

# WELCOME TO HEARTLAND CAREER CENTER

Each year brings opportunities for all of us, and with these opportunities come new responsibilities as well. The faculty, support staff and administration of Heartland Career Center have accepted the challenge of attempting to provide the finest career and technical training possible for each of you, and we hope you will accept the challenge of gaining the most you can from your educational experience.

This handbook is designed to furnish you and your parents with pertinent information about Heartland Career Center. In some cases, this booklet is general and will not answer all specific questions. Persons with questions should check their handbook first and, if the answer is not found, ask a teacher or administrator.

Please join with us in a spirit of cooperation and common commitment to make this school year the best in the history of Heartland Career Center.

## HEARTLAND CAREER CENTER MISSION STATEMENT

The mission of the Heartland Career Center is to provide a stimulating environment and opportunities for students to learn technical skills, attitudes, knowledge, and understandings designed to promote occupational preparation that will be effective in today's and tomorrow's technical society.

## SCHOOL ORGANIZATION

The Heartland Career Center was started by agreement of four school corporations: Manchester Community Schools, Peru Community Schools, Metropolitan School District of Wabash County, and Wabash City Schools. This includes the towns of: Wabash, Peru, North Manchester, and the surrounding areas. The Career Center was formed pursuant to the Acts of 1939, as amended, and officially came into being in July 1965. Other school corporations within a reasonable distance have been invited to join in this cooperative program. North Miami Community School legally joined this joint school corporation effective July 1, 1969.

The Heartland Career Center was formed with the approval of the General Commission of the Indiana State Board of Education and is now a functioning public school in the State of Indiana.

### WHERE DO I GO?

Attendance  
Medical Problem  
Change of Course  
Personal Problem  
Complaint  
Lost and Found  
Youth Club Funds  
Career Center Driving Pass  
Student Activities

### WHOM DO I SEE?

Mrs. Branham/Mrs. Truss/Mr. Dupont  
Office Staff  
Mr. Dupont  
Mr. Dupont/ Mr. Higgins/Mr. McWhirt  
Mr. Dupont/ Mr. Higgins/Mr. McWhirt  
Office Staff  
Mr. Conrad  
Mr. Higgins/Mr. Dupont/Mr. McWhirt  
Mr. Dupont

# PHILOSOPHY OF THE SCHOOL

We the Board of Managers of the Heartland Career Center have defined career and technical education as part of a comprehensive program designed to prepare individuals for gainful employment as semi-skilled, skilled, or technical workers in our technological society.

We believe that career and technical education is an integral part of the total, well-balanced, educational program and should be made available to all individuals.

We recognize that one of the greatest resources of any civilization is its well-trained, knowledgeable, working citizens. The progress of that civilization will depend greatly upon its ability to recognize and meet the needs of those within the community, state, and nation.

To carry out the above philosophy, we, the Board of Managers shall:

1. Provide a stimulating environment and the opportunity to learn those skills, attitudes, knowledge, and understandings designed to promote a behavioristic change that will be effective.
2. Involve the community in the development and betterment of career and technical education programs.
3. Provide career and technical training and education for life-long learning in order that our students may recognize their potentials and evolve a plan of development within their capacities, needs, and interests. This will enable the individuals to develop their personality and traits for harmonious living, not only for themselves, but for the others with whom they work and their employers.
4. Encourage and direct the growth of those individuals along desirable lines to extend their abilities so that they will be happy, well-adjusted, and contributing members of society and to become effective in the "World of Work".
5. Provide a career and technical education which will help in the development of individuals for citizenship in our society, as well as becoming a productive part of our economy. We will provide an environment in which the individuals will accept responsibility, such as awareness of the many opportunities our country provides in American Citizenship, obedience to the laws and rules of the school, and respect for, and protection of their, others', and all public property.
6. Provide individuals with the opportunity to obtain professional assistance in making their educational choices since this is a major decision affecting their future lives.
7. Provide individuals with teachers and instructional facilities to help them develop, change, and grow to the maximum of their own natural abilities; encouraging them to look to the teacher for vision, encouragement, planning, and help in developing themselves to find ways to enrich their personal lives and career and technical careers.
8. Provide those individuals desiring this education with buildings, materials, equipment, and facilities in a safe and hygienic environment for innovative and purposeful career and technical training. Because in each successive generation, life becomes more complex, our obligations and responsibilities to society demand

that we continue to evaluate and persist in our efforts to improve our career and technical education training.

9. Establish effective communications with counselors in the high schools. Through the counselors' personal knowledge of the abilities and limitations of each student, we will receive students at the career center who have a genuine interest in an occupational training program.
10. Provide, through the area school concept, a wide variety of training programs in different occupational pathways. This will enable the interests and needs of more students to be served.

# GENERAL INFORMATION

## ENROLLMENT PROCEDURES

High school students from the participating high schools are eligible to apply for admission to Heartland Career Center. Prospective students may secure an application form one of the home school counselors. The counselor will assist the prospective student in evaluating his or her career goals, interests, and aptitudes, in order to make the best educational program choice.

The completed application form is to be returned to the home school counselor. All decisions made in terms of selecting students for admission to the Career Center rest with the home school selection policy.

## HALL PASSES

Students are not permitted to be in the halls without permission. Teachers will normally provide a pass when classes are in session. Passes from any classroom are issued by the teacher in charge or the person who is authorized to permit students to leave class. A student should not leave his/her teacher's jurisdiction without a pass to avoid truancy.

## TELEPHONE CALLS AND MESSAGES

Except in emergencies, students will not be called to the telephone during the school day. Messages will be taken, however, and the students will be notified to call the party back at such a time when he/she is free to do so.

## BREAKS

Instructors may give students up to a thirteen minute break during their normal class schedule at the Career Center. Students may use the vending machines and student break room during this time. Students are not to go outside during break time. Breaks are a privilege and not a right and may be revoked by the instructor or administration at any time. Students are to assist in keeping the break area clean.

## FOOD AND DRINK

There are vending machines available in the break area. The vending machines are available only at approved times. Students will not be permitted to bring beverages or consume food in the classrooms or industrial areas. Also, students will not be permitted to bring beverages from outside sources into the building. Only beverages from the vending machines will be permitted. The only exception to the policy is special situations approved by the administration.

## DRESSING APPROPRIATELY FOR SCHOOL

Students should come to school dressed in a manner that does not disrupt the educational atmosphere or offend the sensibilities of others, including, but not limited to, racist, sexist, and gang-related symbols.

Students should not wear revealing or suggestive clothing advertising alcohol, tobacco, or other illegal drugs, clothing with satanic emblems or inappropriate graphics or language, including, but not limited to, anything that is lewd, vulgar, indecent, or offensive to school purposes.

Each program has dress regulations particular to that occupation area. Students must dress appropriately for the type of training being conducted. Examples: Health Service Education students must wear scrubs and Cosmetology students must wear navy uniforms.

### **HANDLING SPILLS OF BLOOD OR BODY FLUID**

To protect individuals from the Human Immunodeficiency Virus (HIV) and other potentially infectious organisms, in the event of a spill of blood, body fluids or tissues, students should contact the nearest school employee immediately.

### **YOUTH SERVICE ORGANIZATIONS**

At present there are five youth service organizations at Heartland Career Center representing the various occupational clusters. They are; HOSA (Health Occupations Students of America), BPA (Business Professionals of America), TSA (Technology Student Association and SKILLS U.S.A. (Vocational Industrial Clubs of America), and FCCLA (Family, Careers and Community Leaders of America).

The main mission of these organizations is to provide the student with the kinds of experiences that polish the leadership, career and social skills that are important in everyday life. Employers naturally want well trained employees, but they also want employees who possess social skills enabling them to better function in a work setting.

The activities of these organizations include such things as: competitive events, social functions, leadership development activities, service projects, and other community activities.

### **INCOMPLETE GRADES**

All incomplete grades are shown by the letter "I" on the grade card. It must be removed within a certain time stipulated by the teacher, but in no case later than two weeks into the next grading period without special permission of the Supervisor of Student Services/Activities or the Principal. An incomplete grade is not considered a passing grade. A student with an incomplete grade can not be considered for any honor roll.

### **MEDICATION**

Whenever a student must take medication (prescription drugs, aspirin, Tylenol, etc.) that medication must be administered through the main office. The main office can only administer those medications for which the student's parent/guardian has given permission. All medication, along with a note from the parent, should be brought to the office upon arrival at Heartland Career Center. Any drug that is not registered through the office could be considered a look-a-like drug.

### **LOST AND FOUND**

Students who find lost articles are asked to take them to the office where they can be claimed by the owner. "Finders, Keepers" is **NOT** an accepted practice

### **PREREQUISITES**

Few hurdles are put in a student's path that has a genuine interest in a particular occupational program. In other words, there are very few prerequisites. There are, however, recommended courses for background that a student should take prior to Career Center enrollment. The high school counselor can give this kind of information on specific programs.

## **FEES**

The fee charged to enroll in any occupational program is very nominal. This fee is paid to the home school during the time that book rental fees are paid. The only other cost is for some specific equipment, attire for a particular program, student youth organization membership, and specialized testing for certification or licensing. These costs are usually quite reasonable.

## **PROGRAM CHANGE**

Every effort will be made prior to enrollment to assist the student in making the best career choice. However, should the choice prove incorrect, changes can be made on an individual basis, depending, of course, on the time of the change request and the availability of openings. These changes are approved by the supervision of student services.

## **STUDENT TRANSPORTATION**

Transportation is provided for all students to and from the Career Center by the home school with the possible exception of the Cosmetology students. (Their schedule dictates that they may have to provide their own transportation depending on the policy of their home school.) Students who believe they have a valid reason for driving may apply for a driving permit with their home school principal. Student driving, however, is discouraged because of student safety, energy conservation, and limited parking facilities at the Career Center. (Please refer to “Student Transportation Regulations and Guideline” for more specific information.)

## **INCLEMENT WEATHER**

When three of the five member school corporations are in operation and sending students to Heartland Career Center during inclement weather, the Career Center will be in operation. If the Career Center closes for severe weather, the announcement of the closing will be made on several radio stations in the area. These stations are: WARU (Peru), WJOT and WKUZ (Wabash), and WOWO (Fort Wayne). The announcement will also be made on Channel 21 TV – Ft. Wayne and Channel 13. In the event the Career Center closes, students will participate in an eLearning day.

## **VISITORS**

Heartland Career Center has many visitors touring the Career Center each year. Visitors are encouraged to come during breaks or after school. All visitors must sign in/out in the main office.

## **PLACEMENT AND FOLLOW-UP**

The Career Center is available to assist its graduates with locating employment in industries, businesses, hospitals, and many other places in surrounding labor markets. The Career Center is in frequent contact with employers and maintains current information on their needs. Placement of a student is the culminating step of the total program, and the Career Center welcomes the opportunity to assist young people in the security of their future.

Follow-up of Career Center alumni is extremely important in providing school authorities with information to assist in the improvement of programs offered. After a student completes a program at the Heartland Career Center, he or she may be contacted following graduation to obtain information about their training and employment. Much of the information or data is also monitored by the State of Indiana.

## **CERTIFICATES**

After a student successfully completes one or more programs at the Career Center, a certificate is presented indicating this successful completion. The Senior Certificate Ceremony is normally held at the Honeywell Center in May at the close of the school year. Students must be present to receive their certificate.

