HINDS CAREER CENTER

CONNECTING EDUCATION & CAREERS

HINDS CAREER CENTER

STUDENT HANDBOOK

2026 - 2027

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www.HindsCareerCenter.org

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Welcome & About Hinds

Welcome Message

Hinds Career Center has a long history of preparing students for success in college, careers, and life. Since opening our doors in 1968, we have continually evolved to meet the changing needs of students, employers, and postsecondary institutions. Today, career and technical education plays a vital role in helping students develop the knowledge, skills, and experiences needed to thrive in an ever-changing world.

This handbook is designed to serve as a guide for students and families. It provides important information about programs, expectations, policies, and opportunities available at Hinds Career Center. We encourage you to review it carefully and refer to it throughout the school year.

At Hinds, we are committed to providing meaningful learning experiences that connect education to real-world careers. We look forward to partnering with you as you explore your interests, develop your talents, and prepare for your future.

Alexandria | Eastern Howard | Elwood | Frankton | Hamilton Heights | Lapel | Madison-Grant | Tipton | Tri-Central

Mission

Hinds Career Center prepares students for success in college, careers, and life by providing high-quality career and technical education. Through hands-on learning, industry partnerships, real-world experiences, and rigorous instruction, we empower students to develop the knowledge, skills, and confidence needed to thrive in an evolving workforce and contribute positively to their communities.

Philosophy

At Hinds Career Center, we believe all students can succeed when learning is relevant, engaging, and connected to real-world opportunities. We are committed to providing a student-centered environment where learners develop the technical knowledge, employability skills, and confidence needed to thrive in college, careers, and life.

We believe education should be hands-on, career-connected, and future-focused. Through industry partnerships, work-based learning, and authentic experiences, students gain the skills and experiences necessary to navigate an evolving workforce and make meaningful contributions to their communities.

We are committed to fostering a culture of excellence, innovation, respect, and opportunity where every student feels supported, challenged, and empowered to achieve their goals.

Each Hinds Career Center program should:

- Support the success of every student by recognizing individual strengths, interests, and learning needs.
- Develop professional skills such as attendance, punctuality, responsibility, initiative, communication, and teamwork.
- Reflect current industry standards and workforce expectations.
- Provide rigorous, relevant instruction that connects learning to real-world applications.
- Promote career exploration, career readiness, and informed postsecondary decision-making.
- Expand opportunities through dual credit, industry credentials, internships, and work-based learning experiences.
- Build partnerships with employers, postsecondary institutions, and community organizations that enhance student learning and success.

Student Expectations

Your Future Starts Here–Own It.

At Hinds, you're not just a student—you're a future professional, skilled worker, leader, and community member. To make the most of every opportunity, we challenge you to rise to these expectations:

- **Aim High** – Set bold goals and hold yourself to high standards in both academics and technical skills.
- **Lead Yourself** – Grow in self-discipline, motivation, and responsibility—these are the habits of success.
- **Take Pride** – Represent yourself, your peers, and your school with integrity, positivity, and pride.
- **Be a Role Model** – Show strong character through respectful actions, responsible choices, and good citizenship.
- **Show Up and Engage** – Be present, prepared, and ready to give your best every day.
- **Respect Others** – Treat everyone with kindness, dignity, and empathy—it's the foundation of a strong community.
- **Protect the Learning Environment** – Follow the rules that keep our space safe, focused, and supportive for everyone.
- **Care for What Counts** – Respect your tools, technology, and school facilities—they're your launchpad to real-world success.

You're building something big—your future. Let's go all in.

Graduate Competencies

Prepared. Professional. Purpose-Driven.

Graduates of Hinds Career Center will leave with the skills, confidence, and mindset needed to succeed in college, careers, and life. Every Hinds graduate will be prepared to:

- **Apply Technical Skills** – Demonstrate industry-aligned knowledge and hands-on skills in their chosen career pathway.
- **Think Critically and Solve Problems** – Analyze situations, make informed decisions, and develop practical solutions.
- **Communicate Effectively** – Share ideas clearly, professionally, and respectfully.
- **Collaborate and Lead** – Work productively with others, contribute to team success, and demonstrate leadership when appropriate.
- **Act Professionally** – Show strong work ethic, punctuality, reliability, accountability, and respect.
- **Adapt and Keep Learning** – Demonstrate curiosity, flexibility, and a commitment to continued growth.
- **Demonstrate Career Readiness** – Earn credentials, build a professional portfolio or résumé, and participate in career-connected learning experiences.
- **Contribute Positively** – Act with integrity, empathy, and responsibility as a member of the school, workplace, and community.

