HAMMOND ACADEMY OF SCIENCE & TECHNOLOGY

STUDENT & FAMILY HANDBOOK

2026–2027

33 Muenich Court | Hammond, Indiana 46320
219-852-0500 | www.hammondacademy.org
School Leader: Dr. Deborah Snedden
Principal: Ms. Tracy Mis
Dean of Students: Mr. Woghiren

Welcome to HAST

Welcome to the 2026–2027 school year at Hammond Academy of Science & Technology (HAST). This handbook is designed to help students and families understand daily procedures, academic expectations, student rights and responsibilities, and the policies that support a safe, respectful, and productive learning environment.

Students and families are expected to review this handbook together. The handbook summarizes important rules and procedures; it does not replace applicable law, the HAST School Board Policy Manual, individual education programs (IEPs), Section 504 plans, or other legally required student supports. When a conflict exists, applicable law and current Board policy govern.

Item	Information
School Address	33 Muenich Court, Hammond, IN 46320
Main Office	219-852-0500
School Website	www.hammondacademy.org
School Day	8:00 a.m.–2:55 p.m.
Grades Served	6–12
School Year	August 12, 2026–May 27, 2027

School Colors and Nickname

The nickname for HAST athletic teams is “Hawks.” School colors are black and Vegas gold.

Mission, Vision, and Core Commitments

Hammond Academy of Science and Technology is committed to providing a safe, inclusive, and supportive learning environment where every student is known, valued, and challenged to reach their full potential. Through rigorous, hands-on, project-based learning, we develop critical thinkers, problem-solvers, and leaders who demonstrate integrity, respect, and resilience. By fostering strong relationships, high expectations, and a culture of belonging, we prepare students to make meaningful contributions to their communities and succeed in college, careers, and life.

Handbook Updates and Board Policy

HAST may revise procedures during the school year when needed to comply with changes in law, Board policy, safety guidance, or school operations. Families will receive notice of material changes. Current Board policies and linked school plans should be consulted for complete requirements.

Pledge of Allegiance and Moment of Silence

In accordance with Indiana law, the United States flag is displayed in each classroom. HAST provides students with a daily opportunity to voluntarily recite the Pledge of Allegiance and observe a daily moment of silence. Students may choose not to participate in the Pledge of Allegiance without penalty or retaliation. During the moment of silence, students are expected to remain quiet and may pray, reflect, meditate, or engage in another silent activity that does not interfere with others.

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1. School Leadership and Important Contacts

Role	Name	Contact Information
School Leader	Dr. Deborah Snedden	Main Office: 219-852-0500
Principal	Ms. Tracy Mis	Main Office: 219-852-0500
Dean of Students	Mr. Woghiren	Main Office: 219-852-0500
Section 504 Coordinator	Mrs. James	Extension: 129
Title IX Coordinator	Ms. Tracy Mis	Extension: 121
Nondiscrimination Compliance Officer	Ms. Tracy Mis	Extension: 121
Special Education Director	Mrs. Danielle Lopez	Extension: 105
School Nurse/Health Office	Mrs. Adrianne Powell	Extension: 145
Attendance Contact	Mrs. Gloria Valdez	Extension: 100
Food Service Director	Mrs. Kari Nimon	Extension: 144

Communication with HAST

HAST uses school-approved communication systems to share announcements, attendance information, academic updates, emergency information, and other school notices. Families are responsible for keeping telephone numbers, email addresses, emergency contacts, custody information, and mailing addresses current. Use ParentSquare or another HAST-designated platform for school announcements and messages. Use PowerSchool or another HAST-designated student information system to review grades, attendance, schedules, and school information. Contact the classroom teacher first when a concern involves a specific class, assignment, or classroom matter, unless the concern involves a serious allegation that should be reported directly to administration. Allow school staff a reasonable opportunity to investigate and respond to concerns.

