Community School Corporation     | Indiana Connections Academy                 |
| Private and Home Schools                |   |

## Enrollment

**Students enrolled in area High Schools, Charter Schools and Private Schools:** Enrolling in a Career Center program is subject to qualifications of each school district and available space. The school corporation in which the student is enrolled is responsible for the cost of tuition of that district’s students enrolled at Hinds Career Center.

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

## Programs

### **Career Pathway: ARCHITECTURE & CONSTRUCTION**

Construction Trades

Underground Utility Detection Services

### **Career Pathway: A/V TECHNOLOGY & COMMUNICATIONS**

Visual and Graphic Communications

### **Career Pathway: BUSINESS & MARKETING**

Business Technology and Internships – College Prep Seniors only

### **Career Pathway: HEALTH SCIENCE**

Health Careers

### **Career Pathway: PUBLIC SERVICES**

Criminal Justice

Education Professions

Emergency Medical Services– Senior only

Fire and Rescue

**Career Pathway: HUMAN SERVICES**

Cosmetology

**Career Pathway: MANUFACTURING**

Advanced Manufacturing

Industrial Automation and Robotics

Precision Machining

Welding

**Career Pathway: TRANSPORTATION**

Auto Service

Auto Collision Repair

**Career Pathway: MULTI-DISCIPLINARY**

Work-Based Learning

**Course Special Requirements and Expenses**

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

**Auto Service-** student covered accident insurance

**Auto Collision Repair-** student covered accident insurance

**Business Technology & Internships (BTI)-** dependable daily transportation to intern sites

**Construction-** student covered accident insurance, tape measure (25'), claw hammer, utility knife, "speed" square, tool belt, cold weather clothing, and work boots

**Cosmetology-** \$800+ monthly tuition, dependable daily transportation to class site

**Education Professions-** dependable daily transportation to intern sites

**Emergency Medical Services-** student covered accident insurance

**Fire and Rescue-** current physical, student covered accident insurance

**Health Careers II-** current physical, TB test, student covered accident insurance, dependable daily transportation to clinical site, limited criminal history check, scrubs

**Precision Machining-** student covered accident insurance

**Welding-** student covered accident insurance, personal protective equipment (leather jacket, gloves and shoes)

**Work-Based Learning-** dependable daily transportation to employment site

**Field Trips**

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

## Grading Standards and Reporting

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

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

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

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

## Dual College Credit

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

## Certifications

### MICROSOFT OFFICE SPECIALIST

Business Technology students have the opportunity to prepare for and obtain internationally recognized certification as a Microsoft Office Specialist through the *Microsoft Imagine Academy*.

### CERTIFIED NURSE AIDE (CNA)

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

### INDIANA STATE LICENSED COSMETOLOGIST

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

### AMERICAN WELDING SOCIETY WELDER

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

### FIREFIGHTER I and II

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

## **EMERGENCY MEDICAL RESPONDER**

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

## **NATIONAL TOOLING and MACHINING ASSOCIATION**

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

## **NATIONAL INSTITUTE OF METALWORKING SKILLS**

Precision Machining students may choose to pursue NIMS certification in *Materials, Measurement & Safety and Machining, Level 1*. This enables the student to obtain employment above that of entry-level status and pay. It also forms an excellent base for advanced training and certifications.

## **ADOBE CERTIFIED ASSOCIATE**

### **Graphic Design & Illustration Using Adobe Illustrator**

Students in Visual & Graphic Communication may choose to pursue Adobe Certified Associate (ACA) certification. It is the industry-recognized validation of one's skill in Adobe Illustrator. This certification requires in-depth knowledge of setting project requirements, understanding the Adobe Illustrator interface, as well as creating digital graphics and illustrations using Adobe Illustrator.

### **Visual Design Using Adobe Photoshop**

Students in Visual & Graphic Communication may choose to pursue Adobe Certified Associate (ACA) certification. It is the industry-recognized validation of one's skill in Adobe Photoshop. This certification requires in-depth knowledge of setting project requirements, understanding the Adobe Photoshop interface, as well as creating and publishing digital images using Adobe Photoshop.

### **Print & Digital Media Publication Using Adobe InDesign**

Students in Visual & Graphic Communication may choose to pursue Adobe Certified Associate (ACA) certification. It is the industry-recognized validation of one's skill in Adobe InDesign. This certification requires in-depth knowledge of setting project requirements, understanding the Adobe InDesign interface, as well as creating print and digital media publications using Adobe InDesign.

