



## **Student Handbook 2022-2023**

- ◀ **Explore Opportunities**
- ◀ **Experience Excellence**
- ◀ **Realize Potential**

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## **Memorandum**

To: Area 30 Career Center Students

From: Chad Nunley, Executive Director

Date: August 9, 2022

RE: Welcome to Area 30 Career Center

On behalf of all the Area 30 Career Center staff, we welcome you! We are pleased that you have chosen to participate in one of our career and technical education programs. We are committed to helping you prepare for a bright future in the career of your choice.

The primary purpose of Area 30 Career Center is to help you apply your academic skills and develop career focused core technical proficiencies, employability skills, job seeking techniques and life skills. These skills are necessary to help assure your successful entry and advancement in the workplace; to prepare you to pursue further education and training after high school; and to prepare you for a challenging and rewarding career.

Area 30 Career Center policies are designed to help you develop a documented history of excellent attendance, punctuality, good communication, and interpersonal skills, along with sound technical training and applied academic skills to have the best opportunities for success in the workplace and in life.

Our pledge is to provide a safe, caring, and educational environment in which you can acquire the knowledge, skills, and attitudes you need for personal and career success. It is up to you to make the required effort to achieve your full potential. Only through your own diligent efforts can you achieve the maximum benefits from the learning opportunities made available to you here and at your high school.

We look forward to working with you and helping you achieve your educational and career goals. Best wishes for your success this year at Area 30 Career Center.

## Notification of Parental & Student Rights

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

1. The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School administration a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write to the School administration, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records. Except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, counselor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that, with certain exceptions, the school obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, Area 30 Career Center may disclose appropriately designated “directory information” without written consent, unless you have advised the School to the contrary in accordance with School procedures. The primary purpose of directory information is to allow Area 30 Career Center to include this type of information from your child’s education records in certain school publications. Examples include:

- Bulletin boards
- Website/Social Media
- Honor roll or other recognition lists
- Graduation programs
- Activity sheets, such as for HOSA, FFA, FCCLA, etc.
- Extra-curricular

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 (ESEA) to provide military recruiters upon request, with three directory information categories - 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.

If you do not want Area 30 Career Center to disclose directory information from your child's education records without your prior written consent, you must notify Area 30 Career Center in writing by September 16, 2022. Area 30 Career Center has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

## **Area 30 Career Center Staff**

### **Administrative Staff**

Executive Director	Chad Nunley
Assistant Director	Sharon Bone

### **Student Services**

Director of Student Services	
Student Services	Brianne Bumgardner

### **Administrative Support Staff**

Treasurer	Cindy Burnham
Administrative Assistant	Natasha Rodgers
Technology Director	Josh Bonebrake

### **Instructional Staff**

Auto Collision Technology	Rob Worman
Auto Services Technology	Troy Anderson
Civil Engineering and Architecture	Ruben Hinnners
Computer Systems Networking	Ruben Hinnners
Construction Equipment Operation	Steve Lindley
Culinary Arts	Lauren Day
Early Childhood Education/HSS	Maureen Egold
Fire & Rescue	James Shaw
Health Careers	Laurie Hyde R.N.
Graphic Design & Layout/Interactive Media	J.D. Sims
Law Enforcement	Charles Inman
Nursing Careers/CNA	Lisa Baker R.N.
Teacher Education/ ICE	Amber Pittman
WIRED/Welding PM	Kaleb Warner
Welding AM	Victoria Sampson

### **Program Assistants**

Auto Collision Technology	Aaron Plessinger
Auto Services Technology	Steve Ray
Construction Equipment Operation	
Culinary Arts	Mark Bone
Welding/WIRED	Victoria Sampson

### **Area 30 Career Center Board of Directors**

Cloverdale Community Schools	Mr. Greg Linton, Superintendent
Eminence Community Schools	Mr. Wes Hammond, Superintendent
Greencastle Community Schools	Mr. Jeff Gibboney, Superintendent
North Putnam Community Schools	Dr. Nicole Allee, Superintendent
South Putnam Community Schools	Dr. Corey Smith, Superintendent

Ex-Officio Member:  
Area 30 Career Center

Chad Nunley, Executive Director



### **Vision Statement**

Explore opportunities . . . Experience Excellence . . . Realize Potential.

### **Mission Statement**

Area 30 Career Center provides each student opportunities to participate in career focused technical education. The career center integrates academic standards with career focused program areas as a means for students to develop employability skills, knowledge and attitudes necessary in our global society. The program areas provide training and technical skills to meet the needs of business and industry and prepare students for post-secondary education.

### **Enrollment**

Juniors and seniors who attend Cloverdale, Eminence, Greencastle, North Putnam and South Putnam High School may enroll in an Area 30 program. Any student interested in attending Area 30 Career Center must meet with a guidance counselor from one of the five sending schools.

### **Covid 19 Statement**

The safety of students and staff is our first priority. Federal, state and local safety protocols concerning the Covid 19 pandemic will override the Area 30 Career Center Student Handbook rules.

### Extra-Curricular Activities

Students will have the opportunity to participate in the following program related, student organizations:

- Skills USA
- Student Ambassador
- Family, Career and Community Leaders of America (FCCLA)
- Robotics Club
- National Technical Honor Society (NTHS)
- Source Filmmakers Club

\*Students must attend after school meetings/practices to participate in student organization activities.

### Director of Student Services

Any student wishing to visit the student services director must make an appointment in advance and receive permission from their instructor.

### Schedule Changes

Any student wishing to make a schedule change must see the Area 30 Director of student services. Depending on course availability, students **may be** able to change program areas with the permission of parent or guardian, instructor, director of student services or home school counselor. The last day for schedule change requests is **Friday, August 19, 2022**. All classes are year long therefore no changes are permitted after the change request date.

### Grades and Deficiency Reports

Students will be graded daily on their demonstrated knowledge, skills, and attitudes based on their performances, completion of assignments (homework, projects, paper, etc.) classroom/lab/shop activities, teamwork, class participation, tests, attendance, and behavior.

Deficiency Reports will be emailed at mid-term to the parent/guardian when a student is in jeopardy of failing(D+ or below). The report alerts the student and parent/guardian as to what action the student needs to take to improve his/her grade.

### Area 30 Career Center Grading Scale

100	A+	81-80	B-	69-68	D+
99-92	A	79-77	C+	67-62	D
91-90	A-	76-72	C	61-60	D-
89-88	B+	71-70	C-	59-0	F
87-82	B				

A student who is removed from an Area 30 Career Center program due to excessive absences, discipline problems, and/or suspensions will receive a letter grade of "F" and fail to earn the credits for the semester. This grade will be recorded on the student's permanent record and will be calculated into the student's grade point average and class rank at the student's high school. **Juniors who receive a failing grade for the second semester will be unable to enroll in the second year of the career program.**

### **Cheating**

Students should do their own work. Any unauthorized use of electronic devices during in class assignments, quizzes and tests will be considered cheating. If students choose to cheat, the teacher will make a copy of the student's work, which will be kept on file in the office. Parents will be notified and the following disciplinary action will be taken.

1<sup>st</sup> Offense - The student will receive an "F" or a "0" grade on the work involved.

2<sup>nd</sup> Offense - The student will receive an "F" for the grading period.

3<sup>rd</sup> Offense - The student will receive an "F" for the semester.

*This policy applies to the student doing the cheating and the student allowing the cheating to take place.*

### **Food and Beverage Policy**

**Drinks purchased outside the school building are not permitted other than bottled water. High Energy caffeine drinks are not permitted in the building.** Teachers reserve the right to not permit drinks or food in the classroom.

### **Dress Code**

A major component of the educational program at Area 30 Career Center is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards. Any fashion (dress, accessory or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted.

Personal expression is permitted within these general guidelines:

**EACH CAREER AND TECHNICAL PROGRAM MAY HAVE UNIQUE DRESS REQUIREMENTS BASED ON INDUSTRY STANDARDS AND SAFETY. \*FACE MASKS MAY BE REQUIRED.**

Shoes:

- Shoes must be worn at all times.
- No house slippers will be allowed.
- Close-toed boots/shoes are required in many technical labs.

Shirts/Skirts/Pants/Shorts:

- Shirts, blouses and tops should be long enough to be able to tuck into pants or skirts.
- Shirts, blouses or tops may not expose midriff, back or torso.
- No halter tops, tank tops, strapless or midriff tops, see through tops, tops with spaghetti straps or sleeveless cut-out shirts.
- Torn clothing that results in exposure of skin (no more than 4" above knee) or undergarments is not permitted.
- All pants must be worn at the waist.
- Shorts, dresses and skirts must be no more than 4" above the knee.
- No inappropriate attire that has tobacco, alcohol, gun or drug promotions is allowed.
- Clothing that is tight or torn to a point of immodesty may not be worn.
- Undergarments should not be seen.
- Trench coats are not permitted.
- No pajamas or sheer/see-through fabrics
- Wallet or pocket chains are not allowed.
- Clothing cannot have sexual images, slogans or innuendos.
- Specific uniforms must be worn to participate in many programs.