2. 2026–2027 Calendar and School Day

Key Dates

Event	Date
New Student Orientation	August 6, 2026
Staff Professional Work Days	August 7, 10, and 11, 2026
Back to School Night	August 10, 2026, 5:00–7:00 p.m.
First Day for Students	August 12, 2026
No School – Labor Day	September 7, 2026
E-Learning	September 16, 2026
Fall Break	October 15–16, 2026
Fall Student-Led Conferences	October 22–23, 2026
Thanksgiving Break	November 25–27, 2026
High School Finals	December 15–17, 2026 – attendance mandatory
Winter Break	December 21, 2026–January 1, 2027
Second Semester Begins	January 5, 2027
Spring Student-Led Conferences	March 17–18, 2027
Spring Break	March 19–29, 2027
High School Prom/No School	April 30, 2027
High School Finals	May 21, 24, and 25, 2027 – attendance mandatory
Last Day for Students	May 27, 2027 – noon dismissal
Graduation	May 28, 2027, 6:00 p.m.

Regular Bell Schedule

Time	Activity
7:58 a.m.	Warning bell
8:00–9:25 a.m.	Block 1
9:25–9:30 a.m.	Passing period
9:30–10:55 a.m.	Block 2
10:55–11:00 a.m.	Passing period
11:00 a.m.–1:00 p.m.	Block 3, including assigned lunch
1:05–1:30 p.m.	Homeroom
1:30–1:35 p.m.	Passing period
1:35–2:55 p.m.	Block 4
2:55 p.m.	Student dismissal

Lunch Schedule

Time	Group
11:00–11:25 a.m.	High School Lunch A
11:30–11:55 a.m.	Grade 6
12:00–12:25 p.m.	Grade 8
12:30–12:55 p.m.	High School Lunch B

Time	Group
1:00–1:25 p.m.	Grade 7

E-Learning Days

On scheduled e-learning days, students must complete assigned learning activities and follow teacher directions regarding asynchronous or synchronous participation. Attendance requirements will be communicated for each e-learning day. Students should check school-approved learning and communication platforms and contact teachers when assistance is needed.

3. Enrollment, Student Records, and Family Rights

Enrollment and Residency

HAST follows applicable enrollment, residency, transfer, homeless-student, foster-care, and military-family requirements. Accepted families must provide accurate enrollment information and promptly notify the school of changes in address, custody, guardianship, telephone numbers, or emergency contacts. No student will be denied enrollment or educational access when prohibited by law.

Student Records and FERPA

The Family Educational Rights and Privacy Act (FERPA) gives parents and eligible students certain rights regarding education records. An eligible student is generally a student who is 18 years of age or older or who attends a postsecondary institution. Parents and eligible students have the right to: inspect and review education records within the time required by law; request amendment of records believed to be inaccurate, misleading, or in violation of privacy rights; consent to disclosure of personally identifiable information, except when disclosure is permitted without consent; request a hearing regarding a denied amendment request; file a complaint concerning alleged FERPA violations; and obtain a copy of HAST student-record policies and procedures.

Directory Information

HAST may disclose Board-designated directory information after providing annual notice and an opportunity to opt out. The current Board designation includes a student’s name, address, telephone number, date of birth, and email address. School-assigned email addresses may be used for the limited purpose of registering students for approved educational services. Parents and eligible students may submit a written opt-out request within ten (10) days after receiving the annual notice. Because Board policy may be amended, the annual FERPA notice and current Board policy control if they differ from this handbook summary.

Parent & Visitor Entry Guidelines

All parents, guardians, and visitors entering the school building for any reason should enter through Door A, and will be required to present a valid photo ID upon arrival. The ID will be scanned through our visitor management system for security purposes. This process helps us maintain a safe and secure environment for all students and staff. No exceptions will be given.

Access by Parents

Both custodial and noncustodial parents generally have access to student education records unless a court order or other legally controlling document provides otherwise. Families must provide the school with current copies of custody, protective, or court orders that affect access, contact, or release of the student.

Student Privacy and Approved Educational Services

HAST protects student personally identifiable information and uses reasonable physical and technological safeguards. School officials and approved service providers may access education records only when they have a legitimate educational interest or another lawful basis. Students and staff must use school-assigned accounts and approved services as directed and must not disclose another person’s private information without authorization.

4. Attendance, Arrival, Dismissal, and Leaving School

Attendance Expectations

Regular attendance is essential to academic growth, relationships, participation, and graduation. Students are expected to attend every scheduled class and school activity unless absent for a reason recognized by law or school procedure. HAST will maintain accurate attendance records and work with families to address barriers to attendance.