### **Multiplatform Animation Using Adobe Animate**

Students in Visual & Graphic Communication may choose to pursue Adobe Certified Associate (ACA) certification. It is the industry-recognized validation of one's skill in Adobe Animate. This certification requires in-depth knowledge of setting project requirements, understanding the Adobe Animate interface, as well as identifying, building and evaluating interactive media elements using Adobe Animate.

### **Digital Video Using Adobe Premiere Pro**

Students in Visual & Graphic Communication may choose to pursue Adobe Certified Associate (ACA) certification. It is the industry-recognized validation of one's skill in Adobe Premiere Pro. This certification requires in-depth knowledge of setting project requirements, understanding the Adobe Premiere Pro CC interface, as well as editing and exporting digital video using Adobe Premiere Pro.



## **ADOBE CERTIFIED PROFESSIONAL**

### **Adobe Certified Professional in Video Design**

Students in Visual & Graphic Communication may choose to pursue Adobe Certified Professional in Video Design. It is an industry-recognized certification that validates the individual's expertise in creating and editing videos using Adobe Creative Cloud. This certification requires professional-level knowledge in at least 2 Adobe applications to effectively create graphics, animations, and special effects.

### **Adobe Certified Professional in Visual Design**

Students in Visual & Graphic Communication may choose to pursue Adobe Certified Professional in Visual Design. It is an industry-recognized certification that validates the individual's expertise in creating and designing holistic digital aesthetics using Adobe Creative Cloud. This certification requires professional-level knowledge in at least 2 Adobe applications to effectively create and develop digital creative assets.

## **Short and Long Term Work-Based Learning Experiences**

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

## **Responsible Use of Technology**

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

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

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

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

- Use of electronic devices should be consistent with Hinds Career Center's educational objectives, mission and curriculum.

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

## Internet Threats off Campus

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

## Cell Phone & Other Wireless Communication Device Use

A wireless communication device (WCD) is any device that emits an audible signal, vibrates, displays a message or video, or otherwise summons or delivers a communication to the user. The following are examples of WCDs: iPod, cellular and wireless telephone, pager/beeper, personal digital assistants (PDA), Wi-Fi-enabled or broadband access device, two-way radio, video broadcasting device, iPad, Apple watch, laptop, or other device that allows a person to receive, record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other data or information.

Responsible use of WCDs on school property or at a school-sponsored events includes not using the device:

- During instructional class periods, except with expressed teacher permission and for academic purposes only.
- To capture, receive or transmit test or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. (WCDs shall not be accessible when assessments are being taken.)
- To record still images, audio, or video without the knowledge and permission of the person(s) being recorded.
- In any manner which serves to bully, threaten, intimidate, or disparage others.
- To access websites or web content that is otherwise blocked to students.

WCDs may be used responsibly in hallways outside of instructional time except when prohibited due to prior irresponsible use, excessive load on the school's network, or other restriction placed by the administration. WCDs may be used responsibly during instructional class periods with expressed teacher permission and for academic purposes.

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

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

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

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

## **Awards**

### **DELTA THETA TAU AWARD**

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

### **DAN RAYSHICH OUTSTANDING STUDENT AWARD**

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

## Scholarships

### **JOSEPH and ELLEN ST. CLAIR SCHOLARSHIP**

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

### **DAN RAYSHICH SCHOLARSHIP**

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

### **EDNA MALEY SCHOLARSHIPS**

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

### **JAMES and THERESE FOUCH SCHOLARSHIPS**

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

### **GEORGE and DORIS KINTZEL SCHOLARSHIP**

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

### **HINDS CAREER CENTER SCHOLARSHIP (sponsored by Coca-Cola)**

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

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

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

# ATTENDANCE

## General Information

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

## Reasons for Absence

The following are valid reasons for school absences:

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

**Reason a-** will be considered excused provided Career Center office personnel receive a parent notification of the absence and absence limitations (2 per grade period) have not been surpassed.

**Reason b-** will be excused upon confirmation

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

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

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

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

## Pre-Arranged Absence

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

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

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

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

## Leaving School

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

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

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

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

## Absence Limitations

### GRADING PERIOD

**1st and 2nd absences in each grade period** – are excused provided the absences are reported and are for valid reasons (see Reasons for Absence).