Hinds graduates are career-ready, college-capable, and community-minded—prepared to succeed wherever their path leads.

Getting Started

Academic Calendar

[2026 - 2027]

SEMESTER 1

August 3	Open House / Meet the Teacher Night
August 5	First Student Day / Begin Grade Period 1
September 7	Labor Day (School Closed)
October 8	End of Grade Period 1
October 9 - 16	Fall Break (School Closed)
October 19	Begin Grade Period 2
November 25 - 27	Thanksgiving Holiday (School Closed)
December 18	End of Semester 1 / Grade Period 2
December 21 - January 1	Winter Break (School Closed)

SEMESTER 2

January 4	No School - Staff Work Day
January 5	Students Return – Begin Semester 2 / Grade Period 3
January 18	MLK Day (School Closed)
February 15	President's Day (School Closed) - Staff Work Day
March 12	End of Grade Period 3
March 15	Begin Grade Period 4
March 29 - April 9	Spring Break – (School Closed)
May 25	End of Semester 2 / Grade Period 4

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

Staff Directory

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Program Offerings

Auto Service Technology
Auto Collision Repair
Community & Social Services
Construction Trades - *in partnership with ABC Construction*
Cosmetology - *in partnership with Amber's Beauty School & Freestyle Academy*
Criminal Justice
Dental Careers
Education Professions
Emergency Medical Services
Fire & Rescue
Health Science: Certified Nursing Assistant (CNA)
Health Science: Medical Assistant (MA or CCMA)
Industrial & Electrical Trades Technology
Precision Machining
Underground Utility Detection Services - *in partnership with USIC*
Visual & Graphic Communications
Welding Technology
Work Based Learning

Course Special Requirements and Expenses

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

- **Auto Service Technology**: Students will need to wear close-toed shoes to class to work in the shop. Student covered accident insurance.
- **Auto Collision Repair**: Students will need to wear close-toed shoes to class to work in the shop. Student covered accident insurance.
- **Construction Trades**: Student will need appropriate workwear & work shoes (pants and close-toed work shoes required). Student covered accident insurance.
- **Criminal Justice**: Minimum 2.5 Cumulative GPA preferred
- **Dental Careers**: Minimum 2.5 Cumulative GPA preferred; Students will need to purchase scrubs
- **Education Professions**: Minimum 2.5 Cumulative GPA preferred; Students will need reliable transportation to internships

- **Emergency Medical Services**: Minimum 2.0 Cumulative GPA preferred; Students will need to wear provided work shirt and purchase coordinating pants. Student covered accident insurance.
- **Fire & Rescue**: Students will need to wear provided work shirt and purchase coordinating pants. Student covered accident insurance. Current Physical.
- **Health Science: Certified Nursing Assistant (CNA)**: Minimum 3.0 Cumulative GPA preferred; Must have valid driver's license or reliable transportation to clinicals; Students will need to purchase scrubs; For clinicals, students will need to to have a physical, TB test and Background check purchased and passed before the start of Semester 2
- **Health Science: Medical Assistant (MA or CCMA)**: Seniors ONLY; Minimum 3.0 Cumulative GPA preferred; Must have valid driver's license or reliable transportation to clinicals; Students will need to purchase scrubs; For clinicals, students will need to to have a physical, TB test and Background check purchased and passed before the start of Semester 2
- **Industrial & Electrical Trades Technology**: Student covered accident insurance.
- **Precision Machining**: Student will need appropriate workwear & work shoes. Student covered accident insurance.
- **Welding Technology**: Student will need appropriate workwear & work shoes (pants and close-toed work shoes required). Student covered accident insurance.
- **Work Based Learning**: Must have valid driver's license or reliable transportation daily to offsite program location

Class Times & Schedules

AM Session: 8:30am - 10:35am
PM Session: 12:15pm - 2:20pm
Session 3: 2:25pm - 3:15pm

Students are expected to attend Hinds Career Center whenever classes are in session. However, circumstances such as delayed starts, school closings, transportation changes, or other special situations may affect the regular schedule. Refer to the guidelines below for specific attendance expectations.

For students whose home school provides transportation to and from Hinds Career Center, attendance is expected whenever transportation is available. Students from school districts that do not provide transportation may be excused for weather-related absences when road conditions make travel unsafe, provided the absence complies with Hinds Career Center attendance guidelines.