Reporting an Absence

Call the Attendance Office at (219) 852-0500 ext. 100 before 9:00 a.m. daily if a student is absent. Voicemail is available 24/7. Only a parent/guardian may report an absence—student calls are not accepted. A new call is required each day the student is absent. If no call is received by 9:00 a.m., the absence is unexcused.

Attendance Contact: Gloria Valdez

Telephone/Extension: 219-852-0500, ext. 100

Email or ParentSquare: gvaldez@hammondacademy.org

Excused and Unexcused Absences

Absences will be classified according to Indiana law, Board policy, and school procedures. Families should submit required documentation promptly. An absence being excused does not eliminate the student's responsibility to complete missed work or satisfy course requirements.

Excused Absences

- Illness/injury (doctor's note required)
- Death of a parent/guardian immediate family member
- Court appearances (with documentation)
- Medical/dental appointments for treatment or recovery (note from provider)
- Religious holidays (note from religious leader)
- College visits (limit 2 per semester; juniors/seniors who have been approved by

HAST administration; a college note is required) Documentation/Notes should be turned in to the attendance secretary the day following the student's absence to be excused.

Unexcused Absences

Missing the bus Oversleeping Personal business Work obligations Vacation (unless pre-approved)

Exempted Absences

- Serving as a page or honoree of the Indiana General Assembly (IC 20-33-2-14)
- Serving on the precinct election board or as a helper to a political candidate or party on the

day of a municipal, primary or general election (IC 20-33-2-15)

- Subpoenaed to testify in court (IC 20-33-2-16)
- Serving as an active duty member of the armed forces, including the National Guard for at

least 15 days in a school year (IC 20-33-2-17)

- Serving with the Civil Air Patrol for up to 5 days (IC 20-33-2-17.2)
- Approved Educationally Related Non-Classroom Activity (IC 20-33-2-17.5) Such as ACC

Field Trips

- The student or a member of the student's household exhibits or participates in the Indiana

State Fair for educational purposes (IC 20-33-2-17.7)

- HEA 1660 adds a new exception for a student who participates in a scheduled competition,

exhibition, or event offered by the National FFA Organization, Indiana FFA Association, or 4-H Club (IC 20-33-2-17.8)

Documentation Requirements

Three or more consecutive days absent requires a doctor's note. After 10 total absences, all further absences must be professionally documented, regardless of parent call-ins.

Chronic Absenteeism and Habitual Truancy

HAST monitors attendance patterns and will provide notice, conferences, attendance plans, referrals, and other interventions when required. Chronic absenteeism includes absences for any reason when the applicable threshold is reached. Habitual truancy is based on unexcused absences as defined by law and Board policy. Students will not be suspended out of school, or expelled solely because they are chronically absent or habitually truant.

Arrival and Tardiness

The school day begins at 8:00 a.m. Students should arrive early enough to enter the building, prepare materials, and be in their assigned classroom before the 8:00 a.m. bell. Students arriving at or after 8:00 a.m. must follow the school's late-arrival procedure. Repeated tardiness will be addressed through progressive interventions (see tardy policy) that may include student conferences, family communication, detention, attendance planning, loss of optional privileges, or other appropriate responses. Consequences will be individualized and will not include exclusion from school solely because of tardiness or truancy.

Late Start Student Arrival Policy

Students who have an approved late start schedule are expected to arrive on campus no earlier than 15 minutes before their first scheduled class unless they have prior approval from school administration or are participating in a school-sponsored activity. Upon arrival, students must sign in and report directly to their designated waiting area, or scheduled class. Loitering in hallways, the cafeteria, parking lots, or other common areas before or after class is not permitted. Students who arrive after their scheduled start time must sign in through the main office and may be marked tardy unless the lateness is excused according to school policy. Excessive tardiness may also affect participation in extracurricular activities, athletics, school events, and eligibility for attendance-based incentives. The school reserves the right to review each situation individually, taking into consideration documented medical, legal, or other excused circumstances.