## **EMERGENCY DRILLS**

Severe weather, fire drills, and lock down drills are conducted on a regular basis. Instructions are posted in each classroom. Students should be familiar with these instructions. The teacher in each classroom will give the students instructions. It is essential that when the first signal is given, everyone follows directions promptly and quietly, clearing the building or reporting to their designated area by the prescribed route. Exact locations and evacuation routes are listed in the appendix of this handbook.

## **CELL PHONE CONTENT AND DISPLAY**

The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever a reason to believe that any person/student is involved with “child exploitation” or “child pornography” as defined by Indiana Criminal Statutes exists.

It is “child exploitation,” a Class C felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph, or create a digitized image of any incident that includes “sexual conduct” by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes “sexual conduct” by a child under the age of 18.

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

“Sexual conduct” is defined by I.C. 35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.

The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require person convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.

Because student cell phones have been found in a number of Indiana school districts to have contained evidence of “sexual conduct” as defined above, parents and students must be aware of the legal consequences should this occur in our school system. Examples could include: sending, sharing, viewing, or possessing pictures, text messages, e-mails, or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or another electronic device.

**LEGAL NOTICE/PAYMENT TO HEARTLAND CAREER CENTER**

When you provide a check as payment, you authorize Heartland Career Center either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. When we use information from your check to make an electronic fund transfer, funds may be withdrawn from your account as soon as the same day you make your payment, and you will not receive your check back from your financial institution. For more information or if you do not want your check converted to an electronic transfer, please call our office at 260-563-7481.



# **STUDENT TRANSPORTATION REGULATIONS AND GUIDELINES**

The Student Transportation Regulations & Guidelines of Heartland Career Center prohibits the use of unauthorized means of transportation to and from our school.

- A. Authorized transportation is the school bus provided by the home school or other transportation authorized in writing by the home school administration.
- B. Students driving or riding in cars or other vehicles must have written authorization in their possession. Driving and riding passes from the home schools must be recorded in Heartland Career Center's office upon arrival by the student.
- C. Student drivers and/or riders will face disciplinary consequences for transporting, arriving, or departing by means of unauthorized transportation.
- D. Students are not permitted to arrive or depart the school grounds on foot.
- E. Immediately upon arriving at Heartland Career Center, students are to proceed directly to the parking lot and park their vehicle.
- F. All occupants are to immediately leave the vehicle and are not to return until the proper dismissal time.
- G. No student is permitted to loiter in parked cars or other vehicles during the school day.
- H. Student drivers must be properly licensed and demonstrate safe, sensible, and legally correct driving practices at all times.
- I. Student drivers must obey posted signs, yield the right of way to pedestrians and school buses, not drive alongside moving buses, avoid fast starts, and have their vehicles under control at all times.
- J. On days that a home school does not provide bus transportation, students are permitted to arrive and depart by their own choice of transportation.
- K. Student driving and riding violations will usually result in a one-day suspension from school and restricted driving privileges.
- L. No student parking on the East or West side of the parking lot without proper permission.
- M. Parents or legal guardians are allowed to drop-off or pick-up their children at Heartland Career Center. Students are not permitted to leave/arrive with anyone else without prior approval through our office and the home school.

# STUDENT BEHAVIOR AND DISCIPLINE POLICY

**“THE RULES THAT YOU ARE ABOUT TO READ IN THIS CODE OF CONDUCT SUPPLEMENT ARE IN ADDITION TO OUR BOARD, DISCRETIONARY AUTHORITY TO MAINTAIN SAFETY, ORDER, AND DISCIPLINE INSIDE THE SCHOOL ZONE. THESE RULES SUPPORT, BUT DO NOT LIMIT, OUR AUTHORITY”**

The intent of this policy statement is to inform all students and staff of the behavior which the Board of Managers considers unacceptable.

Each student is responsible for his/her own actions. The following rules are considered basic to that atmosphere, and students who choose to violate these concepts will be disciplined.

Monitoring behavior of students is the responsibility of the school staff whenever students are on the school premises or involved in any school related function or activity off of school premises.

Listed below is a series of unacceptable school behaviors that will cause instructors and administrators to invoke disciplinary action:

1. Bullying as defined in State law means overt, repeated acts or gestures, including verbal or written communications transmitted, physical acts committed, or 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. This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, intimidating, menacing, coercion, name calling, taunting, making threats, and hazing.
  - i) This rule applies when a student is:
    - a. On school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group (including summer school);
    - b. Off school grounds at a school activity, function, or event.
    - c. Traveling to or from school or a school activity, function, or event.
    - d. Using property or equipment provided by the school; or
    - e. Using data or computer software that is accessed through a computer, computer system, or computer network of the school corporation.
  - ii) Bullying by a student or groups of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student through overt, repeated acts or gestures, including verbal or written communications transmitted, and/or physical acts committed, or any other similar behavior is prohibited.

- iii) Parents or students who suspect that acts of bullying are taking place should report the matter to the school principal or designee. School personnel will investigate all reports of bullying.
  - iv) Counseling, corrective discipline, and/or referral to law enforcements will be used 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.
  - v) Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
  - vi) Any student who believes she/he has been or is currently the victim of bullying should immediately report the situation to the building principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the building principal.
  - vii) Every student is encouraged, and every staff member is required, to report any situation that they believe to be bullying behavior directed toward a student.
2. Causing or attempting to cause damage to school property or stealing or attempting to steal school property.
  3. Intentionally causing or attempting to cause damage to private property or stealing or attempting to steal private property.
  4. Intentionally causing or attempting to cause physical or psychological injury or intentionally behaving in such a way that could reasonably cause injury to any individual.
  5. Fighting or intentionally doing bodily harm to any student.
  6. Threatening or intimidating any student or staff member.
  7. Knowingly possessing, handling or transmitting any object that can reasonably be considered a weapon.
  8. Knowingly possessing, using, transmitting or being under the influence of any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant or depressant of any kind, including all "look-a-likes" or substances represented to be any of the above. This would also include possession of drug paraphernalia.
  9. Engaging in the unlawful selling or purchasing of narcotics, including all "look-a-likes" or violating any criminal law which constitutes a danger to other persons.

10. Failing to comply with directions of teachers or other staff personnel.
11. Engaging in any activity forbidden by the laws of the State of Indiana which constitute an interference with school purposes.
12. 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.
13. Possessing, using, distributing, purchasing or selling tobacco or any nicotine containing products of any kind or in any form. These products include e-cigarettes, vaping devices of any type of look-alike products or other related products or devices associated with tobacco or nicotine use or electronic nicotine delivery systems.
14. Arriving, departing or attempting to arrive or depart the school premises by unauthorized means of transportation, without proper authorization or in an unsafe manner.
15. Dressing and/or grooming in a manner that is not in compliance with home high school policy or Heartland Career Center policy or is inappropriate for activities of the training program.
16. Failing to maintain satisfactory class attendance without acceptable reasons.
17. Truancy or any unauthorized absence from a class or the school building.
18. Students who knowingly possess or use electronic devices or cellular telephones on school grounds during school hours in a situation not related to a school purpose or an educational function. The following information technology systems are included in this area of conduct: Internet, Networking, Fax, and Video Communication Systems.
19. Taking, recording and/or displaying or distributing video pictures (digital or otherwise) or audio recordings without the consent of the student or staff member in a situation not related to a school purpose or educational function is prohibited. Violation of this rule could result in disciplinary action.
20. Behaving in a manner not appropriate to the educational setting, including public display of affection, inappropriate language or inappropriate gestures or possessing or displaying obscene, vulgar or inappropriate material.

This list of unacceptable behavior is not intended to cover all of the violations that could possibly occur. Any misconduct that is disruptive to the educational process or infringes on the rights of others will be grounds for disciplinary action.

To enforce the rules and regulations of this school, including those listed above, the staff will use various means of discipline including: reprimand, additional assignments, probationary status,

referrals to special personnel within the schools, parent conferences, suspension, referral to specialized community services, and, in serious cases, expulsions from programs.

The director, principal, any administrative personnel or any teacher of the school corporation shall be authorized to take any action in connection with student behavior, in addition to the actions specifically provided in this policy, reasonably desirable or necessary to help any student or to further school purposes. Examples include:

- a. Counseling with a student or group of students;
- b. Conferences with a parent or group of parents;
- c. Assigning students additional work;
- d. Rearranging class schedules;
- e. Requiring a student to remain in school after regular school hours to do additional school work or for counseling; or
- f. Restriction of extracurricular activity.

If a student is suspended from Heartland Career Center (this does not include In-School Suspension), the student will be prohibited from participating in any school related activities for the duration of the suspension.

If a student is suspended from the home high school, that student is automatically suspended from Heartland Career Center.

For further information concerning Suspensions/Expulsions, please refer to the Suspension/Expulsion From School section in the Appendix.

# **SECONDARY CAREER AND TECHNICAL STUDENT ATTENDANCE, GRADES AND CREDITS**

## **SECTION I - RATIONALE**

While being an educational facility, Heartland Career Center has a strong focus toward preparing students for the workforce. One of the many career and technical education skills Heartland Career Center emphasizes with its students is attendance, since being on the job daily is of utmost importance. Therefore, the career center has established a policy that would encourage strong attendance for its students. Important to note is that the career center does not differentiate between excused and unexcused absences as do many of the sending schools. Rather absences are viewed as valuable time out of the career and technical education setting where job skill training occurs. For this reason, attendance is also closely tied to the grades of students.

In balancing the career center schedule with sending school schedules, it is evident that there will be some days in a student's school year that may require sending *school related* absences. For example, Heartland may be in session while other schools are on break. Therefore, Heartland has established days that are considered "no effect (NE) days". With the teachers' permission, students can attend Heartland on these days and earn extra points in the classroom and "make up" days toward Heartland attendance. Likewise, if a student is involved in a school related activity such as field trips or special convocations, these days are also labeled as NE days (only with notification from the sending school officials).

Heartland also recognizes that sending schools use different grading systems – semester and trimester systems. The career center's grading system is set up for semester grades and reporting and will be reported to the sending schools in the semester format.

## **SECTION II – ATTENDANCE**

With attendance being a vital skill for students, the career center has established a grading system that rewards students for participation and encourages their presence in programs. At the same time, there are procedures in place to address marginal attendance. Heartland's policy is that all attendance is based on semester performance focusing on either a student being in the program or being absent or tardy on a daily basis. Specific procedures outline expectations for student's participation. These procedures also encourage notification of parents/guardians of student absences before they reach a critical stage. As well, these procedures establish specific standards for meetings with students, notifying sending schools, and notification of parents/caregivers/guardians. Once a student reaches a critical stage, a series of disciplinary strategies will be used to encourage the student to get back on track with their attendance. The measures include loss of breaks, suspensions, reduction of credit, loss of all credit, or eventual removal from the program. Note that career courses and academic course might have different procedures based on the amount of time in class and the requirements of that class.

Appeals of Attendance Review Committee Decisions:

All students have the right to appeal the decision made by the Attendance Review Committee if extenuating circumstances are present (such as extended personal illness, hospitalization, etc.). The student and/or legal guardian may submit an appeal form to the Supervisor of Student Services asking for further review. This form may be obtained from the Supervisor of Student Services. An appeal must be filed within ten (10) days of the final decision. At this point, the Attendance Review Committee as well as one or more members of the Heartland Teachers Attendance Committee will meet with the student and/or parent/guardian. At that time, the members of the Attendance Review Committee and the Heartland Teachers Attendance Committee will render a decision as to whether the student should be dismissed, retained or retained with special conditions. Once a student has met the maximum number of absences for the career and technical program the expulsion process will be pursued and is subject to review by the Director of Heartland for final determination.