Delays & Closings

Delayed AM Session: 10:30am - 12:00pm
Delayed PM Session: 12:50pm - 2:20pm
Delayed Session 3: 2:25pm - 3:15pm

Delayed Start Attendance Expectations

Situation	Elwood Students	Students from Other School Districts
Hinds is on a delayed start	AM programs begin at 10:30am. PM programs begin at 12:50pm.	AM students are expected to attend if transportation is provided by their home school. AM students without school-provided transportation may attend at parent/guardian discretion based on road conditions. PM student attendance is expected. Classes begin at 12:50pm and dismiss at the regular time.

A student's home school is on a delayed start, but Hinds is operating on a regular schedule	Not applicable	Because Hinds classes begin at 8:30am, AM students who rely on delayed bus transportation may be unable to attend. Students who drive may attend at parent/guardian discretion. PM students are expected to attend Hinds when released by their home school.

School Closing Attendance Expectations

Situation	Elwood Students	Students from Other School Districts
Hinds Career Center is closed	E-Learning	E-Learning
A student's home school is closed, but Hinds remains open	Attendance is expected at Hinds.	Students will participate through E-Learning unless the closure is unrelated to weather or road conditions.

School Breaks / Banked Time

Because participating school districts may observe Fall and Spring Breaks on dates that differ from the Hinds Career Center calendar, students whose home school's break does not align with the Hinds schedule must arrange and complete approved banked time with their instructor before the break. Otherwise, students are expected to attend classes according to the Hinds Career Center calendar.

To receive an excused absence during their home school's scheduled break, students must submit a completed banked-time log to their instructor within one (1) week of returning. The instructor will forward the documentation to the Director for review and approval. Absences will be considered exempt only after banked time has been verified and approved.

Banked time may be used only for days that coincide with a student's home school's official Fall or Spring Break and may not be used to extend a break by leaving early or returning late.

School Provided Transportation

Students who use school-provided transportation to attend Hinds Career Center are expected to ride their assigned bus ***to and from*** Hinds each day. This helps ensure accurate student accountability and allows transportation staff to verify that all students have arrived safely at their destination.

Any change to a student's transportation arrangements must be communicated in advance to the student's home school, the Hinds Career Center office, and the bus driver. Students may not leave campus or use alternate transportation without proper authorization.

Student Driving Policy

School authorities are charged, by the Indiana Department of Education and Elwood Community School Corporation, with the responsibility for the safety and supervision of all students. The operation of a motor vehicle on school property is a privilege, not a right. Final approval for student driving and parking privileges rests with the Elwood Jr/Sr High School Principal, Hinds Career Center Director or designee.

RULES and REGULATIONS

- All motor vehicles must be properly registered. This is to be done with the main office at Elwood Jr/Sr High School or Hinds Career Center. Proper registration includes:
    - Review of these rules and regulations. Registration and use of a motor vehicle on school property implies an understanding and acceptance of the rules and regulations.
    - Proper completion of the parking permit application. (False information and/or forged signature(s) will be grounds for revocation or non-issuance.) https://forms.gle/RQ8vD84jujy2kxsS6
    - Display of the Hinds permit sticker bottom driver-side corner of the front windshield of the vehicle.
- Permission for a student to bring a motor vehicle on school property is conditioned upon written consent by the student, the owner of the motor vehicle, and the parent/guardian of the student to allow search of the vehicle by a school administrator, including EJSHS Principal, EJSHS Asst. Principal, HCC Director and/or HCC Asst. Director, who has reasonable suspicion to believe the search will produce evidence of a violation of law, school rules, or a condition that endangers the safety, health or welfare of the student driver and/or others.
- The student shall have no expectation of privacy for any vehicle parked on school property. Refusal by the student, parent/guardian, or motor vehicle owner to provide or allow access to a motor vehicle on school premises at the time of a request to search shall be cause for denial/termination of parking privileges without hearing.
- All laws of the State of Indiana shall be observed. Reckless driving or other acts that endanger self, other persons, or property will be cause for suspension or revoking of parking privileges.
- Use of the registered vehicle to transport one's self and/or other students off school grounds resulting in the student(s) being truant shall be grounds for

suspension and/or loss of parking privilege. DO NOT transport another student who leaves school without proper authorization.