**3rd absence and each thereafter in each grade period** – are excused with a valid medical document from a certified medical professional stating the student was unable to attend school. (Special circumstances may be approved as excused by the Director.)

## SEMESTER

Without a valid medical excuse, the

- 6<sup>th</sup> unexcused absence in a semester will result in reduction of 1 credit,
- 8<sup>th</sup> unexcused absence in a semester will result in reduction of 2 credits,
- 10<sup>th</sup> unexcused absence in a semester will result in loss of remaining credit.

Loss of credit will jeopardize re-admittance into a career center program.

### TARDIES (per grade period)

A student will be marked tardy if s/he arrives **one-quarter** of a class period or less late.

- 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> – verbal warning by teacher and loss of credit for time missed as determined by instructor (ie. participation points)
- 4<sup>th</sup> etc. – referral to Director for further action

### Admittance Procedures

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

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

### Assignments Missed Due to Absence

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

### Maternity

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

# STUDENT CONDUCT

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

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

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

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

## General Regulations

Regulations which students are expected to observe at all times:

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



## **Substantial Misconduct/Disruptive Behaviors and Consequences**

### **Misconduct, including:**

- Non-Performance of Work
- Vulgar word(s)
- Horseplay
- Talking Excessively (refusal to stop)
- Sleeping, Inattention

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

### **Truancy**

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

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

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

### **Violation of safety practices & policies**

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

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

### **Failure to serve teacher detention**

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

- detention
- restriction

### **Plagiarism**

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

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

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

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

### **Use or possession of tobacco/tobacco products, e-cigarettes/vaping devices on school property or at school events**

1st offense- 2 days in-school restriction or out-of-school suspension

2nd offense- 5 days in-school restriction or out of school suspension

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

**Verbal aggression toward staff or other adults\***

- 1st offense- out of school suspension for balance of day and all of the next day.
- 2nd offense- three to five day out of school suspension
- 3rd offense- five day out of school suspension and possible removal from program

\* See state statute in Student Policies Handbook.

**Forgery and/or unauthorized possession of school forms**

- 1st offense- detention/restriction
- 2nd offense- restriction or suspension

**Improper operation of vehicle on school property**

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

**Misuse of computer hardware, software, Internet access (See Responsible Use Policy)**

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

- Loss of computer privileges for a period of time
- Detention, restriction, or suspension
- Removal from program
- Possible expulsion

**Violation of Cell Phone Use Policy**

- 1st offense – Warning
- 2nd offense- Device will be confiscated and parent must pick up
- 3rd offense- Student will be considered insubordinate/defiant

**Cell Phone Content and Display**

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

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

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

**LAW ENFORCEMENT OFFICIALS WILL BE INVOLVED:**

- ✓ The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with “child exploitation” or “child pornography” as defined by Indiana Criminal Statutes.
- ✓ “Sexual conduct” is defined by I.C. 35-42-4-4-(a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.
- ✓ It is “child exploitation”, a Class C felony under I.C. 35-42-4-4 (b), for any person/student to:
  - (1) exhibit, photograph or create a digitalized image of any incident that includes “sexual conduct” by a child under the age of 18; or

(2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes “sexual conduct” by a child under the age of 18.

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

#### **Theft**

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

#### **Insubordination**

**Defiance (failure to comply/cooperate)**

**Classroom disruption or flagrant conduct**

**Use of obscene or abusive language**

**Throwing of objects**

**False Informing, Conspiracy, Intimidation, Threats of Inflicting Bodily Harm, Harassment**

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

**Assault / Battery / Fighting**

**Extortion**

**Damage to school, school property, property of personnel**

**False fire alarm**

**Bomb threat**

**Arson/Attempted arson**

**Under influence of drugs, alcohol, or other intoxicating substance**

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

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

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

**Possession/use of weapons/ simulated weaponry**

**Possession/use of instruments resembling weaponry**

**Possession of paraphernalia** (lighters, matches, rolling papers, vape fluids containing nicotine, etc.)

**Terroristic threats**

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

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

## Explanation of Disciplinary Measures

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

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

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

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

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

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

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

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

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

**Expulsion:** The Board of School Trustees and the Superintendent may expel any pupil from school for a violation of a more serious nature. Expulsion is a measure which denies a student the right to attend school for a period up to one calendar year.

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