#### Miscellaneous:

- No visible body piercing other than ears, a single non-obtrusive post or thin wire hoop in the side of the nose.
- Clothing accessories or other items that cause excessive school maintenance problems such as cleats on boots, shoes that scratch floors, or pants with metal inserts are not permitted.
- No hairstyles, clothing, jewelry or other items that are hazardous or inappropriate in the educational, career technical training, and work-based learning settings.
- No head coverings such as hats, scarves, bandanas, hoodies or skull caps.
- No spiked jewelry.
- Safety glasses must be worn in technical labs.

Students will not be allowed to participate in class activities if their dress does not follow these standards.

#### Disciplinary Action for Dress Code Violation

- **1<sup>st</sup> Offense:** Student will be required to remove piercing. Inappropriate clothing will be covered or removed (a smock will be provided by Area 30). Student will receive written reprimand.
- **2<sup>nd</sup> Offense:** Parent/Guardian and home school will be notified; student will be required to remove piercing and cover or remove inappropriate clothing. 1 day ISS. Student may be required to return home to change clothing.
- **3<sup>rd</sup> Offense:** Student will be required to remove piercing and cover or remove inappropriate clothing. Three days suspension and final warning before remanding to home school.
- **Final Offense:** Student will be required to remove piercing and cover or remove inappropriate clothing. Student will be remanded to home school and will receive a failing grade for the semester at Area 30 Career Center.

### Attendance Policy

#### Attendance Requirements

A maximum of 8 absences (total of excused and unexcused) per semester will be accepted. Except in cases of extended illness and/or other extreme and unusual circumstances, accruing more than 8 absences will be determined excessive and will result in disciplinary action and loss of credit and/or removal from the career center. Area 30 Career Center will diligently try to keep students updated on attendance; however, **lack of notification by the school does not excuse any consequences incurred from unexcused absences or tardies.**

#### Disciplinary Action for Attendance Policy Violation

Absences will be tracked on a per semester basis and dealt with according to the following scale:

- Three absences—Parent contacted
- Five absences---attendance contract issued; letter sent to parent/guardian
- Eight absences – Conference with teacher, parent/guardian and administrator. Student will be placed on non-credit status

#### Non Credit Status

All students on non-credit status will be evaluated at the end of (each) semester. The student can be reinstated to credit status if he/she has...

- Passed the class academically
- Has no more unexcused absences, after signing a non-credit status contract
- Has not been a behavior problem in the class and is recommended by teacher
- If a student does not meet the above criteria he/she will be remanded to his/her home school and recommended for expulsion.

### **Excused Absences**

***Parent note or phone call does not excuse an absence. The following absences will be excused if proper written documentation follows within 5 days of absence.***

- Absences assigned through disciplinary action from the student's high school or Area 30 Career Center.
- Up to five (5) days due to a death in the household or immediate family. The absence will be documented by written notification from parent or guardian upon the student's return to Area 30 Career Center.
- High school and Area 30 Career Center sponsored activities verified in writing by the high school administration or Area 30 administrator prior to the event.
- Service as a page or poll worker verified in writing by the legislator or election candidate who supervised the student's activities.
- Illness, doctor or dentist appointment - **must be seen by doctor or dentist, verified in writing by doctor and turned in within 5 days of absence.**
- Quarantine and communicable disease
- Court appearances when verified by a subpoena or formal court verified documentation presented to Area 30 Career Center administrative staff prior to or immediately following the court appearance.
- Active duty as National Guardsman verified by the written orders from the National Guard.
- Exhibiting projects at the Indiana State Fair

### **Unexcused Absences**

- Absence with parent/guardian note
- Absence with no note
- Oversleeping or missing the bus
- Vehicle problems or repair
- Babysitting, shopping, haircut, driver's license test, running errands
- Having pictures taken (including senior pictures)
- Absent from school but attends work or school activity
- Leaving school early or arriving late without note
- Leaving school without permission or without signing out
- Truancy
- Family vacation
- Any other reason considered unreasonable, unacceptable or illegal

### **Tardy Policy**

Students are expected to be in their assigned classroom immediately upon arrival at Area 30 Career Center.

- 1<sup>st</sup> and 2<sup>nd</sup> tardy - Verbal warning to student from instructor/teacher.
- 3<sup>rd</sup> – Written warning with parent notification
- 4<sup>th</sup> - ½ day ISS at Area 30 Career Center (suspension of driving privileges if applicable)

### **Release of Students during the School Day**

Students are not to leave Area 30 Career Center facilities or grounds during the day without obtaining prior written permission from Area 30 Career Center administrative staff. Permission may be obtained in the Career Center office before classes begin, provided the student's release is requested in writing by the student's legal custodial parent/guardian.

The student's high school principal and Career Center administrative staff may grant permission for students to participate in approved activities such as the student's high school convocations and pep sessions. The high school administrative staff must notify the Career Center administrative staff prior to the event and provide school transportation for the students to participate in such approved high school activities.

### **Release of Students to Custodial Parent/Guardian**

Students will not be released from Area 30 Career Center to the custody of anyone unless prior permission is granted by the student's legal custodial parent/guardian. The administrative staff may require that tangible evidence be provided as proof that an individual has legal custody of or has the permission of the legal custodial parent or guardian, to remove a student from Area 30 Career Center premises.

### **Leaving Area 30 Career Center Without Permission**

Area 30 Career Center is responsible for students during the time they are to be present for the classroom/lab/shop learning activities. The Career Center staff is responsible for the safety and welfare of its students including knowing where they are during the time they are to be at the Career Center. **Students who leave the school without permission are truant. Students that are present at their home high school and do not attend Area 30 will be considered truant unless advance permission has been received from the home high school and Area 30 Administration.**

1<sup>st</sup> Offense 1 day ISS

2<sup>nd</sup> Offense 2 days ISS

3<sup>rd</sup> Offense 3 days suspension OSS

4th Offense: Student remanded to high school with recommendation for expulsion for the remainder of the semester and/or school year.

### **Vacation**

It is the position of Area 30 Career Center that school attendance each day is very important and that days missed are detrimental to excellent achievement. Therefore, Area 30 discourages parents/guardians from taking students out of school for family leave.

1. Vacation days are considered unexcused absences.
2. The school must be notified 5 days prior to the beginning of the vacation.
3. Class work must be completed before leaving on vacation.
4. Students who have used the 5 allowed absence days would not be allowed vacation days.
5. **NO** family leave request will be approved for the last week of any semester.

### **Arrival/Departure at Area 30 Career Center**

#### **Student Sign In & Out of School**

Students arriving late or in non-school provided transportation must sign in, and those leaving early or in non-school provided transportation must sign out in the Sign-In/Sign-Out notebook located in the Administrative office.

#### **Transportation to Career Center**

***Each sending high school determines the driving policy for students attending Area 30 Career Center.***

Only students with permission from their high school's administration shall have the privilege of driving to the career center. Transportation, via school bus, is provided by each of the sending school corporations.

#### **Requesting Special Permission to Drive**

Students who need to drive to the career center for any reason must get permission from their school's administration (Medical appointments, school activities, work on vehicle etc.). If a student is granted permission to drive, they must sign in immediately upon arrival and follow the guidelines below:

- A. In the sign in book, list name, Area 30 class, high school, vehicle make, model and color.
- B. **Students must park in White Lined spaces on either side of the paved lot (between back of annex and chain link fence) from the corner of the chain link fence west toward the gravel lot.** Failure to park in designated parking areas will result in loss of any future driving privileges.

Prior written authorization must be secured by students desiring to bring in a vehicle to be looked at, worked on, or parked on Area 30 Career Center grounds or parked inside our facilities. A student desiring to bring a vehicle on Area 30 grounds must:

- 1. Follow above permission to drive procedure.
- 2. Secure a *Permission to Drive/Ride Vehicle Release and Vehicle Repair Unconditional Release forms`* from Area 30 Administrative office.
- 3. Have “registered vehicle owner” complete the *Vehicle Repair Unconditional Release of Liability* form.
- 4. Return signed *Drive/Ride Vehicle Release and Vehicle Repair Unconditional Release* forms to the Administrative office before the vehicle can be left on Area 30 grounds and before any work can be done to the vehicle.
- 5. A *Vehicle Repair Unconditional Release of Liability* form must be completed and on file with the Administrative office for each vehicle.
- 6. Vehicles left for more than 30 days will be considered abandoned and will be towed at the owner’s expense to a local salvage yard and sold for salvage with proceeds going to Area 30.

**Failure to comply with the above transportation policies may result in denial of the privilege to drive, refused access to school provided transportation, suspension and/or being remanded from Area 30 Career Center to your high school.**

#### **Search and Seizure on School Premises or During a School Activity**

Area 30 Career Center policy represents a sincere effort to balance the rights of students with the need for school officials to find and remove items, which threaten the health, safety, or learning atmosphere in our school.

- A. As used in this section, “reasonable cause for a search” means circumstances which would cause a reasonable person to believe that the search of a particular person, place, or thing will lead to the discovery of:
  - 1. Evidence of a violation of the student conduct standards contained in the student handbook.
  - 2. Anything, which because of its presence presents an immediate danger or physical harm or illness to any person.
- B. All lockers and other storage areas provided for student use on school premises remain the property of the school corporation and are subject to inspection, access for maintenance, and search pursuant to this section. No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by the director of the school in which the locker or storage area is located. Unapproved locks shall be removed and destroyed.
  - 1. The director, or member of the administrative staff designated in writing by the director, (designee) may search a locker and its contents when the director or designee has reasonable suspicion to believe that the locker to be inspected contains contraband. Where the locker to be searched is assigned to a particular student and that student is on the school premises at the time of the search, the student shall be notified prior to the search and given the option to be present at the search.
  - 2. The director, a member of the administrative staff, or a teacher may search a desk or any other storage area on school premises other than a locker when the person conducting the search has

reasonable cause for a search.