- Tardiness to or absence from school due to vehicle failure, tire issues, or similar circumstances is not considered a valid excuse.
- Loitering in the vehicle by the registered driver or allowing others to do so at any time before, during, or after school hours may result in suspension or revocation of driving privileges.
- Students must have administrative approval to go to the parking lot or to vehicles during school hours.
- Driving privileges may be suspended or revoked for suspension from school, failure to comply with these rules and regulations, violation of Indiana law or school policy, or if deemed necessary by the administration to protect the safety, order, or operation of the school.
- Elwood Community School Corporation and Hinds Career Center assumes no responsibility for loss or damage of property while on school premises. VALUABLES SHOULD BE STORED OUT OF SIGHT AND VEHICLES SHOULD BE LOCKED AT ALL TIMES.
- Weapons Prohibition (Indiana Law and ECSC Policy Compliance)
    - In accordance with Indiana Code 20-33-8-16, Indiana Code 35-47, and Elwood Community School Corporation Board Policy, weapons of any kind are strictly prohibited on school property, including inside student vehicles parked on or operated on school grounds, regardless of whether the vehicle is locked or the weapon is lawfully owned elsewhere.
    - This prohibition includes, but is not limited to:
        - Firearms (handguns, rifles, shotguns), whether loaded or unloaded
        - Ammunition or firearm components
        - Knives or cutting instruments intended or used as weapons
        - BB guns, pellet guns, airsoft guns, or look-alike firearms
        - Tasers or stun guns
        - Explosive devices, fireworks, or components thereof
        - Any item defined as a “weapon” under Indiana law or school policy
    - Violation of this provision may result in immediate revocation of driving privileges, school disciplinary action up to and including suspension or expulsion, and notification of law enforcement, as required by law. Claims of lawful possession or conceal carry rights do not apply on school property and do not exempt a student from disciplinary consequences.

- Students driving more than one vehicle must register both vehicles on the same application. One permit will be issued per vehicle and must be visible in the vehicle that is driven to school.
- Registered drivers must pay the $2.00 registration fee prior to being issued a permit.

Student Life & Expectations

Dress & Appearance

Hinds Career Center prepares students for success in professional and workplace environments. Students are expected to maintain an appearance that is safe, appropriate for the learning environment, and consistent with industry and workplace expectations.

Students represent themselves, their program, and Hinds Career Center in the classroom, laboratory, shop, workplace, and community. Additional dress requirements may apply for field trips, competitions, internships, clinical experiences, work-based learning placements, and other school-sponsored activities.

Head Coverings

For safety and security purposes, hats, hoods, and other non-religious head coverings must be removed upon entering the building unless approved by school staff for educational, medical, or safety reasons. Religious head coverings are permitted.

Footwear

Appropriate footwear must be worn at all times. Certain programs require specific footwear or protective equipment to ensure student safety. Slippers, flip-flops, and other footwear that do not provide adequate protection may be prohibited in instructional areas.

Clothing

Students should wear clothing that is appropriate for a professional educational environment and allows for safe participation in all classroom, laboratory, and shop activities.

Clothing must:

- Cover areas typically covered by undergarments.
- Be constructed of non-transparent material or be worn with appropriate layers.
- Allow students to participate safely in classroom and laboratory activities.
- Not create a health or safety hazard.

Clothing, accessories, or personal items may not display or promote:

- Profanity, obscenity, or vulgar language.
- Violence, threats, or illegal activities.

- Alcohol, tobacco, vaping products, or illegal drugs.
- Harassment, discrimination, or hate speech.
- Sexually explicit or inappropriate content.

School administration reserves the right to determine whether a student's attire is disruptive to the educational environment or inconsistent with safety requirements. Students may be required to change clothing or modify their attire before returning to class.

PPE Requirements

Many Hinds Career Center programs require specific personal protective equipment (PPE), work attire, or safety footwear to meet industry standards and ensure a safe learning environment. Students are expected to wear and properly use all required PPE as directed by their instructor.

Students who do not have the required PPE may be restricted from participating in certain classroom, laboratory, shop, clinical, or work-based learning activities until appropriate equipment is available.

Food & Beverages

To help maintain a safe, clean, and productive learning environment, students should eat meals and snacks before or after class whenever possible.

Food and beverages are not permitted in shops, laboratories, clinical areas, or computer labs due to safety requirements and the need to protect equipment and instructional materials. Water bottles with secure lids are permitted unless otherwise restricted by the instructor or specific program safety requirements.