### SECTION III – GRADING PERIODS

Grades in the career courses are calculated in percentages on a daily basis. These percentage grades are then combined to produce a grade that is reported to the home school at 4 ½ intervals (mid-terms, 9 weeks, and semesters). Grades in the academic courses are based on actual work completed for the course (homework, in class work, quizzes, tests and projects). Again, progress is reported to the sending schools at 4 ½ intervals (mid-terms, 9 weeks, and semesters).

A student earns points toward a grade by a combination of two methods:

1. Production Points – (70% of Grade)

Production Points include four areas: work, attitude, and dress; tests and quizzes; projects; and extra work points. Although these are separate areas, it is left to the discretion of the individual instructor as to the amount that each of these areas play into the total points awarded.

2. Attendance Points – (30% of Grade)

A student earns attendance points each day of attendance at Heartland Career Center. A student may earn bonus attendance points by attending a career and technical class during a time that the student's home school is not in session; provided that attendance is not prohibited by the home school rules (Called Make Up (MU) days). Attendance points will be calculated proportionally to the amount of time the student is actually in the class.

### SECTION IV – SEMESTER GRADES

Semester grades will be calculated as a composite of the 9 week period grades and will be reported directly to the sending schools. English semester grades will be calculated as a composite (average) of the nine-week period percentages earned.

## SECTION VI -- GRADING SCALE

The grading scale for all grading periods and all semester/trimester grades will be:

98% - 100% = A+

93% - 97% = A

90% - 92% = A-

88% - 89% = B+

83% - 87% = B

80% - 82% = B-

78% - 79% = C+

73% - 77% = C

70% - 72% = C-

68% - 69% = D+

63% - 67% = D

60% - 62% = D-

59% - □ = F

## SECTION VII -- CREDITS

A student with satisfactory grades and attendance will be recommended for credit to the home school. The home school issues all credit after receiving the career center recommendation.

(Approved July 20, 2022)



# APPENDIX

# **HEARTLAND CAREER CENTER COURSE OFFERINGS**

Automotive Collision and Repair

Automotive Service Technology

Construction Trades

Cosmetology I

Cosmetology II

Criminal Justice

Culinary Arts & Hospitality

Diesel Services Technology

Education Professions

English

Entrepreneurship

Graphic Design & Layout

Health Science Education

Industrial Automation Robotics

Informational Technology/Cybersecurity

Precision Agriculture Specialist

Precision Machining

Welding Technology

# **HEARTLAND CAREER CENTER SEXUAL HARASSMENT POLICY FOR EMPLOYEES AND STUDENTS**

## **A RESOLUTION ESTABLISHING A SEXUAL HARASSMENT GRIEVANCE PROCEDURE**

### **Section I. Policy Statement**

- 1.1 It is the policy of the Heartland Career Center to maintain a learning and working environment that is free from sexual harassment.
- 1.2 It shall be a violation of this policy for any employee of the Center to harass another employee or student through unwelcome conduct or communications of a sexual nature as defined in Section II. It shall also be a violation of this policy for students to harass other students through unwelcome conduct or communication of a sexual nature as defined in Section II. The use of the term "employee" also includes non-employees and volunteers who work subject to the control of school authorities.
- 1.3 The Center will promptly:
  - 1.3.1 investigate all complaints, written or verbal, of sexual harassment taken place at school or any school-sponsored activity within the United States;
  - 1.3.2 take appropriate action to stop any harassment;
  - 1.3.3 take appropriate action against any student or school employees who violates this policy; and
  - 1.3.4 take any other action reasonably calculated to end and prevent further harassment of school employees or students.
- 1.4 The Title IX Coordinator is the person designated by the Board of Managers to receive complaints of harassment and oversee the investigation of those complaints as described in this policy. The Title IX Coordinator may be contacted at:

260-563-7481  
79 S 200 W  
Wabash, IN 46992
- 1.5 The Center will prominently display the contact information for the Title IX Coordinator and this policy on its website and in each student and employee handbook.

- 1.6 Applicants for admission and employment, students, parents or legal guardians, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the Center will be notified of the name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator. The notification must also include a statement that the Center does not discriminate on the basis of sex in its education program or activity, it is required by Title IX not to discriminate in such a manner, the requirement not to discriminate extends to admission and employment, and inquiries about the application of Title IX may be referred to the Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

## **Section II. Definitions**

### 2.1 Prohibited Conduct

2.1.1 Harassment Based on Sex. "Sexual harassment" means conduct on the basis of sex that satisfies one or more of the following:

2.1.1.1 an employee of the Center conditioning the provision of an aid, benefit, or service of the Center on an individual's participation in unwelcome sexual conduct;

2.1.1.2 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 Center's education program or activity; or

2.1.1.3 "sexual assault" as defined in 20 U.S.C. § 1092(1)(6)(A)(v), "dating violence" as defined in 34 U.S.C. § 12291(a)(10), "domestic violence" as defined in 34 U.S.C. § 12291(a)(8), or "stalking" as defined in 34 U.S.C. § 12291(a)(30).

### 2.2 Types of Sexual Harassment

2.2.1 Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any employee to a student, when made by any employee to another employee, or when made by any student to another student when:

2.2.1.1 Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education.

2.2.1.2 Submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting that individual.

2.2.1.3 Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or professional

performance or creating an intimidating, hostile, or offensive employment or educational environment.

2.2.1.4 Denial of an employment or educational opportunity of others occurs directly because an employee or a student submits to unwelcome requests for sexual favors made by a supervisor or teacher which results favorably for that employee or student.

2.2.1.5 Such conduct is engaged in by volunteers and/or non-employees over which the Center has some degree of control of their behavior while on school property.

### 2.3. Unwelcome Conduct of a Sexual Nature

2.3.1 Conduct of a sexual nature may include verbal or physical sexual advances and/or comments regarding physical or personality characteristics of a sexual nature.

2.3.2 Verbal or physical conduct of a sexual nature constitutes sexual harassment when the allegedly harassed employee has indicated, by his or her conduct or verbal objection, that it is unwelcome.

2.3.3 In the situation involving sexual harassment by an adult of an elementary student, unwelcomeness of the harassment is presumed and is not a factor to be considered.

2.3.4 An employee who has initially welcomed such conduct by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome for any such subsequent conduct to be deemed unwelcome.

### 2.4 Examples of Sexual Harassment.

Sexual harassment may include but is not limited to the following:

2.4.1 Verbal harassment or abuse.

2.4.2 Repeated remarks to a person with sexual or demeaning implications.

2.4.3 Unwelcome touching.

2.4.4 Pressure for sexual activity.

2.4.5 Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, promotion, and/or salary increase.

## **Section III. Complaint Procedures**

### 3.1 Report

- 3.1.1 Any student or school employee who believes he or she has been the victim of sexual harassment prohibited by this policy by a student, a Center employee, or a third party should report the alleged harassment to the Title IX Coordinator or any school employee. The alleged harassment should be reported as soon as possible, and the report generally should be made within fifteen (15) school days of the occurrence.
- 3.1.2 Any student who has knowledge of conduct which may constitute sexual harassment should report such conduct to the Title IX Coordinator or any school employee. Any school employee who has notice that a student or a school employee may have been a victim of sexual harassment shall immediately report the alleged harassment to the Title X Coordinator. Any complaint that involves the Title IX Coordinator should be reported to the superintendent. Oral or written reports are acceptable.
- 3.1.3 The complaint, the identity of the person allegedly harassed, and the alleged harasser will be disclosed only to the extent necessary to fully investigate the complaint and only when such disclosure is required or permitted by law. Additionally, a person allegedly harassed who wishes to remain anonymous shall be advised that such confidentiality may limit the Center's ability to fully respond to the complaint.
- 3.1.4 After receiving a complaint, the Title IX Coordinator makes an initial determination whether the allegations may be sexual harassment prohibited by this policy. If the allegations are deemed as such, the Title IX Grievance Process below must be followed.

## 3.2 Definitions

- 3.2.1 "Actual knowledge" means notice of sexual harassment or allegations of sexual harassment prohibited by this policy to the Title IX Coordinator or any school official who has authority to institute corrective measures or to any school employee.
- 3.2.2 "Complainant" means an individual who is alleged to be the victim of conduct that could constitute sexual harassment prohibited by this policy.
- 3.2.3 "Formal complaint" means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment prohibited by this policy and requesting the allegation be investigated. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail. When the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a party to the formal complaint. The allegations in a formal complaint must be investigated. In response to a formal complaint, the Title IX Grievance Process set out in this policy must be followed.
- 3.2.4 "Respondent" means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment prohibited by this policy.

3.2.5 "Supportive measures" means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the Center's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the educational environment or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course related adjustments, modifications of work or class schedules, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security or monitoring of school property, and other similar measures. Any supportive measures provided are confidential, to the extent that maintaining such confidentiality does not impair the ability to provide supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

### 3.3. Title IX Grievance Process

- 3.3.1 Any person may report sexual harassment (whether or not the person reporting is the victim of conduct that could constitute sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time, including non-business hours, by using the telephone number or electronic mail address, or by mail to the address listed for the Title IX Coordinator.
- 3.3.2 The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain the process for filing a formal complaint.
- 3.3.3 Complainants and respondents will be treated equitably by offering supportive measures to a complainant and by following this grievance process before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent.
- 3.3.4 This process does not preclude a respondent from being removed from the education program or activity on an emergency basis, provided that an individualized safety and risk analysis determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal and that the respondent is provided with notice and an opportunity to challenge the decision immediately following the removal.

- 3.3.5 This process does not preclude an employee who is a respondent from being placed on administrative leave during the grievance process.
- 3.3.6 This grievance process treats complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent, and by following this process before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent. Remedies are designed to restore or preserve equal access to education programs or activities.
- 3.3.7 The respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
- 3.3.8 All relevant evidence is evaluated objectively. Credibility determinations are not based on a person's status as a complainant, respondent, or witness.
- 3.3.9 Any Title IX Coordinator, investigator, or decision makers may not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.
- 3.3.10 Title IX Coordinators, investigators, and decision makers must receive training on the definition of sexual harassment, the scope of the Center's education program or activity, how to conduct an investigation and grievance process including appeals, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias, Decision makers are required to receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant. Investigators are required to receive training on issues of relevance in order to create investigative reports that fairly summarize relevant evidence.
- 3.3.11 A finding of responsibility may result in any disciplinary action up to and including expulsion for students or dismissal of employees.
- 3.3.12 The standard of evidence used to determine responsibility is a preponderance of the evidence.
- 3.3.13 This grievance process does not allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege unless the person holding such privilege has waived the privilege.

#### 3.4. Notice of Allegations



- 3.4.1 On receipt of a formal complaint, the Title IX coordinator gives the following written notice to the parties;
  - 3.4.1.1 notice of the grievance process, and
  - 3.4.1.2 notice of the allegations of sexual harassment potentially constituting sexual harassment, including sufficient details known at the time, Sufficient details shall include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. This notice must be given with sufficient time to prepare a response before any initial interview.
- 3.4.2 The written notice must also include:
  - 3.4.2.1 a statement the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process;
  - 3.4.2.2 information the parties may have an advisor of their choice, and may inspect and review evidence; and
  - 3.4.2.3 information about any provisions in the Center's code of conduct or other policies that prohibit knowingly making false statements knowingly submitting false information during the grievance process.
  - 3.4.3.3 If, in the course of an investigation, the investigator decides to investigate allegations about the complainant or respondent that are not included in the notice previously provided, notice of the additional allegations must be provided to the parties whose identities are known.