HAMMOND AREA CAREER CENTER

5727 Sohl Avenue Hammond, IN 46320 Phone Number: (219) 933-2428 HAST has a partnership with the Hammond Area Career Center (ACC), where students have the opportunity to attend their junior and/or senior year to take part in one of the 16 CTE programs offered. All students may apply, but be advised that the following criteria will be considered when deciding to approve or deny attendance to the ACC: the student's academic progress, the student's attendance record, history of tardiness (or lack thereof), and discipline record (if applicable). Students who attend the ACC, and have scheduled classes at HAST, are expected to be in class on time. Excessive tardiness and absences at the ACC and/or HASTcan affect your enrollment at the ACC.

Area Career Center (ACC) Attendance and Field Trip Expectations

Students enrolled in ACC must follow the attendance policies of both ACC and Hammond Academy. If a student is absent, late, or leaves early, families may need to notify both schools. Students are required to sign themselves in and out each day. Signing in or out for another student is prohibited and may result in disciplinary action. For ACC field trips, students must have Mrs. Valdez sign the ACC field trip form before the trip for the absence to be recognized as a field trip at Hammond Academy. Without prior approval, the absence may be marked unexcused. Participation in ACC field trips is a privilege and is subject to Hammond Academy approval. HAST and the Hammond Area Career Center (ACC) do not provide transportation to the ACC. Families are responsible for ensuring their student has transportation to the ACC each day. Transportation from ACC to HAST is provided via a School City Hammond bus.

Students enrolled in both HAST and the Area Career Center (ACC) are required to attend whichever school is in session. If ACC is closed, students must attend HAST. If HAST is closed but ACC is in session, students must attend ACC. Enrollment in both schools is a commitment to both programs, and students are expected to meet the attendance requirements of each.

ACC Students/Uniforms

- ACC Students are allowed to wear their office scrubs to school.
- Any ACC student who is in a class that allows them to wear jeans, and hard toe shoes are allowed to wear them at HAST, but must wear a HAST uniform shirt.

Tardy Policy – Per Class, Per Quarter

Being on time matters. Consistent tardiness disrupts learning and school expectations. The consequences below apply to repeated tardiness to the same class in a single quarter.

Tardy Number	Consequence
1st–3rd	Warning – tardy recorded by teacher
4th–5th	One-hour detention
6th+	Full-day in-school suspension (ISS) and one hour of community service

Leaving School and Early Dismissal

HAST is a closed campus. Students may not leave the building or school grounds during the school day without authorization. A parent, guardian, or other authorized adult must follow school checkout procedures. Students who leave without permission and/or open entry doors without permission may be subject to intervention or discipline and may be reported as absent or truant for the time missed. During 2:55 dismissal the approved doors that students can leave from are Door A, and Door M. Students are not allowed to use Door B as an exit. All students leaving prior to 2:55pm dismissal, must exit from Door A. Hall gates will be locked at 3:05 p.m.

Early Dismissal Expectations

Students are expected to remain in school for the full day unless illness or an emergency occurs. Early dismissals disrupt learning and should be avoided whenever possible.

- Parents are discouraged from requesting early dismissals, except in emergencies.
- If necessary, please call by 9:00 AM and try to schedule pickup between class periods.
- Inform your student in advance so they can be ready at the designated time.
- No early dismissals are allowed between 2:30 and 2:55 PM.
- Repeated early dismissals may be considered unexcused and result in loss of extracurricular activities/ class credit.
- Students who attend less than 50% of the school day may not participate in after-school events or athletics that day.

Administrator-Approved Absences

Students are limited to one administrator-approved planned absence per school year. Extended absences for vacations, family travel, personal events, or other non-school-related reasons will not be approved during state testing or final exams. To be eligible for approval, students must also be in good academic standing, which includes:

- Passing all current courses.
- Not being identified as academically at risk due to failing or significantly missing assignments.
- Are in compliance with the attendance policy.

Final approval of all planned absences is at the discretion of the school administration.

Make-Up Work

Students are responsible for completing work missed during absences, suspensions, or other approved periods away from class. Students are expected to make up assignments and

assessments missed due to an absence. Teachers will provide students with up to the same number of school days as the length of the absence to obtain assignments and complete make-up work, consistent with Board policy, course requirements, and any applicable student plans (such as an IEP, Section 504 Plan, or English learner plan).