Visitors

Hinds Career Center is committed to maintaining a safe, secure, and focused learning environment for students and staff. To minimize disruptions, classroom visits are limited to school officials, approved guests, and authorized school groups. Visitor access may be further restricted during health, safety, or emergency situations.

All visitors must report to the main office upon arrival, provide a government issued identification, receive and wear a visitor badge, and follow all school policies and procedures while on campus.

Parents and guardians may not go directly to classrooms or instructional areas. Students may be called to the office to meet with a parent or guardian when needed. Parents, guardians, or visitors who wish to meet with a teacher or staff member should schedule an appointment in advance outside of instructional time.

Invited guests or authorized school groups may enter instructional areas only with approval from the Director and the classroom instructor.

The Director or designee may require any visitor to leave school property if the visitor causes a disruption, refuses to follow school procedures, or interferes with the educational environment.

Medications

To ensure student safety, medications may not be carried or self-administered by students unless specifically authorized by school policy and state law.

All medications, including prescription and over-the-counter medications, must be brought to the main office and accompanied by the required parent/guardian authorization form.

Prescription medications must:

- Be provided in the original pharmacy-labeled container.
- Be accompanied by written instructions from a licensed healthcare provider.
- Be administered in accordance with the healthcare provider's directions.

Students with chronic health conditions may be authorized to possess and self-administer emergency medications, such as inhalers or epinephrine auto-injectors (EpiPens). Requests for self-administration must be submitted annually by a parent/guardian and include documentation from a licensed healthcare provider verifying that:

- The student has a medical condition requiring the medication.
- The medication must be readily available for emergency use.

- The student has been instructed on the proper use and administration of the medication.

Questions regarding medication procedures should be directed to the Hinds Career Center office. Medication administration will be conducted in accordance with Elwood Community School Corporation policy.

Emergency Preparedness

The safety of our students and staff is a top priority. Hinds Career Center maintains comprehensive emergency response procedures for situations such as fire, severe weather, medical emergencies, security threats, and other crisis events.

Students are expected to become familiar with emergency procedures and follow all directions provided by staff during drills and actual emergencies.

Fire Drills
Fire drills are conducted regularly throughout the school year in accordance with state requirements. Evacuation routes are posted in each classroom and instructional area. When the fire alarm sounds, students should immediately follow staff directions and proceed to the designated evacuation location.

Severe Weather Drills
Severe weather drills are conducted each semester. When directed, students should move promptly to the designated shelter area and follow staff instructions until the all-clear is given.

Safety and Crisis Drills
Safety drills, including lockdown, lockout, evacuation, and other emergency response procedures, are conducted throughout the school year. Students are expected to take all drills seriously and follow staff directions to ensure a safe and orderly response.

Failure to comply with emergency procedures or staff directions during a drill or emergency may result in disciplinary action.

Academics

Grading Standards

Hinds Career Center uses the grading scale below to report student progress and achievement. Program-specific performance standards and expectations will be shared by instructors at the beginning of the school year.

A+	100	A	93–99	A-	90–92
B+	88–89	B	83–87	B-	80–82
C+	78–79	C	73–77	C-	70–72
D+	68–69	D	63–67	D-	60–62
F	Below 60				

Grades are available to students and parents/guardians through the PowerSchool online portal. At the end of each grading period, grade reports are sent to each student's sending school for credit reporting.

If a grade is listed as incomplete (I) at the end of a grading period, all missing work must be completed within ten (10) school days. After that time, any remaining missing assignments may be recorded as zeroes and reflected in the final grade for that grading period.

E-Learning

All staff will be readily available between the hours of 8:30am to 3:00pm via ParentSquare and email.

How is attendance counted on E-Learning days?

- Your teacher will send out a message on ParentSquare.
- You must RSVP to that message to be counted "In Attendance".
    - ***If your instructor communicated a different method for checking in for attendance, use that method.*
    - ⚠️ **Failure to check in will result in an Unexcused Absence.**

- If you are sick and unable to participate virtually or complete your assignment, you will need to have a parent/guardian call into the front office per usual. 📞 765-552-9881

Synchronous E-Learning Guidelines:

- Students are encouraged to participate in live meets, but must also complete the virtual assignment given by the instructor.
- All E-Learning assignments are due to be completed by midnight on the same day.
- All teaching staff will be available to students via ParentSquare and email between 8:30am and 3:00pm.
- Instruction will be offered in a synchronous format.
- Synchronous Google Meets will occur per the schedule below.
- Schedule for live sessions:
    - 10:00am - 11:00am
    - 1:00pm - 2:00pm
- ⚠️ **Failure to complete the E-Learning assignment will result in a "0" (F) for that assignment in PowerSchool**