- C. The director, or other member of the administrative staff designated in writing by the director and acting at the direction of the director, may search the person of a student during a school activity if the director has reasonable cause for a search of that student. Searches of the person of a student shall be limited to:

1. Searches of the pockets of the student.
2. Any object in the possession of the student such as a purse or backpack.
3. A "pat down" of the exterior of the student's clothing.

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

- D. School officials may search motor vehicles when there is reasonable cause of a search of that motor vehicle. Refusal by a student, parent or guardian, or the motor vehicle owner to provide or allow access to a motor vehicle on school premises at the time of a request to search the motor vehicle, shall be cause for termination without further hearing of the privilege of bringing a motor vehicle onto school premises. The director or a member of the administrative staff designated in writing by the director may request a law enforcement officer to search a motor vehicle on school premises.

- E. Anything found in the course of a search conducted in accordance with this section, which is evidence of a violation of the student conduct standards contained in the student handbook, may be:

1. Seized and admitted as evidence in any suspension or expulsion proceeding if it is tagged for identification at the time it is seized and kept in a secure place by the director or the director's designee until it is presented at the hearing.
2. Returned to the parent or guardian of the student from whom it was seized.
3. Destroyed if it has no significant value, or turned over to any law enforcement officer in accordance with subsection G.

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

1. Returned to the parent or guardian of the student from whom it was seized.
2. Destroyed.
3. Turned over to any law enforcement officer in accordance with subsection G.

- G. The director, or a member of the administrative staff designated in writing by the director, may request the assistance of a law enforcement officer to:

1. Search any area of the school premises, any student, or any motor vehicle on school premises.
2. Identify or dispose of anything found in the course of a search conducted in accordance with this section.



Where law enforcement officers respond to such a request, no school employee shall assist or otherwise participate in any search conducted.

### **Behavior Expectations & Disciplinary Actions**

Teachers, instructional assistants, administrators and other staff members are responsible for maintaining proper discipline in the classroom/lab/shop, at job sites, in the break and hall areas, on school grounds and buses at all times. Area 30 Career Center will not tolerate threats, harassment, intimidation and abusive or aggressive behavior toward others. These behavior expectations and disciplinary action guidelines are based upon IC 20-8.1-5 of the State of Indiana and the Standards of Student Conduct set forth by the Area 30 Career Center Board of Directors. This jurisdiction extends to any and all activities for which Area 30 Career Center is responsible whenever and wherever they occur including the transportation to and from the event(s).

### **Authorized Disciplinary Actions/After School Detention**

#### **In-School Suspension**

Staff members may remove students from their classroom for a day based on unruly or disruptive behavior. In-school suspension will be served at Area 30 Career Center or at the student's high school.

#### **Detention**

Sending high schools offer various detention programs. Area 30 reserves the right to utilize these programs as needed during disciplinary procedures.

#### **Out-of-School Suspension**

Since Area 30 programs are extensions of the students' high school, students suspended from Area 30 Career Center are automatically suspended from their high school, and students suspended by their high school are automatically suspended from Area 30 Career Center programs.

## Area 30 Discipline Chart

Violation	Possible Disciplinary Actions
Truancy	<p>1<sup>st</sup>- 1 day ISS, detention</p> <p>2<sup>nd</sup> – 2 days ISS, detention, law enforcement notified</p> <p>3<sup>rd</sup>- 3 days OSS</p> <p>4<sup>th</sup> – Possible remand to home high school with recommendation for expulsion</p>
<p>Physical Altercation</p> <p>* Disciplinary action dependent on severity of violation</p>	<p>1<sup>st</sup>- 3 days ISS or OSS, may file police report, parent contacted</p> <p>2<sup>nd</sup>- 5 days OSS, report to police, parent contacted</p> <p>3<sup>rd</sup>- Student remanded to home school with recommendation for expulsion for up to 1 year, report to police</p>
Possession, transfer or use of Tobacco or any nicotine delivery device, e-cigarette or vape	<p>1<sup>st</sup> -3 days OSS, report to police</p> <p>2<sup>nd</sup>-5 days OSS, report to police</p> <p>3<sup>rd</sup>- Student remanded to home high school with recommendation for expulsion for up to 1 year- report to police</p>
Possession, transfer, use or under the influence of alcohol or controlled substance, unmarked vials, paraphernalia, look-a-likes	<p>1<sup>st</sup>- 5-10 days OSS, remand to home high school with recommendation for expulsion</p>
Possession or use of firecrackers, smoke bombs, etc.	<p>1<sup>st</sup>- 3 days OSS, law enforcement contacted, possible remand to home school with recommendation for expulsion</p> <p>2<sup>nd</sup> –5 days OSS, law enforcement contacted, possible remand to home school with recommendation for expulsion</p>
Cheating	<p>1<sup>st</sup> – Failing grade on assignment/quiz/test</p> <p>2<sup>nd</sup> – Failing grade for 9 weeks</p> <p>3<sup>rd</sup> – Failing grade for semester</p>
Electronic Information, Services and Networks	<p>1<sup>st</sup> – 1 week computer suspension, possible ISS</p> <p>2<sup>nd</sup> – 2 week computer suspension, ISS</p> <p>3<sup>rd</sup> – student may be remanded to home high school with recommendation for expulsion for up to 1 year</p> <p>-Severe violations on any offense may result in immediate suspension from computer/technology use for up to one year and police report and being remanded to home school with recommendation for expulsion</p>

Possession of pornographic/lewd pictures / materials	1 <sup>st</sup> - confiscate materials/pictures/electronic devices and law enforcement contacted, 3 days ISS, OSS depending on severity of violation 2 <sup>nd</sup> - confiscate materials/ pictures/ electronic devices, law enforcement contacted, 5 days ISS, OSS depending on severity of violation, possible remand to home school with recommendation of expulsion
Dress Code	1 <sup>st</sup> - Change clothes or remove piercing 2 <sup>nd</sup> – Change clothes or remove piercing and 1/2 day ISS, detention 3 <sup>rd</sup> - Change clothes or remove piercing and 1-3 days ISS Final- Change clothes or remove piercing, student will be remanded to home school for remainder of semester with failing grade
Unauthorized use of cell phones and other electronic devices	1 <sup>st</sup> - confiscate device, return to student at end of day 2 <sup>nd</sup> – confiscate device, return only to parent, 1 day ISS, detention 3 <sup>rd</sup> – confiscate device- return only to parent, 3 days ISS
Leaving building without permission	1 <sup>st</sup> - 1 day ISS, detention 2 <sup>nd</sup> – 2 days ISS 3 <sup>rd</sup> – 3 days suspension
Bullying	1 <sup>st</sup> - 3 days ISS/3-10 days OSS, contact law enforcement and may recommend expulsion 2 <sup>nd</sup> -3-10 days OSS, contact law enforcement, may recommend expulsion 3 <sup>rd</sup> - 10 days OSS, contact law enforcement- remand to home high school with recommendation for expulsion up to 1 year
Unacceptable language, gestures, signs and pictures	1 <sup>st</sup> - Staff- student conference, 1-2 days ISS, or detention 2 <sup>nd</sup> –1-2 days ISS 3 <sup>rd</sup> – 5 days, remand to home high school with recommendation of expulsion for up to 1 year
Willful disobedience, disrespect and or insubordination, disruptive conduct	Student may be removed from class for 1 day, detention, parents contacted 1-10 days suspension ISS, OSS, Remand to home high school with recommendation for expulsion for up to 1 year

Vandalism/damage to building or property	1-4 days ISS 1-10 days OSS 10 days OSS remand with recommendation for expulsion up to 1 year -Each will include restitution and report to police
Theft	1-4 days ISS 1-10 days OSS 10 days OSS remand with recommendation for expulsion up to 1 year -each will include restitution and report to police
Driving and parking violations	1 <sup>st</sup> - 1 day ISS, detention 2 <sup>nd</sup> - 2 days ISS 3 <sup>rd</sup> - 3 days suspension, loss of driving privileges for remainder of semester or year
Public display of affection	Written/verbal warning, detention, ISS, OSS
Threatening, harassing or abusive behavior	Detention, 1-3 days ISS, 1-10 days OSS, contact law enforcement, remand to home high school with recommendation for expulsion for up to 1 year
Possession, use, threat with a deadly weapon, dangerous device or firearm	Contact law enforcement, remand to home high school with recommendation for expulsion
Repeated violations – 5 or more	ISS, remand to home high school with recommendation for expulsion up to 1 year

### **Reasonable Suspicion of Illegal Substances**

Area 30 Career Center will notify law enforcement and attempt to notify parents or guardian if the administration has reasonable suspicion that the student is using or is under the influence of alcohol, marijuana, or any other illegal substance (as defined by Indiana law) while:

1. On school grounds immediately before, during, and immediately after school hours and at any other time when a school group is using the school.
2. Off school grounds at a school activity, function or event; or
3. Traveling to or from school or a school activity, function or event. It is against the rules of Area 30 Career Center to come to school with illegal drugs in the body.