### 3.5. Dismissal of Formal Complaint

- 3.5.1 A formal complaint or any allegations therein must be dismissed if the conduct alleged in the complaint
  - 3.5.1.1 would not constitute sexual harassment prohibited by this policy even if proved,
  - 3.5.1.2 did not occur in the Center's education program or activity,or
  - 3.5.1.3 did not occur against a person in the United States.
- 3.5.2 Such a dismissal does not preclude action under another provision of the Center's code of conduct or policy.

- 3.5.3 A formal complaint or any allegations therein may be dismissed if at any time during the investigation:
  - 3.5.3.1 a complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;
  - 3.5.3.2 the respondent is no longer enrolled or employed by the Center;  
or
  - 3.5.3.3 specific circumstances prevent the Center from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

### 3.6. Investigation of Formal Complaint

- 3.6.1 When investigating a formal complaint and throughout the grievance process, the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility is on the Center and not the parties. A party's records that are made or maintained by a physician, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party will not be accessed, considered, disclosed or otherwise used without the voluntary, written consent of the party's parent, or the party if the party is an eligible student, to do so for this grievance procedure if such records are required as part of the investigation or determination of responsibility.
- 3.6.2 The parties will have an equal opportunity to present witnesses, including fact and expert witnesses, and any inculpatory and exculpatory evidence.
- 3.6.3 The ability of the parties to discuss the allegations under investigation or to gather and present relevant evidence is not restricted.
- 3.6.4 The parties have the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be an attorney. The choice or presence of advisor for either the complainant or respondent is not limited in any meeting or grievance proceeding.
- 3.6.5 Any party whose participation is invited or expected is provided written notice of the date, time, location, participants, and purpose of all investigative interviews or other meetings with sufficient time for the party to prepare to participate,
- 3.6.6 The investigator must provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence which will not be relied upon in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether

obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation.

- 3.6.7 Prior to the completion of the investigative report, the investigator must send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least 10 days to submit a written response, which the investigator must consider prior to completion of the investigative report.
- 3.6.8 The investigator shall write an investigative report that fairly summarizes relevant evidence and, at least 10 days prior to the time a determination regarding responsibility is made, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.
- 3.6.9 The investigative report will be provided to the parties and the decision maker within 35 days from the date the formal complaint is filed.
- 3.6.10 After the investigator has sent the investigative report to the parties and before reaching a determination regarding responsibility, the decision maker must afford each party the opportunity to submit written, relevant questions the party wants to be asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision maker must explain to the party proposing the question of any decision to exclude a question as not relevant.

### 3.7 Determination Regarding Responsibility

- 3.7.1 The decision maker, who is not the same person as the Title IX Coordinator or the investigator, must issue a written determination regarding responsibility.
- 3.7.2 The written determination must include the following:
  - 3.7.2.1 identification of the allegations potentially constituting sexual harassment prohibited by this policy;
  - 3.7.2.2 a description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence;
  - 3.7.2.3 findings of fact supporting the determination;

- 3.7.2.4 conclusions regarding the application of the Center's code of conduct or other policy provisions to the facts;
  - 3.7.2.5 a statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary actions recommended against the respondent, and whether remedies designed to restore or preserve equal access to the Center's education program or activity will be provided to the complainant; and
  - 3.7.2.6 the procedures and permissible bases for the complainant and respondent to appeal.
- 3.7.3 A determination of responsibility decision will be issued within 10 working days from the date the investigative report is submitted to the decision maker.
- 3.7.4 The decision maker must provide the written determination regarding responsibility to the parties simultaneously.
- 3.7.5 The Title IX Coordinator is responsible for the effective implementation of any remedies.

### 3.8 Appeals

- 3.8.1 Either party may appeal within 5 working days from the date the written determination regarding responsibility is given to the parties.
- 3.8.2 Either party may appeal from a determination regarding responsibility or a dismissal of a formal complaint or any allegations therein, on the following bases:
- 3.8.2.1 procedural irregularity that affected the outcome of the matter;
  - 3.8.2.2 new evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
  - 3.8.2.3 the Title IX Coordinator, investigator, or decision maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.
- 3.8.3 Notification of appeal must be given in writing to the Title IX Coordinator. For all appeals, the Title IX Coordinator will:
- 3.8.3.1 notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;
  - 3.8.3.2 ensure the decision maker for the appeal is not the same person as the decision maker that reached the determination regarding responsibility or dismissal, the investigator, or the Title IX Coordinator; and

- 3.8.3.3 ensure the decision maker for the appeal complies with the standards outlined in this policy.
- 3.8.4 The appeal decision maker will:
  - 3.8.4.1 give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;
  - 3.8.4.2 review the evidence gathered by the investigator, the investigator's report, and the decision maker's written decision;
  - 3.8.4.3 issue a written decision describing the result of the appeal and the rationale for the result; and
  - 3.8.4.4 provide the written decision simultaneously to both parties and the Title IX Coordinator.
- 3.8.5 Any appeal will be resolved with 15 calendar days from the filing of the appeal.
- 3.8.6 The determination regarding responsibility becomes final if an appeal is filed on the date the parties are provided with the written determination of the result of the appeal or if an appeal is not filed, the date on which an appeal would no longer be considered timely.
- 3.8.7 Temporary delays of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action are permitted. Good causes may include considerations such as the absence of a party, a party's advisor, or a witness; disciplinary processes required by law or Center policy; or the need for language assistance or an accommodation of disabilities.

### 3.9 Recordkeeping

- 3.9.1 The Center will maintain for a period of seven years records of:
  - 3.9.1.1 each investigation of allegations of sexual harassment prohibited by this policy including any determination regarding responsibility and any audio or audiovisual recording or transcript, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to Center's education program or activity;
  - 3.9.1.2 any appeal and the result of the appeal; and
  - 3.9.1.3 all materials used to train Title IX Coordinators, investigators, decision makers, and any person who facilitates an informal

resolution process. These materials will also be made available on the Center's website.

- 3.9.2 For each response required under this policy and federal law, the Center must create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment prohibited by this policy. In each instance, the Center will document the basis for its conclusion that its response was not deliberately indifferent, and document it has taken measures designed to restore or preserve equal access to its education program or activity. If the Center does not provide a complainant with supportive measures, then it must document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

**Section IV. Retaliation.** Retaliation against students or Center employees who report harassment or participate in any related proceedings is prohibited. The Center shall take appropriate action against students or school employees who retaliate against any student or school employee who reports alleged harassment or participates in related proceedings. The Title IX Coordinator will inform persons who make complaints, who are the subject of complaints, and who participate in investigations of how to report any subsequent retaliatory actions.

**Section V. False Charges.** Students or Center employees who knowingly make false charges of harassment shall be subject to disciplinary action as well as any civil or criminal legal proceedings. (Adopted this 17th day February of 2021.)

## **NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY**

The Governing Board does not discriminate on the basis of the Protected Classes of race, color, national origin, sex (including transgender status, sexual orientation and gender identity), disability, age, religion, military status, ancestry, or genetic information which are classes protected by Federal and/or State law (collectively, "Protected Classes") occurring in the Corporation's employment opportunities, programs, and/or activities, or, if initially occurring off Corporation grounds or outside the Corporation's employment opportunities, programs and activities, affecting the Corporation environment.

The Director shall appoint and publicize the name of the Compliance Officer(s) who is/are responsible for coordinating the Corporation's efforts to comply with applicable Federal and State laws and regulations, including the Corporation's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination or denial or equal access. The compliance Officer(s) also shall verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination in Employment Act is provided to staff members and the general public. Any sections of the Corporation's collectively bargained contracts dealing with hiring, promotion, and tenure should contain a statement of nondiscrimination similar to that in the Board's statement above. In addition, any gender specific terms should be eliminated from such contracts.

### **Compliance Officer(s)**

The following person(s) is/are designated as the Corporation's Compliance Officer(s) and, as such, shall handle inquiries regarding the nondiscrimination policies of the Corporation and address any complaint of discrimination:

Director  
Heartland Career Center  
79 S. 200 W.  
Wabash, IN 46992  
(260)563-7481

### **Reports and Complaints of Unlawful Discrimination and Retaliation**

Employees are encouraged to promptly report incidents of unlawful discrimination and/or retaliation occurring in the corporation's employment opportunities, programs and/or activities, or, if initially occurring off Corporation grounds or outside the corporation's employment opportunities, programs and activities, affecting the Corporation environment to an administrator, supervisor, or other Corporation-level official so that the Board may address the

conduct. Any administrator, supervisor, or other corporation-level official who receives such a complaint shall file it with a Compliance Officer within two (2) business days.

Employees who believe they have been unlawfully discriminated/retaliated against in the Corporation's employment opportunities, programs and/or activities, or, if initially occurring off Corporation grounds or outside the Corporation's employment opportunities, programs and activities, affecting the Corporation environment are entitled to utilize the complaint process set forth below. Initiating a complaint, whether formally or informally, in the Corporation and/or a concurrent criminal complaint will not adversely affect the complaining individual's employment status or opportunity. While there are no time limits for initiating complaints under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known, and potential witnesses are available.

The Compliance Officer(s) will be available during regular school/work hours to discuss concerns related to unlawful discrimination/retaliation. The Compliance Officer(s) shall accept complaints of unlawful discrimination/retaliation directly from any member of the Corporation community or a visitor to the Corporation and receive complaints that are initially filed with a school building administrator, supervisor or other Corporation-level official. Upon receipt of a complaint, either directly or through a school building administrator, supervisor or other Corporation-level official, a Compliance Officer will begin either an informal or formal process (depending on the request of the person alleging the discrimination/retaliation or the nature of the alleged discrimination/retaliation), or designate a specific individual to conduct such a process.

The Compliance Officer will provide a copy of this policy to any person who files a complaint. In the case of a formal complaint, the Compliance Officer will prepare recommendations for the Director or oversee the preparation of such recommendations by a designee. All members of the Corporation community must report incidents of discrimination/retaliation that are reported to them to the Compliance Officer within two (2) business days of learning of the incident/conduct.

Any Corporation employee who directly observes unlawful discrimination/retaliation is obligated, in accordance with this policy, to report such observations to one of the Compliance Officers within two (2) business days. Additionally, any Corporation employee who observes an act of unlawful discrimination/retaliation is expected to intervene to stop the misconduct, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other Corporation employees and/or local law enforcement officials, as necessary, to stop the misconduct. Thereafter, the Compliance Officer or designee must contact the employee within two (2) business days to advise him/her of the Corporation's intent to investigate the wrongdoing.

### **Complaint Procedures**

Any employee who believes that she/he has been subjected to unlawful discrimination or retaliation may seek resolution of his/her complaint through the procedures described below. The formal complaint procedures involve an investigation of the individual's claims and a process for rendering a decision regarding whether the charges are substantiated at the lowest possible administrative level and in a prompt and equitable manner.



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

In accordance with Federal and State law, employees will be notified of their right to file an internal complaint regarding an alleged violation, misinterpretation or misapplication of Federal and/or State law pertaining to discrimination in employment.

In addition, employees will be notified of their right to file a complaint with the U.S. Department of Education's Office for Civil Rights, the Equal Employment Opportunity Commission, or the Indiana Civil Rights Commission, as well as a concurrent criminal complaint with the law enforcement agency having jurisdiction in the Corporation.

### **Informal Complaint Procedure**

The goal of the informal complaint procedure is to quickly stop inappropriate behavior and facilitate resolution through informal means, if possible. The informal complaint procedure is provided as a less formal option for an employee or unsuccessful applicant for employment who believes she/he has been unlawfully discriminated or retaliated against in the Corporation's employment opportunities, programs and/or activities, or, if initially occurring off Corporation grounds or outside the corporation's employment opportunities, programs and activities, affecting the Corporation's environment. This informal procedure is not required as a precursor to the filing of a formal complaint or a concurrent criminal complaint.