Asynchronous E-Learning Guidelines:

- Students must complete the virtual assignment given by the instructor.
- All E-Learning assignments are due to be completed by midnight on the same day.
- Instruction will be offered in an asynchronous format.
- We are allowed 3 Asynchronous per school year.
- ⚠️ **Failure to complete the E-Learning assignment will result in a "0" (F) for that assignment in PowerSchool**

Technology Use

Responsible Use of Technology

Technology is an important part of learning and career preparation at Hinds Career Center. Students are provided access to computers, networks, software, wireless communication devices, and the Internet to support educational and career-readiness activities. Use of these resources is a privilege and must be consistent with school policies and educational purposes.

Students and parents/guardians must acknowledge the School Corporation's Responsible Use Policy before technology access is granted. Parents who do not wish

their student to access the Internet should contact the school to discuss alternative instructional options.

Students are expected to use technology in a safe, legal, ethical, and respectful manner. Prohibited activities include, but are not limited to:

- Accessing, creating, possessing, or sharing inappropriate, threatening, obscene, or illegal content.
- Violating copyright laws, licensing agreements, or intellectual property rights.
- Using school technology resources for commercial, political, or non-educational purposes.
- Attempting to bypass security measures, access unauthorized accounts, or disrupt school technology systems.
- Installing software, applications, or extensions on school-owned devices without authorization.

Technology resources, files, accounts, and communications on school-owned systems may be monitored and reviewed by school officials and should not be considered private.

Off-Campus Online Conduct

Students may be subject to school discipline for online conduct that occurs off campus when it is unlawful, threatens the safety of students or staff, or substantially disrupts the educational environment. This includes threats, harassment, intimidation, or other conduct communicated through social media, email, messaging platforms, or other electronic means.

Cell Phone Policy

Cell Phone & Other Wireless Communication Device Use

Effective July 1, 2026

Legal Reference: IC 20-26-5-40.7

The use of personal cell phones during instructional time disrupts learning, compromises safety protocols, and distracts from career-readiness training. To ensure a focused, professional, and safe educational environment, Hinds Career Center enforces the following cell phone policy.

Possessing and/or using a wireless communication device which is portable and is capable of providing voice, messaging, or other data communications between two or more persons and includes cellular phones, tablet computers, laptop computers, digital cameras, and/or gaming devices in a manner which constitutes an interference with a school purpose or educational function, an invasion of privacy, or an act of academic dishonesty, or is profane, indecent, or obscene is prohibited.

Policy Summary

Students are not permitted to possess or use their cell phones during class time.

- All students must place their cell phones in the designated locked cell phone locker immediately upon entering the classroom or instructional space.
- Cell phones will remain secured for the duration of the class, including lab/shop activities, break times and work-based learning conducted on-site (“bell-to-bell”).

Authorized Exceptions

Use of a wireless communication device is permitted when:

- Authorized by a teacher or administrator for an educational purpose.
- Necessary during an emergency situation.
- Required to manage a student’s health care needs.
- Included as part of a student’s Individualized Education Program (IEP), Section 504 Plan, or Individualized Health Plan.
- Otherwise permitted by Indiana law or school administration.

Locker Use Expectations

- Each student will be assigned a specific, numbered locker or space.
- Lockers will be managed by the instructor and will remain locked during instruction.
- Students are responsible for ensuring their phone is powered off or silenced before storage.
- Hinds Career Center is not liable for lost, stolen, or damaged devices that are not properly secured in the locker.

Consequences for Non-Compliance

Offense	Consequences
1st Offense	Verbal warning. Student required to immediately place device in designated storage. Parent/guardian contact may occur.
2nd Offense	Device confiscated by instructor until end of class/day. Parent/guardian notified. Written documentation filed.
3rd Offense	Device confiscated and office referral issued. Parent/guardian notified. Parent/guardian must retrieve device from the HCC office during office hours. Written documentation filed.
4th Offense and beyond	Progressive discipline determined by administration, which may include loss of privileges, disciplinary probation, removal from class, suspension, or other consequences consistent with the student handbook and Indiana law.