Attendance & Participation in Extra Curricular Activities

Students must be physically present at school for more than 50% of their scheduled instructional day to be eligible to participate in any athletic contest, practice, club meeting, rehearsal, performance, competition, or other extracurricular activity held that day. Time missed due to late arrival, early dismissal, or unexcused absence counts toward the total time absent. Students must be in attendance for the entire scheduled school day, unless the absence is approved by school administration for a school-sponsored activity or other documented, excused circumstance, to participate in graduation, promotion ceremonies, prom, or any other event specifically designated by the school as requiring full-day attendance.

5. Academics, Grading, Promotion, and Graduation

Academic Responsibility

Students are expected to attend class, participate actively, complete assignments, ask for help, use feedback, and submit work that honestly represents their own learning. Families are encouraged to review grades and attendance regularly and communicate with teachers when concerns arise.

Grading Scale

The HAST grading scale is shown below.

Letter Grade	District Cutoff	Grade Points
A+	97	100
A	93	96
A-	90	92
B+	87	89
B	83	86
B-	80	82
C+	77	79
C	73	76
C-	70	72
D+	67	69
D	63	66
D-	60	62
F	0	50
P	0	100

Progress Reports and Report Cards

Grades and progress information will be communicated through PowerSchool or another school-designated system, progress reports, report cards, conferences, and teacher communication. Students and families should monitor progress throughout each grading period rather than waiting until the end of the term.

Promotion, Placement, and Retention

Promotion, placement, and retention decisions are based on multiple factors, which may include academic performance, progress toward standards, attendance, interventions, social-emotional needs, student support plans, and other relevant information. Decisions are made in accordance with Board policy and applicable law.

Academic Integrity

Academic integrity means completing work honestly, crediting sources, following teacher directions, and using technology and artificial intelligence only as authorized. Academic misconduct

may include plagiarism, unauthorized collaboration, copying, fabrication, unauthorized use of AI, using another person's account or work, or helping another person gain an unfair academic advantage. Responses to academic misconduct may include reteaching, revision, an alternate assessment, reduced or no credit when consistent with grading policy, parent contact, loss of optional technology privileges, restorative action, or discipline. Responses will consider the student's age, intent, prior instruction, course expectations, and the circumstances.

Dual Credit and Career and Technical Education

Dual-credit and career and technical education courses may be governed by both HAST requirements and partner institution requirements. Students must follow the attendance, conduct, academic, and enrollment expectations communicated for each program. Course-specific requirements will be shared before or at the beginning of enrollment.

Graduation Requirements

Students must meet all Indiana diploma requirements and Graduation Pathways requirements applicable to their graduation cohort. Indiana diploma designations include General, Core 40, Core 40 with Academic Honors, Core 40 with Technical Honors, and the Alternate Diploma for eligible students. Graduation Pathways are required for the Class of 2023 and beyond and include completion of diploma requirements, demonstration of employability skills, and satisfaction of an approved postsecondary-readiness competency or applicable waiver. HAST counselors will work with students and families to develop, monitor, and update graduation plans. Current requirements are available through the Indiana Department of Education graduation requirements webpage. State requirements and Board policy control if requirements change after publication.

Promotion/Graduation Ceremony

Earning a diploma and participating in the promotion/ graduation ceremony are separate matters. A student who has met promotion/ graduation requirements may not be denied the diploma solely as a disciplinary consequence. Participation in commencement/ceremony may be subject to published academic, conduct, attendance, rehearsal, safety, and ceremony requirements consistent with Board policy and law.

Early Graduation

Students may request permission to graduate early (i.e., after three years). Early graduation is an opportunity for capable students to complete their high school academic requirements early. They must have concrete plans to pursue further education and/or full-time employment.

Students wishing to graduate early must submit their request to the guidance office by the first Friday of the first week of school in their junior year. Requests received later than this date will not be considered. See the guidance counselor for more information.

6. Student Supports and Accessibility

Equal Educational Opportunity

HAST provides equal access to educational programs, services, activities, and facilities and does not discriminate on the basis of race, color, national origin, sex, disability, age except as authorized by law, religion, military status, ancestry, genetic information, or other status protected by applicable law. The complete nondiscrimination notice and current compliance officer information will be included before final publication.