### **Drug Testing Policy/Background Checks**

Students enrolled in Area 30 Career Center Nursing, Health Careers and Early Childhood Education Programs must participate in Clinicals in order to meet Area 30 and or State mandated curriculum requirements. These students may be required to submit to drug testing and background checks as a trainee of the facility in which they are placed. Any student failing the drug test at the facility in which they are placed will be removed from the Area 30 program and remanded to their home school with recommendation for expulsion.

### **Alcohol, Drugs, Firearms and Deadly Weapons Policy**

Possession of alcohol, drugs and /or paraphernalia on school grounds, on school transportation, or at school sponsored activities is unacceptable and illegal. E-cigarettes and vape devices may be included in this policy as paraphernalia at the discretion of the administration. Students are prohibited from possessing, using, transmitting, or being under the influence of alcohol, caffeine based pills, substances containing phenylpropanolamine (PPA) or stimulants of any kind, with or without a prescription. No student may provide, by sale or otherwise, any substance which he/she represents to be an alcoholic beverage, a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, stimulant, depressant, or intoxicant of any kind. No student may possess or use any substance which he/she has reason to believe is, or which has been represented to the student as an alcoholic beverage, a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, stimulant, depressant, or intoxicant of any kind.

Any substance, for which a student has a prescription or written permission from a parent allowing use, must be brought to one of the Medical Careers Instructors who are registered nurses and be administered by them or taken in their presence.

**Drug, alcohol, or other controlled substance violations will result in a student being remanded to his/her home high school with a recommendation for expulsion from school.**

Knowingly possessing, handling, or transmitting any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon is unacceptable. Prohibition of these items, in accordance with state law, extends 1000 feet from school property.

The following devices are considered to be a firearm as defined in Section 921 of Title 18 of the United States Code:

- Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of any explosive.
- The frame or receiver of any weapon described above.
- Any firearm muffler or firearm silencer.
- Any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device.
- Any weapon which will, or which may readily be converted to expel a projectile by the action of any explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter.
- Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.

The penalty for possession of a firearm is the remanding of the student to his/her high school with a recommendation for expulsion from school for one calendar year. The Director of Area 30 Career Center may reduce the length of the recommended expulsion if the circumstances warrant such consideration.

The Director shall notify the county prosecuting attorney's office when a student is remanded under this rule.

According to the provisions of IC 35-41-1-8, a "Deadly weapon" means the following:

1. A loaded or unloaded firearm.

2. A 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 is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.

### **Physical Altercation**

Aggressive physical abuse between students with the purpose of physically and/or emotionally harming a fellow student is deemed fighting. If overt aggression is identified with one student, the discipline policy may affect only one student. Police report may be filed. Parent/Guardian contacted.

1 <sup>st</sup> offense	Suspended for up to 3 days (ISS), may file police report
2 <sup>nd</sup> offense	5 days out-of-school suspension, police report filed
3 <sup>rd</sup> offense	Student remanded to high school with recommendation for expulsion for the remainder of the semester and/or school year.

### **Bullying, Threatening, Harassing, or Intimidating Student(s):**

Area 30 Career Center is committed to each student's success within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our school works to ensure that all students have the opportunity and support to develop to their fullest potential. Bullying is prohibited by Area 30 Career Center.

According to IC 20-33-8-0.2, Bullying means overt, unwanted, repeated acts or gestures, include verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another 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:

- (1) Places the targeted student in reasonable fear of harm to the targeted student's person or property;
- (2) Has a substantially detrimental effect on the targeted student's physical or mental health;
- (3) Has the effect of substantially interfering with the targeted student's academic performance; or
- (4) 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.

Parents or students who suspect repeated acts of bullying are taking place should report the matter to the Assistant Director or designee. School personnel will investigate all reports of bullying. Parents of both the targeted student and the bully will be contacted by school personnel within 2-3 school days from when the report was provided to administration. If determined that reporting the bullying incident to law enforcement is necessary, this will be done simultaneously with the contacting of parents.

Anonymous reporting of bullying can be made by calling: (765)653-3515 ext. 2127.

Appropriate staff members will meet with students involved to learn about the bullying that has been taking place. They will then develop a plan to keep students safe and make teachers aware in order for them to be watchful of any future bullying. Counseling, corrective discipline, and/or referral to law enforcement will be used to attempt to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation.

Educational training will be provided to school personnel, parents, and students, concerning the identification, prevention, and intervention in bullying.

Consequences for bullying and false reporting of bullying will be handled on a case-by-case basis. Discipline

could include a behavior contract, in-school suspension, out-of-school suspension, G.R.A.S.P., loss of extra-curricular participation, recommendation for expulsion, and/or referral to law enforcement.

The discipline rules may be applied regardless of the physical location in which the bullying behavior occurred, whenever:

The individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within a school corporation; and Disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment.

Bullying is also prohibited through the use of electronic communication devices or any other interactive or digital technology such as cell phones, computers, iPads, or the Internet. It includes, but is not limited to: email, instant messaging, text messages, and internet postings, whether on a webpage, blog, or otherwise.

Area 30 Career Center Policy:

### **Criminal Gangs and Criminal Gang Activity in Schools**

It is the policy of Area 30 Career Center to prohibit gang activity and similar destructive or illegal group behavior on school property or school buses or at school--sponsored functions.

It is the policy of Area 30 Career Center to prohibit reprisal or retaliation against individuals who report gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about an act of gang activity and similar destructive or illegal group behavior.

"Criminal gang" defined (per IC 35-45-9-1)-"criminal gang" means a group with at least three (3) members that specifically:

(1) either:

(A) promotes, sponsors, or assists in; or

(B) participates in; or

(2) requires as a condition of membership or continued membership; the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery (IC 35-42-2-1).

"Gang Activity"-- a student who knowingly or intentionally actively participates in a criminal gang, or a student who knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal gang.

Per IC 20--33--9--10.5, a school employee shall report any incidents of suspected criminal gang activity, criminal gang intimidation, or criminal gang recruitment to the director or designee and the school safety specialist. The director or director's designee and the school safety specialist may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services.

Any Area 30 Career Center employee who promptly reports an incident of suspected gang activity and who makes this report in good faith in compliance with the procedures of this policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident.

The director or director's designee shall conduct a thorough and complete investigation for each report of suspected gang activity. The investigation shall be initiated by the director or director's designee within one school day of the report of the incident. The director may appoint additional personnel and request the assistance of law enforcement to assist in the investigation. The investigation shall be completed and the written findings submitted to the director as soon as possible, but not later than five school days from the date of the report of the alleged incident of criminal gang activity. Area 30 Career Center shall record

the number of investigations disposed of internally and the number of cases referred to local law enforcement, disaggregated by race, ethnicity, age, and gender. This information will be submitted in a written report, by the director, to the Indiana Department of Education by June 1 of each year beginning in 2017.

The director or director's designee shall provide the parents of the students who are parties to any investigation with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents includes the nature of the investigation, whether Area 30 Career Center found evidence of criminal gang activity, and whether consequences were imposed or services provided to address the activity. This information is to be provided in an expedited manner.

The director of Area 30 Career Center is authorized to define the range of ways in which school staff and the director or the director's designee shall respond once an incident of criminal gang activity is confirmed, according to the parameters described in Area 30 Career Center's code of student conduct. The governing board recognizes that some acts of gang activity may be isolated incidents requiring that the school officials respond appropriately to the individuals committing the acts. Other acts may be so serious that they require a response either at the school level or by local law enforcement officials. Consequences and appropriate remedial actions for a student who engages in gang activity may range from positive behavioral interventions up to and including suspension or expulsion.

The director or director's designee shall proceed in accordance with the code of student conduct, as appropriate, based on the investigation findings. As appropriate to the investigation findings, the director shall ensure the code of student conduct has been implemented, and provide intervention and/or relevant support services. The director or designee shall inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services.

Area 30 Career Center shall establish the following educational programs in its effort to address criminal gang activity:

- (1) An evidence based educational criminal gang awareness program for students, school employees, and parents.
- (2) A school employee development program to provide the training to school employees in the implementation of the criminal gang policy established under IC 20-26-18.

The policy shall be disseminated to all parents who have students enrolled in Area 30 Career Center. The director shall ensure that notice of Area 30 Career Center's policy appears in the student handbook and all other school publications that set forth the comprehensive rules, procedures and standards for the corporation.

#### **Tobacco/Nicotine Prohibited**

Area 30 Career Center is a tobacco/nicotine-free facility. Smoking or smokeless tobacco products, e-cigarettes and vaping devices are prohibited everywhere in the facility and on the grounds. Possession or use of tobacco or nicotine delivery devices on school grounds (including personal vehicles), on school provided transportation, or at school-sponsored functions or activities is prohibited. Parents contacted.

1 <sup>st</sup> offense	3-day suspension, report to police
2 <sup>nd</sup> offense	5-day suspension, report to police
3 <sup>rd</sup> offense	Student remanded by Area 30 Career Center to high school with recommendation for expulsion. Report to police



### **Responsible and Acceptable Usage Policy for Cell Phones and Electronic Devices**

Cell phones and other electronic devices may be used during lunch in designated areas only (cafeteria and courtyard).