The informal process is available only in those circumstances where the parties (the alleged target of the discrimination/retaliation and individual(s) alleged to have engaged in the discrimination) agree to participate in it.

Employees, or unsuccessful applicants for employment, who believe that they have been unlawfully discriminated/retaliated against in the Corporation's employment opportunities, programs and/or activities, or, if initially occurring off Corporation grounds or outside the Corporation's employment opportunities, programs and activities, affecting the Corporation environment may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

All complaints involving a Corporation employee or any other adult member of the Corporation community against a student will be formally investigated, and a concurrent criminal complaint shall be filed.

As an initial course of action, if an individual feels that she/he is being unlawfully discriminated/retaliated against in the Corporation's employment opportunities, programs and/or activities, or, if initially occurring off Corporation grounds or outside the Corporation's employment opportunities, programs and activities, affecting the Corporation environment and she/he is able and feels safe doing so, the individual should tell or otherwise inform the person who engaged in the allegedly discriminatory/retaliatory conduct that it is inappropriate and must stop. The complaining individual should address the alleged misconduct as soon after it occurs

as possible. A/The Compliance Officer is available to support and counsel individuals when taking this initial step or to intervene on behalf of the individual if requested to do so.

An individual who is uncomfortable or unwilling to inform the person who allegedly engaged in the unlawful conduct of his/her concerns is not prohibited from otherwise filing an informal or a formal complaint and filing a concurrent criminal complaint if she/he desires to do so.

In addition, with regard to certain types of unlawful discrimination, such as sexual discrimination, the Compliance Officer may advise against the use of informal complaint processes.

An individual who believes she/he has been unlawfully discriminated/retaliated against in the Corporation's employment opportunities, programs and/or activities, or, if initially occurring off Corporation grounds or outside the Corporation's employment opportunities, programs and activities, affecting the Corporation environment may make an informal complaint, either orally or in writing: 1) to a building administrator; 2) directly to the Compliance Officer(s); and/or 3) to the Director or other Corporation-level employee.

All informal complaints must be reported to the Compliance Officer(s) who will either facilitate an informal resolution as described below or appoint another individual to facilitate an informal resolution.

The Corporation's informal complaint procedure is designed to provide employees who believe they are being unlawfully discriminated/retaliated against with a range of options aimed at bringing about a prompt resolution of their concerns. Depending upon the nature of the complaint and the wishes of the individual claiming unlawful discrimination/retaliation, informal resolution may involve, but not be limited to, one more of the following:

- A. Advising the individual about how to communicate his/her concerns to the person who allegedly engaged in the discriminatory/retaliatory behavior.
- B. Distributing of the Nondiscrimination Policy as a reminder to the individuals in the school building or office where the individual whose behavior is being questioned works.
- C. If both parties agree, the Compliance Officer may arrange and facilitate a meeting between the individual claiming discrimination/retaliation and the individual accused of engaging in the misconduct to work out a mutual resolution.

While there are no set time limits within which an informal complaint must be resolved, the Compliance Officer or designee will exercise his/her authority to attempt to resolve all informal complaints within fifteen (15) business days of receiving the informal complaint.

Parties who are dissatisfied with the results of the informal complaint process may proceed to file a formal complaint. And, as stated above, parties may request that the informal process be terminated at any time to move to the formal complaint process.

## Formal Complaint Procedure

- 1.1 If a complaint is not resolved through the informal complaint process, if one of the parties requested that the informal complaint process be terminated to move to the formal complaint process, or if the individual elects to file a formal complaint initially, this formal complaint process shall be implemented.
- 2.1 An individual who believes that she/he has been subjected to unlawful discrimination/retaliation in the Corporation's employment opportunities, programs and/or activities, or, if initially occurring off Corporation grounds or outside the Corporation's employment opportunities, programs and activities, affecting the Corporation's environment (hereinafter referred to as the "Complainant"), may file a formal complaint, either orally or in writing, with an administrator, the Compliance Officer(s), Director, or other Corporation-level official, as well as file a concurrent criminal complaint with the law enforcement agency having jurisdiction.
- 3.1 Due to the sensitivity surrounding complaints of unlawful discrimination and retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs.
- 4.1 If a Complainant informs an administrator, supervisor, Director, or other Corporation-level official, either orally or in writing, about any complaint of discrimination/retaliation, the employee who is informed of the complaint must report such information to the compliance Officer within two (2) business days.
- 5.1 Throughout the course of the process, the Compliance Officer should keep the parties informed of the status of the investigation and the decision-making process.
- 6.1 All formal complaints must include the following information to the extent it is available; the identity of the individual believed to have engaged in, or be engaging in the discriminatory/retaliatory conduct; a detailed description of the facts upon which the complaint is based; a list of potential witnesses; and the resolution sought by the Complainant.
- 7.1 If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the Compliance Officer shall ask for such details in an oral interview. Thereafter, the Compliance Officer will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported complaint by signing the document.
- 8.1 Upon receiving a formal complaint, the Compliance Officer will consider whether any action should be taken in the investigatory phase to protect the Complainant from further discrimination or retaliation, including, but not limited to, a change of work assignment or schedule for the Complainant and/or the person who allegedly engaged in the

misconduct. In making such a determination, the Compliance Officer should consult the Complainant to assess his/her agreement to the proposed action. If the Complainant is unwilling to consent to the proposed change, the Compliance Officer may still take whatever actions she/he deems appropriate in consultation with the Director.

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

10.1 Simultaneously, the Compliance Officer, or a designee, will inform the individual alleged to have engaged in the discriminatory or retaliatory conduct (hereinafter referred to as the "Respondent"), that a complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant policies and/or administrative guidelines, including the Nondiscrimination policy. The Respondent also must be informed of the opportunity to submit a written response to the complaint within five (5) business days.

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

12.1 The investigation will include:

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

At the conclusion of the investigation, the Compliance Officer, or the designee, shall prepare and deliver a written report to the Director that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful discrimination/retaliation as provided in Board policy and State and Federal law as to whether the Complainant has been subjected to the unlawful discrimination/retaliation. The recommendations must be based upon the totality of the circumstances. In determining if discrimination or retaliation occurred, a preponderance of evidence standard will be used (i.e., it is more likely than not that unlawful discrimination/retaliation occurred).

The Compliance Officer, or the designee, should consult with the Board's legal counsel before finalizing the report.

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

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

If the Director determines the Complainant was subjected to unlawful discrimination/retaliation, she/he must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, age-appropriate, effective, and tailored to the specific situation.

A Complainant or Respondent who is dissatisfied with the decision of the Director may appeal through a signed written request to the Board within five (5) business days of his/her receipt of the Director's decision.

If the Director is the Respondent, the appeal process will skip the review by the Director and move directly to the Board. In such circumstances, the Compliance Officer, or the designee, shall prepare and deliver a written report to the Board that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful discrimination/retaliation as provided in Board policy and State and Federal law as to whether the Complainant has been subjected to unlawful discrimination/retaliation.

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

The Complainant and the Respondent may be represented, at his/her own cost, at any of the above-described meetings/hearings.

The right of a person to prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights, Equal Employment Opportunity Commission, Indiana Civil Rights Commission, or the filing of a concurrent criminal complaint. Use of the Complaint procedures is not a

prerequisite to the pursuit of other remedies. Furthermore, the complaint must be investigated even if a separate investigation is being conducted by another agency, including but not limited to the local police department.

### **Privacy/Confidentiality**

The Corporation will employ all reasonable efforts to protect the rights of the Complainant, the Respondent(s), and the witnesses to the extent possible, consistent with the Corporation's legal obligations to investigate, take appropriate action, and comply with any discovery or disclosure obligations.

All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed.

All Complainants proceeding through the formal investigation process will be advised that their identities may be disclosed to the Respondent(s).

During the course of a formal investigation, the Compliance Officer or designee will instruct each person who is interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of an investigation is expected not to disclose to third parties any information that she/he learns and/or provides during the course of investigation.

The Compliance Officer will maintain all public records created as a part of an investigation of a complaint of discrimination/retaliation occurring in the Corporation's employment opportunities, programs and/or activities, or, if initially occurring off Corporation grounds or outside the Corporation's employment opportunities, programs and activities, affecting the Corporation environment.

### **Remedial Action, Sanctions and Monitoring**

The Board shall vigorously enforce its prohibitions against unlawful discrimination/retaliation occurring in the Corporation's employment opportunities, programs and/or activities, or, if initially occurring off Corporation grounds or outside the Corporation's employment opportunities, programs and activities, affecting the Corporation environment by taking appropriate action reasonably calculated to stop and prevent further misconduct.

If warranted, appropriate remedial action shall be determined and implemented on behalf of the Complainant. Such remedial action may include, but is not limited to counseling services, reinstatement of leave taken due to the discrimination, or other appropriate action.

While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee. All disciplinary action will

be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s), if any.

When imposing discipline, the Director shall consider the totality of the circumstances involved in the matter. In those cases where unlawful discrimination/retaliation is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s), in any.

All sanctions imposed by the Board and/or Director shall be reasonably calculated to end such conduct, prevent its recurrence, and remedy its effect. Prior sanctions imposed on the Respondent(s) for similar past conduct shall be considered in determining the appropriateness of the sanction(s) imposed for the present conduct.

The Board may appoint an individual, who may be an employee of the Corporation, to monitor the Respondent to ensure no further discrimination or retaliation occurs. Likewise, the Board may appoint an individual, who may be an employee of the Corporation other than the Respondent, to follow up with the Complainant to ensure that no further discrimination or retaliation has occurred and to take action to promptly address any reported occurrence.

### **Retaliation**

Retaliation against a person who (1) makes a report or files a complaint alleging unlawful discrimination occurring in the Corporation's employment opportunities, programs and /or activities, or, if initially occurring off Corporation grounds or outside the corporation's employment opportunities, programs and activities, affecting the corporation environment, or (2) participates as a witness in an investigation, is prohibited.

Specifically, the Board will not discriminate/retaliate against, coerce, intimidate, threaten or interfere with any individual because she/he opposed any act or practice made unlawful by Federal or State nondiscrimination laws, made a complaint, testified, assisted or participated in any manner in an investigation, proceeding or hearing under those laws, or exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws.

Individuals found to have engaged in retaliation shall be subject to disciplinary action, up to and including termination of employment or expulsion from school.

### **Training**

The Compliance Officer(s) also will oversee the training of Corporation employees so that all employees understand their rights and responsibilities under Federal and State law and are

informed of the Board's policies and practices with respect to fully implementing and complying with the requirements of Federal and State law.

## **Notice**

Notice of the Board's policy on nondiscrimination in employment practices and the identity of the Compliance Officer(s) will be posted throughout the Corporation and published in any Corporation statement regarding the availability of employment, in any staff handbooks, and in general information publications of the Corporation as required by Federal and State law and this policy.

I.C. 20-28-10-12

I.C. 20-28-10-13

I.C. 20-33-1-6

20 U.S.C. 1400 et seq., the Individuals with Disabilities Education Improvement Act

20 U.S.C. 1681 et seq., Title IX of the Education Amendments 1972

29 U.S.C. 621 et seq/, Age Discrimination in Employment Act of 1967

29 U.S.C. 794, Section 504 of the Rehabilitation Act of 1973, as amended

29 U.S.C. 6101, The Age Discrimination in Employment Act of 1975

42 U.S.C. 1983

42 U.S.C. 2000d et seq., Title VI of the Civil Rights Act of 1964

42 U.S.C. 2000e et seq., Title VII of the Civil Rights Act of 1964

42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act of 2008

42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended

29 C.F.R. Part 1635

Adopted this 21st day April of 2021.