Nondiscrimination Compliance Officer: Tracy Mis Email: tmis@hammondacademy.org

Title IX Coordinator: Tracy Mis Email: tmis@hammondacademy.org

Title IX Coordinator: Ross Smith Email: rsmith@hammondacademy.org

Section 504 Coordinator: Lisa James Email: ljames@hammondacademy.org

Students with Disabilities

HAST provides eligible students with disabilities a free appropriate public education and access to programs and activities in accordance with the Individuals with Disabilities Education Act (IDEA), Article 7, Section 504 of the Rehabilitation Act, the Americans with Disabilities Act, and other applicable requirements. Parents, guardians, students, and staff may refer a student for evaluation when there is reason to suspect a disability. Evaluation and placement decisions are made by the appropriate team using information from multiple sources. Students and families will receive procedural safeguards and notice of applicable review and hearing rights.

Multilingual Learners and Language Access

HAST provides language-development support and meaningful access to school programs for eligible English Language Learners. Interpretation and translation support will be provided when requested so families can participate meaningfully in their student's education.

Homeless Students and Students in Foster Care

Students experiencing homelessness and students in foster care are entitled to protections that support immediate enrollment, school stability, access to additional services, and prompt transfer of records. Families and students may contact the school office to be connected with the appropriate liaison.

Counseling and Student Assistance

At HAST, we want every student to know that they are never alone. If a student needs someone to talk to, has a concern, or is facing a challenge, support is available. Students and families are encouraged to reach out to a trusted adult at school, including our school counselor, social worker, nurse, administrators, teachers, or other trusted staff members. Our team is here to listen, provide guidance, and offer short-term school-based support. When additional assistance would be beneficial, HAST can also help connect students and families with community resources and/or school-based telehealth therapy with Pillars of Wellness. While conversations with school staff are handled with care and respect for privacy, there are times when school personnel are legally required to take action to protect a student's safety. This includes situations involving suspected abuse or neglect, concerns about self-harm or suicide, threats of harm to others, or any circumstance involving an immediate safety risk.

Suicide Awareness and Prevention

Any statement, behavior, or information suggesting that a student may be considering self-harm or suicide must be taken seriously and reported immediately to an administrator, counselor, social worker, school nurse, or other responsible adult. HAST will conduct or arrange an appropriate safety response, notify parents or guardians as permitted or required, and connect the student with support. Return-to-school planning will be individualized and will not impose unnecessary barriers to educational access. If you need to reach a staff member regarding Suicide Awareness and Prevention please contact our School Social Worker, Lisa James at ljames@hammondacademy.org

7. Student Rights, Responsibilities, and Conduct

Student Rights

Students have the right to: learn in a safe, orderly, and inclusive environment; be treated with dignity and respect; receive access to educational programs without unlawful discrimination; express concerns and seek help from trusted adults; receive notice and due process when discipline may be imposed; receive disability-related and language supports when eligible; be protected from bullying, harassment, sexual harassment, and retaliation; and have education records and personal information protected as required by law.

Student Responsibilities

Students are responsible for: attending school and arriving on time; engaging in learning and completing work honestly;

following reasonable directions from staff; treating people and property with respect; using school technology safely, ethically, and appropriately; following safety procedures and reporting threats or hazards; respecting privacy and personal boundaries; following the uniform and dress code; keeping prohibited items away from school and school activities; and accepting appropriate consequences and participating in restorative or corrective actions.

Scope of School Authority

Student conduct rules apply on school property; during the school day; on school transportation; at school-sponsored activities, events, and programs; while traveling to or from school or a school activity when permitted by law; and in other circumstances when conduct has a sufficient connection to school, substantially disrupts school operations, or threatens the rights or safety of members of the school community.

General Conduct Expectations

Respect and Civility

Students must communicate and behave respectfully toward peers, staff, visitors, and community members. Disagreement does not excuse threats, harassment, intimidation, profanity directed at others, or disruptive conduct.