Cell phone and other electronic usage in classrooms for curriculum related classwork is at the discretion of each individual teacher. Students will be made aware of their teachers' expectations regarding these electronic devices. If a student is using a cell phone or electronic device in violation of school or classroom rules, he/she will have the item confiscated and turned in to the assistant director. After the first offense, students will be eligible to pick up the device at the end of the day. For students who have multiple violations, stepped disciplinary measures will be used. Failure to give the device to any staff member upon request will be considered insubordination resulting in disciplinary action.

Inappropriate use includes but is not limited to: use in restrooms, cheating, cyber bullying, sexting, taking photos or videos.

Should referrals increase based on the responsible and acceptable use policy, the administration of Area 30 Career Center reserves the right to discontinue the above allowances at any time.

### **Grounds for Suspension or Remanding Students to High School**

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of Area 30 Career Center, school officials may find it necessary to remove a student from attendance. In this event and in accordance with the provisions of IC 20-8, 1.5.1, the Area 30 Career Center Board of Directors authorizes the administrators and staff members to take the following actions:

Instructor/Teacher has the right with administrative approval to remove a student from his/her classroom/lab/ shop or activity for a period of up to five (5) school days out-of-school suspension. The Director (or designee) may deny a student the right to attend Area 30 Career Center or take part in any of its functions for a period of up to ten (10) school days. Additionally, the Director (or designee) may deny a student the right to attend Area 30 Career Center through the remainder of the year by remanding the student to his/her high school. If a student is remanded to his/her high school, or if a student willfully removes themselves from an Area 30 program citing staff or administrative reasons, re-enrollment of that student the following year will be at the discretion of administration.

Misconduct or substantial disobedience of students are grounds for suspension, remanding (sending students back to their high school along with a denial of the students' continued attendance in an Area 30 Career Center program), and/or expulsion. The following include examples, but are not limited to, such student misconduct and substantial disobedience that will be dealt with swiftly and harshly:

- Any form of disrespectful, willful disobedience, harassment, threatening, or endangering behavior directed toward or about a school staff member. The following enumeration is only illustrative and not limited to the type of conduct prohibited:
- Any act of bullying meaning overt, repeated acts or gestures, including:
  - (1) verbal or written communications transmitted;
  - (2) physical acts committed; or
  - (3) any other behaviors committed;by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.
- Refusal to follow staff directives in the classroom/lab/shop such as to wear safety glasses, to stop

talking and do assigned work, to stop harassing another student, to follow specific safety procedures, or to report to the administrative office, etc.

- Using unacceptable, profane or obscene language or gestures when communicating with or about a staff member.
- Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited:
- Occupying any Area 30 Career Center facility, grounds or part thereof with intent to deprive others of its use.
- Blocking the entrance or exits of any Area 30 Career Center facility, corridor or room therein with intent to deprive others of lawful access to or from it.
- Prevention of, or attempting to prevent by physical act, the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
- Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any instructor/teacher or any other staff member to conduct the education function.
- Causing, or attempting to cause, damage to or theft of school or personal property.
- Intentionally causing, or attempting to cause, physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. (Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not; however, constitute a violation of this provision).
- Harassing, threatening or intimidating another person. "Harassing" behavior is behavior directed toward another person without a legitimate purpose after that person has clearly stated or shown that the behavior is unwelcome.
- Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student ("Blackmail").
- Knowingly possessing, handling or transmitting a knife, firearm, or any object that can reasonably be considered a weapon to Area 30 Career Center facilities, on school provided transportation, or school sponsored activity will result in an automatic remanding of student back to his/her high school with recommendation for expulsion from high school for no less than one year.
- Knowingly possessing, using, transmitting/selling, or being under the influence of any controlled substance, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, tobacco, alcoholic beverage or intoxicant of any kind. (Use of a drug authorized by a medical prescription from a physician and administered only by designated school staff with written authorization from parents does not constitute a violation of this provision.)
- Engaging in a criminal law violation in or out of school that constitutes a danger to other students or constitutes an interference with school purposes or educational function.
- Insubordination - Repeatedly failing to comply with directives of instructor/teacher or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
- Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted in accordance with Indiana law including, but not limited to:
  - Engaging in sexual behavior on school property.
  - Disobedience of administrative authority.
  - Willful absence or tardiness of students.
  - Using and/or possessing, transmitting, or being under the influence of a controlled substance.

### **Unacceptable Language, Gestures, Signs & Pictures Prohibited**

A student shall not use any form of unacceptable communication/language - written, verbal or gesture. Included in this would be the use of obscene gestures, sign, pictures, publications, or media. Obscenity

includes possession of obscene material. **The use of profane, obscene, abusive or other unacceptable language or communication will not be permitted while at Area 30 Career Center or its sponsored activities.**

1 <sup>st</sup> Offense	Staff- student conference, 1-2 days ISS, detention
2 <sup>nd</sup> Offense	1-2 days ISS
3 <sup>rd</sup> Offense	Remand to home high school with recommendation of expulsion for up to 1 year

### **Suicide Prevention Policy**

The purpose of this policy is to protect the health and well-being of all students by having procedures in place to prevent, assess the risk of, intervene in, and respond to suicide.

1. Students will learn about recognizing and responding to warning signs of suicide in friends, using coping skills, using support systems, and seeking help for themselves and friends. This will occur at their home high school.
2. A suicide prevention coordinator will serve as a point of contact for students in crisis and will refer students to appropriate resources. When a student is identified as being at risk, they will be assessed by a mental health professional who will work with the student and help connect them to appropriate local resources.
3. Students will have access to local and national resources which they can contact for additional support:
  - Cummins Mental Health – 765-653-2669
  - Hamilton Center of Greencastle – 765-653-1024
  - Putnam County Hospital – 765-653-5121
  - St. Vincent’s Stress Center – 800-872-2210
  - National Suicide Prevention Lifeline - 1.800.273.8255 (TALK), [www.suicidepreventionlifeline.org](http://www.suicidepreventionlifeline.org)
  - The Trevor Lifeline - 1.866.488.7386, [www.thetrevorproject.org](http://www.thetrevorproject.org)
4. All students will be expected to help create a school culture of respect and support in which students feel comfortable seeking help for themselves or friends. Students are encouraged to tell any staff member if they, or a friend, are feeling suicidal or in need of help. Students should also know that because of the life or death nature of these matters, confidentiality or privacy concerns are secondary to seeking help for students in crisis.

### **Computer Usage**

#### **Guidelines**

1. Students must have a signed *Student/Guardian User Agreement of Understanding* on file before being allowed to use a computer or access any Area 30 Career Center supplied Internet account. Parents may request the option of alternative activities not requiring Internet use for their children. In such cases the teacher will have to provide an alternative assignment.
2. No food or drinks are allowed around computers, their components, (keyboard, mouse, monitor, printer, cables, connectors, etc.) or workstations at any time.
3. Student Users are permitted to access only the menus, programs, and files as directed by their Area 30 Career Center Instructors/Teachers.
4. Users are not to adjust, change, block, delete or alter, any equipment, software, cables, or connectors of any physical workstations or components of the computer technology system unless specifically directed to do so by the instructor/teacher supervising the student's computer usage.
5. Users are responsible for saving data in an assigned folder on the Area 30 server.

6. Students may not use any component of the computer technology system without instructor/teacher supervision.
7. Students should take pride in the care of all available computer equipment.
8. **Users are banned from bringing in their own software and installing it on any Area 30 Career Center hardware.** Approval of special projects that require the use of removable media must be made in advance. Any personal removable media device that is used for the project must be checked for viruses and be approved for compatibility with the Area 30 Career Center network system by the designated staff member before they can be used in a computer.
9. Vandalism or abuse will result in the cancellation of a User's privileges. Vandalism includes, but is not limited to, uploading/downloading any material that violates the policies contained herein, creating or knowingly introducing computer viruses into the network, and/or any malicious attempt to harm or destroy equipment or materials or the data of any other user.
10. Users are to log on using their assigned username and password. Passwords are for students' protection and should not be given to other students for any reason. A Username may not be changed unless prior permission is granted by the instructor/teacher and Administrator. All passwords for students are to be on file with the designated staff member (s) and in the Area 30 Career Center office.
11. Students are not permitted to log on to a teacher's computer for any reason.
12. Filters are also in place to help prevent access to online material that may be offensive in nature and to comply with Federal CIPA(Child Internet Protection Act) requirements. Students should inform their teacher IMMEDIATELY if they encounter information or images that make them uncomfortable, or that they know are inappropriate. Users shall report any security problem or misuse of the network to the teacher, network administrator or staff member in charge.
13. Users shall report any security problem or misuse of the network to the teacher, network administrator or staff member in charge.
14. All computer equipment and Internet access belong to the school. Your actions will serve either as a credit or discredit to its reputation.
15. Students are to use computers for assigned work, not for personal use.
16. Students should not use personal devices such as cell phones, ipods, or PC's at Area 30 Career Center without explicit permission and/or instruction from a teacher or administrator.

#### **Availability of Policies for Review**

All policies and procedures including Indiana Code regarding the Internet and computer usage are available for review by any member of the educational community.