Additional Notes

- Refusal to comply with staff directions regarding device storage or use may result in immediate administrative referral.
- Any unauthorized use of a device that disrupts instruction, compromises safety, invades privacy, violates academic integrity, or involves profane, indecent, or obscene material is prohibited.
- Instructors are responsible for communicating and consistently enforcing this policy and may establish additional classroom procedures aligned with this policy.
- The school is not responsible for devices that are damaged, lost, or stolen unless the device is in the direct possession of school administration.

Cell Phone Content and Legal Notice

Students and parents should be aware that misuse of cell phones and electronic devices may result in serious legal consequences under Indiana law. School personnel are required by Indiana law to report suspected child exploitation, child pornography, or related offenses to law enforcement or child protective services.

- The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with “child exploitation” or “child pornography” as defined by Indiana Criminal Statutes.
- It is “child exploitation, “a Class C felony under I.C. 35-42-4-4 (b), for any person/student (1) to exhibit, photograph or create a 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 persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4 (b) to register as a sex offender.

Attendance

Attendance Policy

Students enrolled from all schools are expected to be in attendance when Hinds Career Center is in session.

A parent /guardian is expected to report all absences to the office 765-552-9881 or tahartman@hindscc.k12.in.us to provide the reason for the absence.

Definitions

- **Excused Absences:** Approved for legitimate reasons, including illness, family emergencies, religious observance, medical appointments, court subpoenas, or military obligations (as recognized in SEA 482).
- **Unexcused Absences:** Any absence not approved under the school's policy or state code.
- **Exempt (Not Counted as Absence):** Includes participation in government civic duties, state fairs, school-sponsored events, etc., when documentation is provided.

Attendance Grade

- Attendance counts as 10% of student's overall 9 week grade period grade in every program.
- Daily attendance grade breakdown:
    - Unexcused Absence = 0 of 10 points for that day
    - Excused Absences = will be a none-grade and not count for or against the students grade
    - Tardies:
        - 1 to 20 minutes late = 2 points deduction
        - 21 to 40 minutes late = 4 points deduction
        - 41 to 65 minutes minutes late = 6 points deduction
    - *NOTE: students whose attendance grade shows 0 points will be changed when the student turns a Doctor's note into the front office changing the absence to an excused absence.*

Absence Limitations

- Students are allowed 2 “parent call in” excused absences in each 9 week grade period, provided the absences are properly reported.
- 3rd absence and each thereafter in each 9 week grade period are excused only with a valid medical document from a certified medical professional stating the student was unable to attend school. ***Doctor’s note must be turned in within 48 hours of return to school***

Tardies

Students who are more than 65 minutes late will be recorded as absent.

		AM	PM
Tardy	(1-65 minutes)	8:30 - 9:35	12:15 - 1:20
Absence	(66+ minutes)	9:36 - 10:35	1:21 - 2:20

Compulsory Attendance

(Indiana Code IC 20-33-2-6)

- All students aged 7–18 are required to attend school daily, or another educational program location (e.g., work-based learning).
- Attendance is officially tracked; students must be “physically present” in order to count as attending.

Prearranged Absences

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

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

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

date of planned absence to allow for Director review and teacher notification for classroom assignment determination.

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

Assignments are due upon return from the absence or at the discretion of the teacher.

Leaving School

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

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

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

Assignments Missed Due to Absence

Students are expected to make up all assignments, assessments, and coursework missed due to an absence. Credit may be awarded upon timely completion of missed work, generally allowing one school day for each day absent unless otherwise determined by the instructor.

Students are responsible for communicating with their instructors regarding missed assignments and obtaining any necessary materials or instructions upon returning to school. Opportunities to make up classroom participation activities may be provided at the discretion of the instructor.

Student Conduct

Hinds Career Center is committed to maintaining a safe, respectful, and productive learning environment that supports student success and reflects workplace expectations. Students are expected to conduct themselves in a manner that promotes learning, safety, and respect for others.

Students are responsible for their behavior while attending Hinds Career Center, participating in school-sponsored activities, traveling to and from school activities, and engaging in work-based learning experiences. Disciplinary action taken by Hinds Career Center or a student's home school may be recognized and enforced by both schools when appropriate.

The conduct expectations and disciplinary guidelines outlined below are intended to provide examples of prohibited behavior and potential consequences. These examples are not all-inclusive, and school administration reserves the right to address misconduct not specifically listed.