Heartland Career Center is committed to equal opportunity and does not discriminate on the basis of age, race, color, religion, sex, handicap or national origin including limited English proficiency, in any employment opportunity. No person is excluded from participation in, denied the benefits of or otherwise subjected to unlawful discrimination on such basis under any educational program or student activity.

If you have experienced discrimination in such educational programs or activities, written inquiries about procedures that are available and for consideration of complaints alleging such discrimination should be directed to:

Supervisor of Student Services  
Heartland Career Center  
79 South 200 West  
Wabash, IN 46992  
(260)563-7481

## THE PROCESS:

### A. Level One

1. The officer, employee, student or patron alleging a violation shall submit the initial complaint in writing to the supervisor of student services. The complaint shall stipulate the specific act or omission, the date of same and parties involved.
2. The supervisor of student services shall initiate an investigation of circumstances of the complaint within seven (7) calendar days of the receipt of the written complaint.
3. The supervisor of student services shall render a decision within fourteen (14) calendar days of the receipt of the written complaint. The decision shall be in writing to the complainant.
4. The complainant shall have seven (7) calendar days to react to the decision before it becomes final. If the complainant disagrees with the decision of the supervisor of student services and submits such a statement in writing to the supervisor of student services, a level two procedure shall be enacted.

### B. Level Two

1. The supervisor of student services shall submit the written disagreement statement and all related information to the director within three (3) calendar days of receipt.
2. The director shall review all materials and schedule a meeting within seven (7) calendar days of receipt of the written disagreement and all related information. The participants shall be the complainant, the supervisor of student services and the director. Other witnesses may be called with mutual prior notice of three (3) calendar days.
3. The director shall make a decision within seven (7) calendar days of the final meeting of parties. This decision shall be final.

**NOTE:** By mutual agreement, circumstances of calendar availability may result in extension of stipulated time allowances if a request is made in writing by either party and so agreed to by the parties.

If the alleged violation, interpretation or application is of a corporate nature such as a written rule, regulation or policy, then Level Two is initiated immediately.

## STUDENT RECORDS POLICY

PREAMBLE - During the time a student spends at Heartland Career Center, the school collects and records data, concerning the student. Heartland Career Center recognizes that the collection, maintenance, and dissemination of such data is essential to daily school operations, as well as in placement activities of the school. Further, since Heartland Career Center is an integral part of the participating home schools, it is vital that much information and many records be exchanged with each home school. It is also recognized that preserving the rights of privacy of the student and parents, providing access to the data by the student or parents, and the student's or parent's right to correct inaccurate data is equally essential. Heartland Career Center has adopted this policy to achieve these ends. Further, Heartland Career Center has attempted to design this policy to comply with the provisions of the "Family Educational Rights and Privacy Act of 1974 (FED. P.L. 93-380), and still perform the vital missions of the school.

### I. REQUIREMENT FOR ENROLLMENT

- A. From the effective date of this policy it shall be required of each student and parent at the time of enrollment that consent for the student's records to be used in cooperating with prospective employers be granted. This shall be a requirement of admission to all secondary vocational programs because of the importance of the placement of students as an integral part of their career and technical training and achievement of their career goals.
- B. The following two statements will be a part of an application or registration form for Heartland Career Center secondary CTE programs.
1. I hereby give my consent for the home school to complete the reverse side of this form. I also give my consent, unless subsequently revoked in writing, for the Career Center to use my Career Center records for placement purposes. I understand these records will be released to prospective employers without additional written consent.

---

Date                      Student's Signature

2. I hereby give my consent for the home school to complete the reverse side of this form. I also give my consent, unless subsequently revoked in writing, for the Career Center to use my son's or daughter's Career Center records for placement purposes. I understand these records will be released to prospective employers without additional consent.

---

Date                      Parent's Signature

## II. SPECIAL CONDITIONS

- A. Heartland Career Center shall continue to cooperate with prospective employees concerning all former students without student consent, unless the Career Center is notified in writing of the denial of such use of the records.
- B. Current students must submit in writing that they do not desire to have their records released to prospective employers. Otherwise the records of current students will be utilized in the same manner as outlined for the records of former students.

## III. USE OF RECORDS IN DUE PROCESS

- A. The Director or his/her designee of Heartland Career Center shall be authorized to utilize the student records as required by the “Due Process law” concerning discipline cases.

## **LEGAL AND POLICY CITATIONS**

### **LOCKER SEARCH POLICY**

- A. A student using a locker that is the property of a school corporation is presumed to have no exception of privacy in that locker or its contents.
- B. A principal or other member of the administrative staff of a school designated in writing by the principal may, in accordance with the rules of the governing body of that school corporation, search such locker and its contents at any time. The school corporation shall provide each student and each student's parents a written/electronic copy of all rules of the governing body of the school corporation regarding searches such as lockers and their contents.
- C. Other than a general search of lockers of all students, any search conducted under this section shall be, where possible, conducted in the presence of the student whose assigned locker is the subject of the search.
- D. A law enforcement agency having jurisdiction over the geographic area in which is located the school facility containing such a locker may, at the request of the school principal and in accordance with rules of the governing body of that school corporation, assist the school administrators in searching such a locker and its contents.

**HEARTLAND CAREER CENTER'S  
POLICY CONCERNING SEARCH AND SEIZURE ON SCHOOL  
PREMISES OR DURING A SCHOOL ACTIVITY**

**A. DEFINITION**

As used in this policy, '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 Behavior and Discipline Policy contained elsewhere in the policy manual and provided to all students.
2. anything which because of its presence presents an immediate danger of physical harm or illness to any person.

**B. LOCKERS**

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, a member of the administrative staff, or their designee in writing may search a locker and its contents where the person conducting the search has reasonable cause for a search of the locker being searched. 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 the school premises other than a locker when the person conducting the search has reasonable cause for a search.

**C. PERSON**

The Director, another member of the administrative staff, or their designee may search the person of a student during school or at a school activity if the administrator 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.
3. a 'pat down' of the exterior of the students' clothing and/or removal of shoes.

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 paragraph F of this section. Searches of the person of a student shall be conducted in a private room by a person of the same sex as the student being searched. 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. Anything found in the course of a search conducted in accordance with this policy which is evidence of a violation of the student conduct standards 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 administrator until it is presented at the hearing.
2. returned to the parent or guardian of the student from whom it is seized
3. destroyed if it has no significant value, or
4. turned over to any law enforcement officer in accordance with paragraph F
5. returned to student at a later time with counseling, and
6. returned to proper owner after used as evidence in (1) above.

**E. DISPOSITION OF DANGEROUS ITEMS**

Anything found in the course of a search conducted in accordance with this policy 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 from whom it was seized
2. destroyed, or
3. turned over to any law enforcement officer in accordance with paragraph F.

#### **F. LAW ENFORCEMENT ASSISTANCE**

The Director or member of the administrative staff 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 policy.
3. Use of Dogs; the board authorizes the use of specially trained dogs to detect the presence of illegal drugs or devices such as bombs on school property under the conditions established in the Directors administrative guidelines.

#### **G. USE OF CANINES**

The board authorizes the use of specially trained dogs to detect the presence of drugs and devices such as bombs on school property.

The dogs may be allowed to examine school property such as lockers or students and items in their possession, but any search of a student's person will be based upon individualized reasonable suspicion in addition to any information resulting from the dog's examination. Dogs may also be used to examine any vehicle on school property.



**SUSPENSIONS AND EXPULSIONS FROM SCHOOL  
HEARTLAND CAREER CENTER  
STUDENT DISCIPLINE**

**STUDENT CONDUCT**

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law regarding minors. Respect for the rights of others, consideration of their privileges and cooperative citizenship shall also be expected of all members of the school community.

Respect for real and personal property, pride in one's work, achievement within the range of one's ability as well as exemplary personal standards of courtesy, decency, and honesty shall be maintained at Heartland Career Center.

The director and principal shall establish procedures to carry out Board Policy and philosophy and shall hold all school personnel, students, and parents responsible for conduct of students on school vehicles and at any school sponsored event.

Discipline on Heartland Career Center vehicles shall be the responsibility of the driver of that vehicle. When Heartland Career Center vehicles are used for field trips and other school activities, however, the teacher or advisor shall be responsible for student discipline. If a student becomes a serious discipline problem on the vehicle, the administration may suspend the transportation privileges of the student, providing such suspension conforms to due-process.

No student is to be detained after the close of the regular school day without parental notification.

The director and principal shall establish a format for the development and dissemination of a student code of conduct for the school. This code of conduct will be reviewed by the Board of Managers on an annual basis.

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the School Corporation, school officials may find it necessary to remove a student from the school. In this event and in accordance with the provisions of I.C. 20-8.1-5, the Board of Managers authorizes administrators and staff members to take the following actions:

A. Suspension from School – Director/Principal/Supervisor of Student Services

The director/principal may deny a student the right to attend school or take part in any school function for a period of up to ten (10) school days, according to guidelines established in the code of conduct. During this time the student is required to complete all assignments and school work assigned during the period of the students suspension.

## B. Expulsion

In accordance with the due process procedure defined in this policy, a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of a violation of rule M listed under the Grounds for Suspension or Expulsion of this policy.

### Grounds for Suspension or Expulsion

Grounds for suspension or expulsion are student misconduct or substantial disobedience. The following include examples of student misconduct or substantial disobedience, but are not limited to:

A. 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 by the subdivision:

1. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
  2. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building corridor, or room.
  3. Setting fire to or damaging any school building or property.
  4. Prevention of or attempting to prevent by physical act, the convening or continued functioning of any school or educational function, or of any meeting or assembly on school property.
  5. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the educational function under his/her supervision.
- B. Causing or attempting to cause damage to school property, and/or stealing or attempting to steal school property.
- C. Causing or attempting to cause damage to private property, and/or stealing or attempting to steal private property.
- D. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way that 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.

E. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from the student.

F. Knowingly possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon.

G. Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind.

Use of a drug authorized by a medical prescription from a physician is not a violation of this subdivision.

H. Engaging in the unlawful selling of controlled substances or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.

I. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.

J. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.

K. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or any educational function and are validly adopted in accordance with Indiana law, including but not limited to:

1. Engaging in sexual behavior on school property.

2. Disobedience of administrative authority.

3. Willful absence or tardiness of students.

4. Knowingly possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.

5. Possessing, using, transmitting, or being under the influence of caffeine based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.

L. Knowingly possessing or using an electronic device or a handheld portable telephone on school grounds during school hours, other than at communicated non-instructional time, in a situation not related to a school purpose or educational function.

M. Possessing a Firearm.

1. No student shall possess, handle or transmit any firearm on school property.
2. The following devices are considered to be a firearm as defined in Section 921 of Title 18 of the United States Code:
  - a. Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.
  - b. The frame or receiver of any weapon described above.
  - c. Any firearm muffler or firearm silencer.
  - d. Any destructive device which is an explosive, incendiary, or, poisonous (i.e.: gas bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter (1/4) ounce, mine, or any similar device).
  - e. Any weapon which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half (1/2) inch in diameter.
  - f. Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two (2) immediately preceding examples, and from which a destructive device may be readily assembled.
3. The penalty for possession of a firearm: The penalty for possession of a firearm: ten (10) days suspension and expulsion from school for one (1) calendar year. The length of the expulsion may be reduced by the Director if the circumstances warrant such reduction.
4. The Director shall notify the county prosecuting attorney's office when a student is expelled under this rule.
5. The grounds for suspension or expulsion listed above apply when a student is:
  - a. On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group;
  - b. Off school grounds at a school activity, function, or event;
  - c. Traveling to or from school or a school-related activity, function, or event.