#### **Internet Prohibitions**

The following uses of school-provided Internet access **are not permitted whether on school provided devices or the students own device:**

- To access, upload, download, or distribute pornographic, obscene or sexually explicit material.
- To transmit obscene, abusive, sexually explicit or threatening language.
- To violate any local, state, or federal statute.
- To vandalize, damage or disable the property of another individual, agency, or organization.
- To access another individual's materials, information, or files without permission.
- To violate copyright or otherwise use the intellectual property of another individual, agency, or organization without prior permission.
- To access a personal email account.
- To enter chat rooms or use instant messengers to communicate over the internet.

#### **Penalties for Violation of Internet Usage**

Users in violation of any Internet policies identified as a security risk or having a history of problems with other computer systems, will be denied access to the Internet, may receive ISS or and may be remanded to sending school with recommendation of expulsion.

### **Penalties for Violation of Computer Usage**

Students are encouraged to use computers; however, safeguards must be maintained to protect the files, records, programs, system and equipment for all users. What may seem like harmless curiosity/exploration on the surface may really constitute illegal criminal trespass (whether physical or electronic), or violation of copyright laws and vandalism.

1<sup>st</sup> Offense – 1 week computer suspension, possible ISS

2<sup>nd</sup> Offense – 2 week computer suspension, ISS

3<sup>rd</sup> Offense – student may be remanded to home high school with recommendation for expulsion for up to 1 year

-Severe violations on any offense may result in immediate suspension from computer/technology use for up to one year, a police report filed and the student being remanded to their home school with recommendation for expulsion. Anyone causing damage, loss of data, or loss of time as a result of computer misuse or mischief involving Area 30 Career Center's technology system, may be required to make full financial restitution to correct the damage and/or loss.

As used in this section: "computer network" and "computer system" have the meaning set forth in Indiana Code (IC) 35-43-2-3. "Computer program" means an ordered set of

A person who knowingly or intentionally alters or damages any computer technology system component without the consent of the owner of the computer system or the computer, commits computer tampering, a Class D felony (P.L. 35-1986, s2). Computer trespass as used in this section (IC 35-43-2-3)... "Access" means to:

(1) Approach; (2) Instruct; (3) Communicate with; (4) Store data in; (5) Retrieve data from; or (6) Make use of resources of a computer system or computer network. "Computer network" means the interconnection of communication lines with a computer through remote terminals or a complex consisting of two (2) or more interconnected computers, "Computer system" means a set of related computer equipment software or hardware.

A person who knowingly or intentionally accesses: (1) A computer system; (2) A computer network; or (3) Any part of a computer system or computer network; without the consent of the owner of the computer system or computer network, or the consent of the owner's license, commits computer trespass, a Class A misdemeanor (P.L. 35-1986, s 3).

### **Area 30 Career Center Provided Access to Electronic Information, Services & Networks**

Electronic messages and files stored on school-based computers will be treated like any other school property. Administrators or designee may review files and messages to maintain system integrity and insure that users are acting responsibly. Any violation of computer usage policies, rules or guidelines may result in loss of school-provided access to the Internet. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate language or behavior, trespass, copyright infringements, etc. Proper law enforcement agencies may be contacted if necessary.

Area 30 Career Center makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing. The Career Center will not be responsible for any damages users suffer, including – but not limited to – loss of data resulting from delays or interruptions in service. The Career Center will not be responsible for the accuracy, nature, or quality of information stored on Career Center removable media, hard drives or servers; nor for the accuracy, nature or quality of information gathered through Career

Center-provided Internet access. The Career Center will not be responsible for personal property used to access Career Center computers or networks or for Career Center-provided Internet access. The Career Center will not be responsible for unauthorized financial obligations resulting from Career Center-provided access to the Internet.

**NOTICE:** *This policy and all its provisions are subordinate to local, state and federal statutes.*

### **Deliveries & Messages for Students**

Items such as flowers, balloons, gifts, cards, etc. that are delivered for distribution to students should be brought to Area 30 Career Center's Administrative office. These items will be distributed to the student at the end of the classroom/lab/shop session.

Every reasonable effort will be made to immediately communicate emergency messages from parents or guardians to students. The Career Center office staff will use discretion concerning general messages of non-emergency nature. All telephones throughout Area 30 Career Center facilities are for school business only.

### **Disaster Drills**

#### **Fire/Explosion**

Fire drills are to be held once per month while school is in session.

When the fire alarm sounds, all students, staff and guests are to evacuate the building in a quiet, prompt and orderly manner.

Students should remain quiet when exiting the building.

All power equipment should be turned off and doors closed when the last person exits the area.

The instructor/teacher should lead the students from the area in case an exit is blocked and a new route must be taken.

All instructors are to take their clipboard with emergency info and student roster when exiting the building. Students are to stay with their instructor.

Move away from the building to the southwest corner of the parking lot at least 100 feet away from the building.

Stay out of the traveled roadways to allow the Greencastle Fire Department to respond in a timely manner.

The Administrator in charge will signal when it is safe to re-enter the building.

#### **Tornado**

Tornado drills are to be held once during each semester while school is in session. The possibility of tornadoes in Putnam County exists all year. If severe weather conditions prevail, the National Weather Service issues a "Tornado Watch" or "Tornado Warning." A "Tornado Watch" is a forecast of the possibility of one or more tornadoes in a large geographical area. Normal school activities are continued, but a staff member will be assigned as a lookout. A "Tornado Warning" means that a tornado has been detected and severe weather may be approaching. If a "Tornado Warning" is issued, the following tornado procedure is to be followed.

At times of severe weather emergencies, the purpose of the restrooms, boardroom, ICE/Teacher Ed classroom, offices across from the break room and server room, and hallway by the elevator is to serve as safe, unisex shelters without regard to gender. Therefore, instructors/teachers and their respective students and guests are to stay together and move to the designated shelter regardless of whether it is marked men's or women's restroom. All staff members and students are to relocate quickly and quietly to the following areas, assume positions of safety by sitting on the floor, bending knees and placing head on raised knees with hands clasped on top of your head:

All staff members, students and visitors are to relocate quickly and quietly to the appropriate class designated area:

<b>Room #</b>	<b>Description</b>	<b>Designated Area</b>
<b>1</b>	<b>Front Office</b>	<b>Men's Shelter</b>
<b>2</b>	<b>Graphic Design &amp; Layout/IM</b>	<b>Men's Shelter</b>
<b>3</b>	<b>Early Childhood Education/HSS</b>	<b>Women's Shelter</b>
<b>4</b>	<b>Health Careers</b>	<b>Student Services Office</b>
<b>5</b>	<b>Nursing Careers</b>	<b>Women's Shelter</b>
<b>6</b>	<b>Welding/WIRED</b>	<b>Rooms 10/11 Lab</b>
<b>7</b>	<b>Auto Collision</b>	<b>Rooms 10/11 Lab</b>
<b>8</b>	<b>Auto Services</b>	<b>Men's Shelter</b>
<b>9</b>	<b>Culinary Arts</b>	<b>VU/Early College Office</b>
<b>10/11</b>	<b>WIRED Lab</b>	<b>Shelter in Place</b>
<b>12</b>	<b>Construction Equipment</b>	<b>Rooms 10/11 Lab</b>
<b>13</b>	<b>Welding AM/Computer Lab</b>	<b>Shelter In Place</b>
<b>14</b>	<b>Computer Systems Net.</b>	<b>Room 13</b>
<b>15</b>	<b>Civil Engineering</b>	<b>Room 13</b>
<b>17-22</b>	<b>Head Start</b>	<b>Women's Shelter</b>
<b>23</b>	<b>Boardroom</b>	<b>Men's Shelter</b>
<b>24</b>	<b>Teacher Ed./ICE</b>	<b>Men's Shelter</b>
<b>25</b>	<b>Law Enforcement</b>	<b>Shelter in Place</b>
<b>26</b>	<b>Fire &amp; Rescue</b>	<b>Teacher Breakroom</b>
<b>27</b>	<b>ONT Boardroom</b>	<b>Women's Shelter</b>
<b>28</b>	<b>Community Room</b>	<b>Men's/Women's Shelter</b>
	<b>Cafeteria &amp; Ivy Gallery</b>	<b>Teacher Workroom</b>
	<b>Custodial Services</b>	<b>Women's Shelter</b>
	<b>Student Break Area</b>	<b>Women's Shelter</b>
<b>Annex</b>	<b>ACT, CEO, WIRED, WELD</b>	<b>Fill shelter spaces upon entering main building</b>



**Distribution of Non-school Materials by Students**

Students seeking to distribute non-school materials to the student body shall provide a copy of the material to the administrative staff prior to its distribution. The administrative staff will consider approving the distribution unless the material is libelous, invades the privacy of others, is obscene or pornographic, is pervasively indecent and vulgar, causes material and substantial disruption of the proper and orderly operation of the school or school activities, or advertises products or services not permitted for use by minors under the law. If distribution of the materials is approved, students will be allowed to distribute such materials at any exit of Area 30 Career Center at the conclusion of school day sessions.

Students shall not distribute materials in a manner which disrupts any school activity or blocks or impedes the safe flow of traffic within corridors, entrances, or parking of the Career Center facilities. Students who distribute materials shall be responsible for cleaning up any materials left on tables/desks, thrown on the floors inside, on the grounds outside the school, or on school provided transportation.