General Regulations

Students are expected to:

- Follow all school rules, staff directions, and safety procedures.
- Remain in authorized areas and obtain permission before leaving campus or instructional areas.
- Treat all students, staff, visitors, and community partners with respect and professionalism.
- Respect school property, equipment, technology, and facilities.
- Follow all program-specific safety and workplace expectations.
- Store personal belongings in designated areas as directed by instructors.
- Comply with all technology, cell phone, attendance, and transportation policies.

The following behaviors are prohibited:

- Unauthorized presence in parking lots, vehicles, or restricted areas.
- Public displays of affection that are inappropriate for a school or workplace setting.
- Possession or use of laser devices or other items that disrupt the learning environment.
- Misuse of personal electronic devices.

- Damage to school property or the property of others.
- Any conduct that disrupts the educational process or interferes with the rights and safety of others.

Discipline Categories

Examples of misconduct include, but are not limited to:

Level I: Classroom and Minor Misconduct

- Failure to complete assigned work
- Excessive talking or classroom disruption
- Sleeping or inattentiveness during instruction
- Inappropriate language
- Horseplay
- Failure to follow classroom procedures

These behaviors are typically addressed by the classroom instructor through corrective interventions and progressive discipline.

Level II: Serious Misconduct

- Truancy
- Academic dishonesty, including plagiarism and cheating
- Violation of safety rules or PPE requirements
- Insubordination or refusal to comply with staff directions
- Verbal aggression toward students or staff
- Forgery or unauthorized use of school documents
- Improper operation of a vehicle on school property
- Misuse of technology or network resources
- Repeated violations of school policies

Level III: Major Misconduct

- Theft or vandalism
- Harassment, bullying, intimidation, or threats
- Fighting, assault, battery, or extortion
- False reports, false alarms, or bomb threats
- Possession or use of tobacco, vaping devices, nicotine products, alcohol, or drugs
- Possession of drug paraphernalia

- Possession or use of weapons, look-alike weapons, explosives, or incendiary devices
- Terroristic threats
- Distribution, possession, or transmission of sexually explicit images or content
- Any behavior that substantially disrupts the educational environment or endangers the safety of others

Certain violations may require notification of law enforcement or other agencies as required by law.

Consequences

Disciplinary consequences are determined based on the severity of the behavior, the student's disciplinary history, the impact on the school community, and any mitigating or aggravating circumstances.

Possible consequences may include:

- Verbal warning or reprimand
- Parent/guardian contact
- Restorative conference or intervention
- Loss of privileges
- Detention or restriction
- Removal from class or activity
- Restitution for damages or theft Loss of parking privileges
- Loss of technology privileges
- Suspension from school
- Removal from a program or work-based learning placement
- Recommendation for expulsion
- Referral to law enforcement or other agencies

Repeated violations may result in progressively more severe consequences.

Academic Integrity

Students are expected to complete and submit their own work. Plagiarism, cheating, unauthorized collaboration, or misuse of artificial intelligence tools to represent another person's work as one's own may result in disciplinary action and academic consequences as determined by the instructor and administration.

Electronic Devices and Digital Conduct

Students must follow all technology and cell phone policies. Misuse of electronic devices, technology resources, social media, messaging platforms, or other digital tools that disrupts school operations, threatens safety, violates privacy, or constitutes harassment may result in disciplinary action.

Students may be subject to discipline for off-campus online conduct when it substantially disrupts the educational environment or threatens the safety and well-being of students or staff.

Explanation of Disciplinary Measures

The following disciplinary measures may be used individually or in combination:

- Reprimand – A verbal or written warning intended to correct inappropriate behavior. Parent/Guardian
- Conference – A meeting or communication involving the student, parent/guardian, and school personnel to address behavioral concerns and develop strategies for improvement.
- Removal from Class or Activity – Temporary removal from a classroom, laboratory, shop, field trip, extracurricular activity, or other educational setting.
- Loss of Privileges – Temporary loss of privileges, including participation in activities, parking privileges, technology access, or other school-related opportunities.
- Suspension – Temporary exclusion from classes, school-sponsored activities, or school property in accordance with Indiana law and district policy.
- Restitution – Financial reimbursement or restoration for damage to property, theft, or other losses resulting from misconduct.
- Program Removal or Expulsion Recommendation – Serious or repeated misconduct may result in removal from a program or a recommendation for expulsion in accordance with district policy and state law.

For detailed information regarding student discipline, suspension, expulsion, student rights, and due process procedures, please refer to the Elwood Community School Corporation Student Policies and Board Policies.

HINDS CAREER CENTER

CONNECTING EDUCATION & CAREERS