In addition to the grounds listed above, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect personal or

school property . This includes any unlawful activity meeting the above criteria which takes place during weekends, holidays, and other school breaks including the summer period when a student may not be attending classes or school functions.

## Suspension Procedures

When the director/principal (or designee) determines that a student should be suspended, the following procedures will be followed:

- A. A meeting will be held prior to the suspension of any student. At this meeting: The student will be entitled to a written or oral statement of charges:
  - 1. If the student denies the charges, a summary of the evidence against the student will be presented;
  - 2. The student will be provided an opportunity to explain his/her conduct.
- B. The meeting shall precede suspensions of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspensions as soon as reasonably possible following the date of the suspension.
- C. Following the suspension, the parents or guardians of suspended students will be notified in writing or by phone. The notification will include the dates of the suspensions, a description of the student's misconduct, and the action taken by the administrator.

## Expulsion Procedures

When the principal (or designee) recommends to the director (or designee) that a student be expelled from school, the following procedures will be followed:

- A. The Director (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
  - 1. legal counsel.
  - 2. a member of the administrative staff who did not expel the student and was not involved in the events giving rise to the expulsion.
- B. An expulsion will not take place until the student and the student's parents are asked to appear at an expulsion meeting conducted by the Director or the person designated above. Failure by the student or a student's parent to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal to the School Board.
- C. The request to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reason for the expulsion and the date, time, place, and purpose of the meeting.

D. At the expulsion meeting, the principal (or designee) will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student and to present evidence to support the student's position.

E. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.

The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the School Board within (10) days of the receipt of notice of the action taken. The student or parent appeal to the Board must be in writing. If an appeal is properly made, the Board must consider the appeal unless the Board votes not to hear the appeal. If the Board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of the school administration and the student and/or the student's parents. The Board will then take any action deemed appropriate.

**HEARTLAND CAREER CENTER  
INFORMATION TECHNOLOGY SYSTEM  
ACCEPTABLE USAGE POLICY**

Including, but not limited to:

- 877864960. Internet Systems
- 877867360. Network Systems
- 877867361. Fax Systems
- 877867362. Telecommunication & other Communication Systems
- 877867363. Computer & other Video Communication Systems

Freedom of expression is a human right under the Constitution. Freedom of expression encompasses the right to freedom of speech and the corollary right to receive information. Schools facilitate the exercise of these rights by providing access to information regardless of format or technology. In a free and democratic society, access to information is a fundamental right of citizenship.

In making decisions regarding student access to the Schools Information Technology Systems, Heartland Career Center considers its own stated educational mission, goal and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the Internet and other Information Systems enables students to explore thousands of libraries, databases, bulletin boards and other resources while communicating and collaborating with people around the world. The school expects that faculty will blend thoughtful use of the Information Technology Systems throughout the curriculum and will provide guidance and instruction to students in its use. As much as possible, access from school to Internet and other systems resources should be structured in ways which point students to those which have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed by the staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives.

Outside of school, families bear responsibility for the same guidance of Information Technology Systems use as they exercise with information sources such as television, telephones, radio, movies and other possibly offensive media.

Students utilizing school-provided Information Technology Systems must first have permission from and be supervised by Heartland Career Center's professional staff. Students utilizing school provided Information Technology Access are responsible for good behavior on-line just as they are in a classroom or other areas of the school. The same general rules for behavior and communication apply.

The purpose of school-provided Information Technology Access is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of Heartland Career Center. The access we provide to the Information Technology Systems is a privilege, not a right. Access entails responsibility.

Users should expect that files stored on school-based computers and other media will not be private. Electronic messages and files stored on school-based computers or other media may be

treated like school lockers. Administrators and faculty may preview files and messages to maintain system integrity and ensure that users are acting responsibly. Heartland Career Center fully understands and is in compliance with all regulations of the Children’s Internet Protection Act (CIPA). As such, Heartland utilizes an Internet filtering system for the entire network. Heartland works diligently to comply with the Children’s Online Privacy Protection Act (COPPA) requirements. The corporation does not transmit student information to online entities for the purpose of creating web-based accounts.

Heartland Career Center provides staff and students with a G Suite Education account. G Suite is a free web-based suite of programs provided by Google for school’s use. All staff and students in Heartland Career Center have access to G Suite, which includes such programs as Google mail, Google Classroom, Google Calendar and Google Drive. All of the Google Apps services can be accessed from anywhere you have Internet connection (school, home, smart phone, etc.) In compliance with federal regulation, all school-based email is archived.

The following uses of school-provided Information Technology Access are not permitted:

- 877868160. to knowingly access, transmit, upload, download or distribute pornographic, obscene or sexually explicit material.
- 877868161. to knowingly access, transmit, upload, download or distribute abusive or violent material.
- 877868162. to transmit obscene, abusive or sexually explicit language.
- 877868163. to violate any local, state or federal statute.
- 877868164. to vandalize, damage or disable the property of another individual or organization.
- 877868165. to access another individual's materials, information or files without permission,
- 877868166. to knowingly violate copyright or otherwise use the intellectual property of another individual or organization without permission.
- 877868167. to use the school Information Technology Systems resources for commercial purposes, advertising, or political lobbying.
- 877868168. to reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Information Technology Systems.
- 877868169. to transmit pictures or other information that could be used to establish your identity without prior approval of the teacher.
- 877868170. to agree to get together with someone you “meet” on-line without prior parent approval, and
- 877868171. to knowingly use the School’s Information Technology Systems for non-educational communication (chat rooms, e-mail, etc.).
- 877868172. to knowingly use the School’s Information Technology Systems for non-educational games and
- 877868173. to download executable files or applications onto the school’s hard drives, except by the designated technology staff. If a student or staff member other than the technology staff transfers a file or software program that infects the network or workstation with a virus and causes damage, the staff member or student will be liable for any and all repair costs to make the infected equipment once again fully functional.



If a student or staff member knowingly transfers a file or software program that infects the Network or workstation with a virus and causes damage, the staff member or student will be liable for any or all repair costs to make the infected equipment once again fully functional.

Any violation of school policies and rules may result in loss of school-provided access to the Information Technology Systems. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

The Heartland Career Center makes no warranties of any kind, neither expressed nor implied, for the Information Technology systems Access it is providing. The school will not be responsible for any damages users suffer including, but not limited to, the loss of data resulting from delays or interruptions in service. The school will not be responsible for the accuracy, nature or quality of information gathered through school-provided access to the Information Technology Systems.

Parents of students at the Heartland Career Center shall be provided with the following:

The Heartland Career Center is pleased to offer their students' access to the school's Information Technology Systems. The Internet and other forms of information technology provide an electronic highway connecting hundreds of thousands of computers and millions of individual users all over the world. This computer and other forms of technology allows students and staff to access and use resources from distant computers, communicate and collaborate with other individuals and groups around the world and significantly expand their available information base. The Internet and other Information Technology Systems are tools for learning.

Families should be aware that some material accessible via the Internet and other Information Systems may be illegal, defamatory, inaccurate or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet which could result in unwanted financial obligation for which a student's parent or guardian may be deemed liable.

While the school's intent is to make Information Technology Systems Access available in order to further educational goals and objectives, students may find ways to access other materials as well. Even should the school institute technical methods or systems to regulate students' Information Access, those methods could not guarantee compliance with the school's acceptable use policy. That notwithstanding, the school believes that the benefits to students of access to the Information Technology Systems exceed any disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when they use media and information sources. Toward that end, Heartland Career Center makes the school's complete Information Technology System policy and procedures available on request for review by all parents, guardians and other members of the communities, and provides parents and guardians the option of requesting for their minor children alternative activities not requiring Information Technology Systems access.



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

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

The following definitions apply to this policy:

"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 incidence of suspected criminal gang activity, criminal gang intimidation, or criminal gang recruitment to the principal and the school safety specialist. The principal and the school safety specialist may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services.

Appropriate consequences and remedial actions are those that are graded according to the severity of the offenses and consider both the developmental ages of the student offenders and students' histories of inappropriate behaviors, per the code of student conduct.

Any corporation and school employee who promptly reports an incident of suspected gang activity and who makes this report 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 principal or designee shall conduct a thorough and complete investigation for each report of suspected gang activity. The investigation shall be initiated by the principal or the principal's designee within one school day of the report of the incident. The principal may appoint additional personnel and request the assistance of law enforcement to assist in the investigation for the administrator's safety. The investigation shall be completed and the written findings submitted to the principal 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.

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 principal shall proceed in accordance with the code of student conduct, as appropriate, based on the investigation findings. As appropriate to the investigation findings, the principal shall ensure the code of student conduct has been implemented, and provide intervention and/or relevant support services (i.e., refer to counseling, establish training programs to reduce gang activity and enhance school climate, enlist parent corporation and involvement or take other appropriate action). The principal shall inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services.

The principal 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 the corporation 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.

Supports services available for students who are ‘at risk’ for and/or suspected of participating in gang activity and their families may include one or more of the following:

1. Gang awareness education (for students, parents, school faculty/personnel, law enforcement, and community stakeholders) that at the least shows promise of effectiveness based on research. The gang awareness education information should be revised and updated regularly to reflect current trends in gang and gang-like activity.
2. Culturally and/or linguistically appropriate services/supports for parents and families.
3. Counseling coupled with mentoring for students and their families.
4. Community and faith-based organizations and civic groups.
5. Viable, sustainable after-school programs developed in collaboration with other stakeholders.
6. Job training and employment opportunities as both a deterrent to gang involvement and an incentive to leave gang involvement.
7. School sanctioned/facilitated extra-curricular activities.

The principal shall submit the report to the superintendent of the school corporation within ten (10) school days of the completion of the investigation. The superintendent or his/her designee shall report the results of each investigation to the board of managers on a quarterly basis during regularly scheduled board meetings.

Each school within the school corporation 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. Each school shall report this information to the school corporation superintendent who shall submit a written report to the Indiana Department of Education by June 2 of each year.

The superintendent of the school corporation is authorized to define the range of ways in which school staff and the principal or the principal’s designee shall respond once an incident of criminal gang activity is confirmed, according to the parameters described in the corporation’s code of student conduct. The school 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 corporation level or by local law enforcement officials.

This policy shall be annually disseminated to all parents who have children enrolled in Heartland Career Center. The superintendent shall ensure that notice of the corporation's policy appears in the student handbooks and all other publications of the school corporation that set forth the comprehensive rules, procedures and standards for schools within the school corporation.

School systems are encouraged to collaborate with stakeholders to provide gang prevention and intervention services and programs according to the policies and procedures of their local boards of education. These strategies are based on evidence proven models for gang awareness as outlined by the Office of Juvenile Justice and Delinquency Prevention.

1. Provide training for staff and teachers on gang prevention and intervention resources within a jurisdiction on a periodic basis. The gang awareness information should be revised and updated regularly to reflect current trends in gang activity.
2. Create formalized collaboration plans between local school administration and community based prevention and intervention providers (possibly using the existing County Safe School Commissions as points of contact). The formalized collaborations should make effective, coordinated, and maximized use of federal funding a priority.
3. Coordinate resources and funding opportunities to support gang prevention and intervention activities.
4. Integrate School Resource Officer Programs when available.
5. Consider integrating the Gang Resistance Education and Training (G.R.E.A.T.) Program into curricula.