**Emancipated Students**

To qualify as being emancipated for school purposes, a student must provide documentation that he/she: is at least 18 years of age; is not dependent in any material way on a parent/guardian; supports self from own resources; files Indiana and federal income tax return; and maintains a residence separate from parent/guardian (has lease, rent receipts or deed). Student Affidavit in Support of a Claim of Emancipation for School Purposes form is available in the Administrator's Office.

**Emergency Closing of Area 30 Career Center**

If your high school is closed due to severe weather or other problems, no school-provided transportation will be available. Therefore, students will not be expected at Area 30 Career Center on those days his/her high school is not in session. Official announcements of Area 30 Career Center, Cloverdale, Eminence, Greencastle, North Putnam, and South Putnam High Schools' closings may be seen on TV Stations 6, 8, 13 & Fox 59 and their respective websites. Students should not call their high school, Area 30 Career Center, or individual school employees to ask about school closings.

**Field Trips**

Participation in Area 30 Career Center sponsored field trips requires a permission memorandum to be signed by parent/guardian and high school teachers whose classes will be missed because of the field trip. Students must return the completed form to the instructor/teacher prior to the field trip. The signed Field Trip Permission Memorandum must be turned in to the Area 30 Career Center Administrative office by the instructor/teacher prior to departure on the trip. No student will be allowed to participate in a field trip without the signed Field Trip Permission Memorandum being on file in the Administrative office. Field trips are an extension of classroom/lab/shop instruction; therefore, students must comply with all school rules and policies as if they are on school grounds.

Students are required to notify their high school teachers and obtain their approval to participate in the field trip well in advance of the proposed Area 30 Career Center field trip. Students are to request assignments and complete work prior to the field trip, or make up all work by the deadlines set by their high school teacher(s). Failure to complete high school assignments may result in the student being denied the opportunity to participate in the scheduled Area 30 Career Center field trip.

**Authorization to Use and/or Publish Student Photos**

Throughout the school year, Area 30 Career Center will be taking pictures of students to show their projects, field trips and other accomplishments. These pictures may be used for a variety of Area 30 educational and promotional projects such as bulletin boards, news releases, etc. Additionally, these student photos may be posted on Area 30 Career Center's website located on the LAN (local area network) and [www.area30.k12.in.us](http://www.area30.k12.in.us) and on Twitter.

At the time of registration, students are asked to sign and have the Parent/Guardian sign the Authorization to Use and/or Publish Photos of Area 30 Career Center students.

### **Identification for Area 30 Cafeteria**

In order to comply with state and federal laws requiring a system of nondiscriminatory identification, Area 30 has assigned a unique number for every student. This number must be entered by the student in order to eat in the school cafeteria. Area 30 Career Center follows Free and Reduced lunch guidelines. Free and reduced information is provided to Area 30 Career Center by the sending schools.

### **Illness, Injury or Medical Emergency Reporting**

If a student becomes ill or injured while at Area 30 Career Center facilities, the condition must be reported to the Career Center Office and/or Administrative Staff. The following procedure is to be followed:

Student is to notify instructor/teacher of the illness, injury, or accident.

The instructor/teacher is to notify a Medical Careers Instructor, R.N., and/or Career Center office staff of the need for medical attention, or if appropriate, take the student to a Medical Careers Instructor to secure first aid.

If the illness, injury or accident is severe and requires other medical attention, the Office Staff will notify student's parent/guardian, and the student will be taken to the local hospital emergency room.

An Accident/Injury Report must be completed by the instructor/teacher and filed with the Career Center Secretary by the end of the school day that the incident occurred.

### **Giving Medications in Schools**

Indiana Code 324-416.5 Section 3.5 dictates the following Area 30 Career Center procedure for administering medication to students. A Medical Careers Instructor (s) who is a registered nurse, or other staff member designated by the Director, who in good faith administers medication to a pupil in the presence of another adult, with written permission of the pupil's parent or guardian, and in compliance with the written instructions of a physician which shall be on file in the Area 30 Career Center offices, is not liable for civil damages as a result of the administration except for an act or omission amounting to gross negligence of willful and wanton misconduct. Please note the following points that are required:

Only employees designated by the school administrator are qualified to give medication in school. The term "medication" is not limited to prescription medication, but would include "over the counter" medication such as aspirin, lip salve, foot powder, hand lotion, poison ivy type medication, etc.

Written instructions from a physician are required even for nonprescription medications.

Written permission of parent/guardian is required before school administrators can authorize school employees to administer medication to pupils. Such consent shall be valid for no more than one year.

The Medical Careers Instructor, R.N., or other designated staff member in the presence of another adult must administer medication to the pupil.

Any withdrawal of consent to administer medication must be made in writing by the parent/guardian to the Director.

### **Low THC Hemp Extract**

Prior to school personnel administering a low THC hemp extract substance as defined by SEA 52, the following criteria must be met:

1. Parent/Guardian has provided the school with written permission to administer the product to his/her child and has verified that the product was acquired from a retailer that meets the requirements of state law;
2. Product is in the original packaging and is UNOPENED;
3. Student's health care provider has provided the school with a prescription to administer the substance which includes the dose, route and time of administration; and

4. Product has been approved by: (1) the federal Food and Drug administration or the federal Drug Enforcement Agency as a prescription or over the counter drug or (2) meets the packaging requirements of SEA 52.

#### **Leaving School Due to Illness or Injury**

Students seeking permission to leave school because of illness or injury are to report to Area 30 Career Center Administrative office. A Medical Careers Instructor, R.N, will assess student. Students may be excused by the administrative staff only after the parent/guardian has been contacted and given permission for the student to be released and has arranged for the student to be transported.

#### **Transporting Ill or Injured Student**

An ill or injured student who must go home, may not drive or walk, nor be driven home by another student. Getting an ill or injured student home is the responsibility of the parent/guardian. In an emergency situation, administrative staff or designees may take an ill or injured student home if the parent/guardian cannot arrange suitable transportation.

Every accident, illness, injury or medical emergency at Area 30 Career Center facilities, on the school grounds, at work-based learning sites, at job shadowing locations, or at any sponsored event at the school or away, must be reported immediately to school personnel sponsoring or chaperoning the activity. An Accident/Injury Report must be filled out and filed with the Area 30 Career Center Administrative office on the first day back at the Career Center.

#### **Medical Consent Power of Attorney to Seek Emergency Medical Care**

If a student is under the age of 18, his/her parent/guardian should provide a signed Medical Consent Power of Attorney to Seek Emergency Medical Care form. This form will be available online at registration. If the student becomes seriously ill or injured and the parent/guardian cannot be reached by telephone in a timely manner, this signed form allows Area 30 Career Center staff to seek emergency medical care via 911 and/or to transport a student to the nearest hospital emergency room. If the parent/guardian cannot be reached by phone, Area 30 Administrative and/or a registered nurse staff member(s) will assess if the student's injury or illness is considered a medical emergency and act accordingly.

#### **Lost and Found**

Lost and found items are to be turned in to the Career Center Administrative office. Failure to turn in found items immediately may result in a possible charge of possession of stolen property and/or theft or conversion. Lost and found items to be claimed may be identified in the Career Center main office.

#### **Nondiscrimination Policy**

Area 30 Career Center along with its supporting school corporations are committed to equal opportunity and do not discriminate on the basis of age, race, color, religion, gender, handicapping conditions, educational program, or student activity. No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis in any employment, educational program, or student activity.

If a student or parent/guardian believes that a student is being improperly denied access to or participation in any educational program or activity or is otherwise being subjected to unlawful discrimination by Area 30 Career Center, a complaint may be filed with the Director of Area 30 Career Center. If the complaint cannot be resolved through discussion with the Director and/or administrative staff at the Career Center, a grievance may be filed with the Board of Directors of Area 30 Career Center which includes the superintendent of each of the six participating school corporations and the Area 30 Career center Director. The Board of Directors President is Dr. Corey Smith, Superintendent, South Putnam Community School Corporation, 3999 South US Hwy 231, Greencastle, IN 46135.

### **Intimidation, Harassment and Battery**

In order to protect the personal security of school employees, patrons and students of Area 30 Career Center, the following guidelines shall be used: Intimidation shall be the communication of a threat to cause the person threatened to do an act against his or her will or to cause that person threatened to be in fear of retaliation, all as defined in IC 35-45-2-1. Harassment is the non-legitimate communication with another to alarm, annoy or harass all as defined in IC 35-45-2-2. Battery is the rude, insolent, angry touching of another, all as defined in IC 35-42-2-1.

Any employee, patron or student who believes he or she has been intimidated, harassed, assaulted or battered at Area 30 Career Center or during an Area 30 Career Center sponsored function shall immediately report the facts of the event to the staff. The report shall be retained in the office of the career center with copies sent to appropriate law enforcement and social agencies should the facts of the event warrant further investigation.

### **Sexual/Racial Harassment**

Under Title IX, sexual harassment means conduct that satisfies one or more of the following: (1) quid pro quo sexual harassment; (2) unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity; or (3) sexual assault, dating violence, domestic violence or stalking (as defined under the Clery Act and the Violence Against Women Act.)

An LEA is obligated to respond when: (1) the LEA has actual knowledge of sexual harassment; (2) the harassment occurred within an LEA's own educational program or activity; and (3) the harassment was perpetrated against a person in the United States. "Actual knowledge" means notice of sexual harassment or allegations of sexual harassment received by: (1) a Title IX Coordinator; (2) any school official who has the authority to institute 2 corrective measures on behalf of the LEA; or (3) any employee of an elementary and secondary school.