Source: This document is modeled, in part, on information provided through the Maryland State Department of Education "Model Policy to Address Gangs, Gang Activity, and Similar Destructive or Illegal Group Behavior"

## Advanced Pesticide Notification

At least 48 hours prior to a pesticide application the school corporation (Heartland Career Center) will provide planned pesticide application details to parents, guardianship, and staff members requesting to be notified.

Parents, guardianship, and staff must be registered with Heartland Career Center to receive such notice.

As in the past, every effort is made to apply pesticides only during summer break or non-student days.

## Asbestos Management Plan

Heartland Career Center has performed a formal asbestos inspection of the building. The Asbestos Management Plan is available upon request.

## Indoor Air Quality Policy

In accordance with 410 IAC 33 each school is required to designate an Indiana Air Quality

coordinator. The *Indiana Air Quality in Schools Best Practice Manual* will serve as the basic guidance for air quality decisions made throughout the career center. The building principal will serve as Heartland Career Center's IAQ coordinator.

## **FIRE DRILL INSTRUCTIONS**

Fire drills are conducted periodically according to state regulations under the direction of the State Fire Marshall's office. When the fire alarm sounds, students and staff will exit the building according to the following instructions. All persons will move at least 50 feet from the building.

### **ROOM NUMBER AND/OR NAME**

- 7- **SEMINAR** - Right turn and exit through north side of west doors. (Door #1)
- 8- **SEMINAR** - Left turn and exit through south side of west doors. (Door #16)
- 9- **SEMINAR** - Right turn, then left and exit through south side of east doors. (Door #5)
- 10- **SEMINAR** - Right turn, then left and exit through south side of east doors. (Door #5)
- 11A- **EARLY CHILDHOOD EDUCATION** - Left turn after leaving room and exit through north side of east doors. (Door #5)
- 11B- **PRECISION AGRICULTURE** - Left turn after leaving room and exit through north side of east doors. (Door #5)
- STUDENT AREA** - Exit through the east doors. (Door #5)
- 12- **ENGLISH** - Angle right after leaving room and exit through south side of west doors. (Door #16)
- OFFICE AREAS** - Exit through south door of general office then turn right and exit through north side of west doors. (Door #1)
- COSMETOLOGY** - Right turn then exit through west half of south doors. (Door #2)
- 21- **CRIMINAL JUSTICE** - Left turn then exit through east half of south doors. (Door #2)
- 23- **PRESCHOOL CLASSROOM** - Right turn then exit through west half of south doors. (Door #2)
- 24- **HEALTH SCIENCE EDUCATION** - Left turn then exit through east half of south doors. (Door #2)
- 26- **GRAPHIC DESIGN LAYOUT/GRAPHIC IMAGING TECHNOLOGY** - Left turn then exit west side of south doors. (Door #3)

- 27- **NETWORKING FUNDAMENTALS/INFRASTRUCTURE OF THE INTERNET** - Right turn then exit west side of south doors. (Door #3)
- 28- **CULINARY ARTS** - Left turn then exit east side of south doors. (Door #3)
- ELECTRONICS/COMPUTER TECHNOLOGY** - Right turn, then exit through east side of west doors. (Door #16)
- CONSTRUCTION TRADES** – Right turn, then exit through east side of west doors. (Door #16)
- AUTOMOTIVE SERVICE TECHNOLOGY** - Exit north doors. (Door #11 or #13)
- DIESEL SERVICE TECHNOLOGY** - Exit north doors. (Door #11 or #13)
- PRECISION MACHINING** - Exit north doors. (Door #11 or #13)
- WELDING TECHNOLOGY** – Exit east door. (Door #10)
- AUTOMOTIVE COLLISION AND REPAIR** - Exit east door. (Door #7, #8 or #9)

## **GENERAL INSTRUCTIONS**

1. Walk quickly. **NEVER RUN**. Walk double file when possible.
2. **NO TALKING DURING DRILL.**
3. First person reaching exit doors will hold doors open for others.
4. If an alarm sounds when students are in halls – use the nearest exit.
5. Return to building in reverse of exiting when all clear is given.
6. If an exit is blocked, walk quickly to the nearest other exit.
7. The all clear signal will be two rings of the bell. Administrative personnel will also signal for students to return.





## “LOCK-DOWN”

The principal or designee will announce over the intercom that the building is under a “lock-down” when conditions warrant such an action. This command would be used in instances such as a K-9 locker search, armed individuals in the area or other instances where all student movement is restricted for safety.

In the event of a “lock-down” the following procedure will be followed:

1. An announcement will be made that “Heartland Career Center is now under lock-down conditions. Teachers secure our rooms and areas.” One of the three following lockdowns will be announced. Please follow any other instructions or information that may follow.
  - a. **Lights On**
    - Secure the room
    - Stay in the room
    - Continue instruction
  - b. **Lights Off - Shelter in place**
    - Lights out
    - Move students away from the door
    - Silence cell phones
    - No talking
  - c. **Lockdown – Specific Location of Trouble Announced**
    - **Run** (1<sup>st</sup> option) – *If the situation is not near your location and it is safe to exit all of your students safely.*
      1. Evacuate the building
      2. Re unify your students in a safe location away from the building
      3. Communicate your attendance and location back to administration
    - **Hide** (2<sup>nd</sup> option) – *If the situation is nearby and it is not safe to exit all of your students safely.*
      1. Lights out
      2. Barricade doorways and windows with heavy items
      3. Move students away from the door
      4. Silence cell phones and any sources of noise
      5. Remain quiet
    - **Fight** (Last Resort) – *If you are sheltered in place and the intruder attempts to enter your area or your life is in imminent danger.*
      1. Utilize any item that could be used to impede or slow the intruder
      2. Have all students equipped
      3. Be prepared to attack the intruder upon entry into your area.
      4. Yelling
      5. Commit to your actions

2. Faculty and staff should proceed to their doors and stop any students that are in the hallway, directing them into their classrooms. Teachers nearest the restrooms should make a quick sweep and remove any students to their classrooms.
3. All classroom doors should be locked and remain locked until instructed by the principal or designee that the “lock down” is over.
4. Ignore all bells and alarms should they go off. All instructions will be given in person.
5. Follow all instructions given by school and/or emergency personnel.
6. If a student is requested from your room, a school official will personally come to the classroom to retrieve that student.
7. When the “lock-down” is completed, classes will be dismissed by an administrator.

## TORNADO DRILL INSTRUCTIONS

Tornado drills are conducted periodically according to state regulations. When the Tornado Alarm sounds, (continuous ring of bells) students and staff will proceed to the designated areas of the building according to the following instructions. All persons will move to the designated area quickly and quietly.

### ROOM NUMBER AND/OR NAME

- 7- **SEMINAR** - Remain in the room.
- 8- **SEMINAR** - Remain in the room.
- 9- **SEMINAR** - Remain in the room.
- 10- **SEMINAR** - Remain in the room.
- 11A- **EARLY CHILDHOOD EDUCATION** - Proceed to Seminar Room 10.
- 11B- **PRECISION AGRICULTURE** - Proceed to Seminar Room 10.  
**STUDENT AREA** - Proceed to Networking Fundamentals/Infrastructure of the Internet Room.
- 12- **ENGLISH** - Proceed to Seminar Room 9.  
**OFFICE AREAS** - Remain in office area in one of small inner offices.  
**COSMETOLOGY** - Proceed to Faculty Area.
- 21- **CRIMINAL JUSTICE**- Remain in room.
- 23- **PRESCHOOL CLASSROOM** – Stay in room, take shelter in bathroom.
- 24- **HEALTH SCIENCE EDUCATION** - Proceed to Criminal Justice Room.
- 26- **GRAPHIC DESIGN LAYOUT/GRAPHIC IMAGING TECHNOLOGY** - Proceed to Networking Fundamentals/Infrastructure of the Internet Room.
- 27- **NETWORKING FUNDAMENTALS/INFRASTRUCTURE OF THE INTERNET** - Remain in Room.
- 28- **CULINARY ARTS** - Proceed to Networking Fundamentals/Infrastructure of the Internet Room.  
**ELECTRONICS/COMPUTER TECHNOLOGY** - Proceed to Custodial Office.

**CONSTRUCTION TECHNOLOGY** - Proceed to Seminar Room 8.

**AUTOMOTIVE SERVICE TECHNOLOGY** - Proceed to Women's Restroom.

**DIESEL SERVICE TECHNOLOGY** - Proceed to Seminar Room 8.

**PRECISION MACHINING** - Proceed to Men's Restroom.

**WELDING TECHNOLOGY** - Proceed to Seminar Room 9.

**AUTOMOTIVE COLLISION REPAIR** - Proceed to Seminar Room 9.

## **GENERAL INSTRUCTIONS**

1. Walk quickly. **NEVER RUN**. Walk double file when possible.
2. **NO TALKING DURING DRILL**.
3. Upon arriving in designated area, seek protection under sturdy equipment or by kneeling on elbows and knees with hands protecting neck and back of the head.

## **EARTHQUAKE DISASTER PLAN**

During a major or moderate earthquake, the greatest immediate hazard to people in or near a building is the danger of being hit by falling objects. During the ground shaking, the school population is safest finding immediate shelter under desks, tables, or heavy equipment.

- I. During an earthquake drill or at the first sign of ground shaking, students and other staff must react immediately in the following manner:
  1. **DROP AND COVER**.
  2. **TURN AWAY FROM WINDOWS/GLASS AREA**.
  3. **STAY UNDER SHELTER UNTIL SHAKING STOPS**.
  4. **LISTEN FOR INSTRUCTIONS**.

At the first sign of an **EARTHQUAKE** teachers must keep calm and instruct students to:

1. Immediately **TAKE COVER** under desks, tables, or other sturdy equipment and **TURN AWAY** from windows.
2. Be silent and listen to instructions.
3. Remain in sheltered position until the teacher has determined an evacuation is safe.

4. EXIT the building in a safe manner.
5. Assemble outside the building so the teacher can take attendance. (Teacher must report missing students to a school administrator immediately.)
6. DO NOT re-enter the building.

## II. IF INDOORS;

1. Stay inside; move away from windows, shelves, and heavy objects and furniture that may fall. Take cover under a table, desk, and heavy equipment or in a strong doorway.
2. In halls, stairways, or other areas where no cover is available, move to an interior wall. Turn away from windows, kneel along-side wall, bend head close to knees, cover sides of head with elbows, and clasp hands firmly behind neck.
3. In laboratories and kitchens, all burners should be extinguished (if possible) before taking cover. Stay clear of hazardous chemicals that may spill.
4. After an “all clear” has been determined by the teacher, evacuate the building calmly in the same way as in a fire drill.

## III. IF OUTDOORS;

1. Move to an open space, away from buildings and overhead power lines. Lie down or crouch low to the ground (legs may not be steady). Keep looking around to be aware of dangers that may demand movement.

## NUCLEAR PLAN

The nuclear disaster plan would be the same as the tornado plan. Hopefully we would have time to move students and staff to the safer inner areas.

**NOTE:** The one major difference in a nuclear disaster would be that doors and other openings would be closed before leaving the area and all inner doorways would be closed as you progressed to the inner safe area of the building. The warning system for this type of alert will be intermittent ringing of the bells.

## ELECTRICAL POWER LOSS PROCEDURES

Students are to remain in their seats or work areas, be quiet, and take direction from the school employee in charge.