"Educational program or activity" includes locations, events or circumstances where the LEA exercises substantial control over the context in which the alleged sexual harassment occurred and the person accused of committing the sexual harassment. This includes any building owned by a student organization that is officially recognized by a postsecondary institution.

Employees and students are prohibited for sexually harassing other employees or students.

In the case of sexual harassment of a student or employee by a student, sexual harassment means:

1. Any conduct of sexual nature by a student directed toward another student when:
  - a. Such conduct has the obvious result of creating an intimidating, hostile or offensive school environment for the other student or
  - b. Such conduct is continued by the student after the request to stop such conduct because it is intimidating, hostile or offensive to the other student—The determination of whether the conduct of a student is intimidating, hostile or offensive is to be made by the school administration.
2. Any sexual advance by a student toward an employee, or employee toward a student.
3. Any request by a student to an employee for sexual favors from the employee or an employee to a student.

4. Any conduct of a sexual nature by a student directed toward an employee or an employee toward a student when such conduct has the purpose or effect on an employee/student of reasonable sensibilities:  
Of creating an intimidating, hostile or offensive school environment for the employee/student or  
Of influencing either the student's grade or participation in any school-sponsored activity.  
Sexual harassment prohibited by this policy includes verbal or physical conduct. The terms intimidating, hostile or offensive as used above include conduct, which has the effect of humiliation, embarrassment or discomfort.

Complaints alleging a violation of the policy are solicited and must be brought to the attention of the Title IX Coordinator informally through the appropriate grievance procedure. Caution must be exercised, however, to accurately state the facts giving rise to the complaint and to avoid groundless complaints.

Violations of this policy will be reviewed by the Title IX Coordinator or designee for appropriate disciplinary action.

### **Display of Affection**

Overt show of affection is out of place in school or on school grounds. Students are expected to use good judgment and good taste in all relationships at school and school events. Inappropriate displays of affection will result in disciplinary action.

### **Shop Charges for Auto Services & Auto Collision Repairs**

A shop and labor fee will be collected for each vehicle brought in for repair or service by students in the Automotive Services Technology and Automotive Collision Technology programs.

Customer service fee charges are posted in the respective Automotive Technology shops. All services and repair labor, shop fees, materials, and parts charges must be paid before the vehicle leaves Area 30 Career Center premises. Prepayment will be required on large and/or expensive jobs such as engine overhaul, transmission repair, complete bodywork, etc.

Students working on their own vehicles must pay for all parts, materials, and service charges. These costs must be paid before the repaired or serviced vehicle can be removed from the shop. Students working on other people's (relatives or friends) vehicles must pay for all labor, parts, materials, and shop fees as posted for all other customers.

Students bringing in vehicles to be looked at worked on or left on Area 30 Career Center grounds or in our facilities must have the vehicle owner complete an Unconditional Release Form before the vehicle can be left or any work can be done to the vehicle. Vehicles must be removed within 2 weeks of completion of work. Vehicles not removed within two weeks will be subject to a \$10.00 per day storage fee. After 30 days, vehicles will be towed to salvage yard and sold as salvage with proceeds going to Area 30 Career Center.

### **Student Insurance**

Neither Area 30 Career Center nor the student's high school carries insurance to cover student injuries.

### **Textbooks**

#### **Laboratory and Book Rental Fees**

All program fees should be paid at time of registration.

Laboratory and book rental fees differ for each program based on the curriculum requirements. See Appendix A for the listing of Lab and Book Rental Fees. All lab, uniform and textbook fees must be paid by all students. Reduced textbook fee forms can be completed at time of registration. Lab and uniform fees do not qualify for reduced fees and must be paid in full by students prior to the start of school.

**Book Rental System**

A book rental system is operated in accordance with the regulations of the Indiana State Board of Accounts. The purpose of this is to make sure that textbooks are available to students at the time needed and at a financial savings to each student and his/her parent/guardian. Rental books are distributed through Area 30 Career Center programs.

**Lost Textbooks & Workbooks**

Students who lose a textbook/workbook during the course of the school year must arrange for payment of the lost book with the school treasurer. Once payment or appropriate financial arrangement has been made, the student will be issued another textbook/workbook.

**Visitor Policy**

In order to protect the students, staff, and educational programs of Area 30 Career Center from undue disturbance, Area 30 does not allow visitors during the school day.

Appendix:

## Appendix A: Laboratory and Book Rental Fees 2022-2023

	FIRST YEAR	SECOND YEAR
<b>AUTO COLLISION TECHNOLOGY</b>		
Textbook Rental		
Lab/Cert. Fee	75.00	50.00
Respirator		
<b>Total Due</b>	<b>\$75.00</b>	<b>\$50.00</b>
<b>AUTO SERVICES TECHNOLOGY</b>		
Textbook Rental		
Lab Fee	50.00	50.00
<b>Total Due</b>	<b>\$50.00</b>	<b>\$50.00</b>
<b>CIVIL ENGINEERING &amp; ARCHITECTURE</b>		
Lab Fee		
<b>Total Due</b>	<b>\$25.00</b>	<b>\$25.00</b>
<b>INTERACTIVE MEDIA</b>		
Lab Fee	10.00	
<b>Total Due</b>	<b>\$10.00</b>	
<b>GRAPHIC DESIGN &amp; LAYOUT</b>		
Curricular Materials		
Lab Fee	10.00	
<b>Total Due</b>	<b>\$10.00</b>	
<b>CNA/NURSING</b>		
Workbooks		
Lab Fee	35.00	
<b>Total Due</b>	<b>\$35.00</b>	
<b>COMPUTER SYSTEMS NETWORKING</b>		
Textbook Rental		
Lab Fee	60.00	60.00
<b>Total Due</b>	<b>\$60.00</b>	<b>\$60.00</b>
<b>CONSTRUCTION EQUIPMENT OPERATOR</b>		
Textbook Rental		(CDL 18 Only)
Lab Fee/OSHA Certification	40.00	25.00
<b>Total Due</b>	<b>\$40.00</b>	<b>\$25.00</b>
<b>CULINARY ARTS</b>		
Textbook Rental		
Lab Fee	65.00	65.00
<b>Total Due</b>	<b>\$65.00</b>	<b>\$65.00</b>
<b>EARLY CHILDHOOD EDUCATION</b>		
Textbook Rental		
Lab Fee	25.00	
<b>Total Due</b>	<b>\$25.00</b>	

**HUMAN & SOCIAL SERVICES**

Lab Fees	10.00	
<b>Total Due</b>	<b>\$10.00</b>	

**Fire & Rescue**

Textbook/Workbook Rental		
Lab Fee	50.00	
<b>Total Due</b>	<b>\$50.00</b>	

**HEALTH CAREERS**

Textbook Rental		
Lab Fee, OSHA Certification	55.00	
<b>Total Due</b>	<b>\$55.00</b>	

**INTERDISCIPLINARY COOP. ED. (ICE)**

Lab Fee	10.00	
<b>Total Due</b>	<b>\$10.00</b>	

**LAW ENFORCEMENT**

Lab Fee	70.00	
<b>Total Due</b>	<b>\$70.00</b>	

**TEACHER EDUCATION**

Textbook Rental		
Lab Fee	30.00	10.00
<b>Total Due</b>	<b>\$30.00</b>	<b>\$10.00</b>

**WELDING**

Lab Fee/OSHA Certification	100.00	
<b>Total Due</b>	<b>\$100.00</b>	

**WIRED**

Textbook Rental		
Lab Fee/OSHA Certification	75.00	50.00
<b>Total Due</b>	<b>\$75.00</b>	<b>\$50.00</b>



# Area 30 Career Center

## 2022-2023

### Calendar

August 2022						
Su	M	Tu	W	Th	F	Sa
	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			

17

September 2022						
Su	M	Tu	W	Th	F	Sa
				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	

21

October 2022						
Su	M	Tu	W	Th	F	Sa
						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					

16

November 2022						
Su	M	Tu	W	Th	F	Sa
		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			

19

December 2022						
Su	M	Tu	W	Th	F	Sa
				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

12

January 2023						
Su	M	Tu	W	Th	F	Sa
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				

19

February 2023						
Su	M	Tu	W	Th	F	Sa
			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				

19

March 2023						
Su	M	Tu	W	Th	F	Sa
			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	

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April 2023						
Su	M	Tu	W	Th	F	Sa
						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						20

20

May 2023						
Su	M	Tu	W	Th	F	Sa
	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			

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#### FIRST SEMESTER

Aug 5 & 8, Teacher Days  
 Aug 9, First Student Day  
 Sept 5, Labor Day - No School  
 Oct 7, End of First Grading Period  
 Oct 17-21, Fall Break  
 Nov 23-25 Thanksgiving Break  
 Dec 20, End of First Semester  
 Dec 21-Jan 3, Winter Break

#### SECOND SEMESTER

Jan 4, Second Semester Begins  
 Jan 16, MLK Day-No School (make up if needed)  
 Feb 20, Presidents Day - No School (make up if needed)  
 Mar 10, End of Third Grading Period  
 Mar 20-24, Spring Break  
 May 23, End of Second Semester / Last Student Day  
 May 24, Last Teacher Day