Disruption and Insubordination

Students must follow reasonable staff directions and avoid conduct that materially disrupts teaching, learning, school operations, or safety. Refusal to comply will be evaluated separately from the original concern.

Fighting and Aggression

Fighting, assault, threats, intimidation, incitement, and physical aggression are prohibited. School responses will consider self-defense claims, efforts to avoid conflict, injury, intent, and other circumstances. Willful, mutual combat/fighting will result in a five-day suspension.

Property

Students must care for school property and the property of others. Vandalism, theft, unauthorized possession, and misuse are prohibited. Restitution may be required when authorized.

Weapons and Dangerous Items

Weapons, look-alike weapons, explosive devices, fireworks, and dangerous items are prohibited as provided by law and Board policy. Students must immediately report weapons or threats.

Tobacco, Nicotine, Alcohol, and Drugs

Possession, use, distribution, sale, or being under the influence of prohibited substances is not allowed. This includes tobacco, vaping products, alcohol, illegal drugs, unauthorized controlled substances, and look-alike substances. Lawful medication must be handled under school medication procedures.

Hazing and Criminal Organizations

Hazing, initiation practices that endanger or humiliate others, recruitment for criminal organizations, gang-related intimidation, and related conduct are prohibited. Consequences can range from conferences to expulsion.

Sexual Conduct and Personal Boundaries

Sexual activity, sexual harassment, coercion, unwanted touching, indecent exposure, and conduct that violates another person’s boundaries are prohibited. Age-appropriate affection rules will be enforced fairly and consistently. Consequences can range from conferences to expulsion.

Recording and Images

Students may not photograph, record, livestream, or distribute images or audio of others in violation of school rules, privacy rights, safety procedures, or applicable law. Teacher-approved instructional use is permitted. Consequences can range from conferences to expulsion.

False Alarms and Emergency Misuse

False emergency reports, misuse of fire alarms or other emergency systems, and interference with emergency equipment or emergency procedures are strictly prohibited. Such actions jeopardize the safety of students, staff, and emergency responders. Violations may result in disciplinary consequences, including detention, loss of school privileges, in-school suspension (ISS), out-of-school suspension (OSS), restitution for damages or costs incurred, recommendation for expulsion when warranted, and referral to law enforcement. Students and families may also be held financially responsible for damages or expenses resulting from the incident.

8. Discipline and Due Process

Purpose and Guiding Principles

Discipline is intended to protect safety, preserve learning, teach responsibility, repair harm, and reduce recurrence. HAST will use developmentally appropriate, proportionate, and individualized responses. Whenever appropriate, staff will use prevention, reteaching, restorative practices, problem-solving, family partnership, positive behavior supports, and other interventions before or together with exclusionary discipline.

Factors Considered

the student's age and developmental level; the nature, severity, and impact of the conduct; intent, knowledge, and level of participation; prior behavior and prior interventions; safety needs and harm to others; whether the student accepted responsibility or attempted to repair harm; disability-related requirements, including manifestation determinations when applicable; whether conduct involved bias, harassment, retaliation, coercion, or a power imbalance; and other relevant circumstances.

Possible Responses

verbal correction, reteaching, or restorative conversation; student conference or problem-solving plan; parent or guardian communication or conference; restorative action or restitution when appropriate; detention or supervised school-based consequence; loss or restriction of an optional privilege; behavior contract, check-in/check-out, counseling, or referral for support; in-school suspension; out-of-school suspension; recommendation for expulsion; referral to law enforcement or another agency when required or appropriate.

Detention

Detention may be assigned during lunch or after school. Students and families will be notified through the school's established procedure. Reasonable consideration will be given to transportation, disability, medical, family, and other relevant needs. Failure to attend without notification will result in escalated consequences.

In-School Suspension

Students assigned to in-school suspension remain responsible for completing academic work and following all school expectations. HAST will provide access to assignments and needed supports. Misconduct during in-school suspension will be addressed based on the circumstances rather than through an automatic consequence.

Out-of-School Suspension

A principal or authorized designee may suspend a student in accordance with Indiana law and Board policy. Before a suspension, the student will receive notice of the alleged conduct and an opportunity to explain, except when immediate removal is necessary for safety or another lawful reason. Families will receive required notice. Students will be allowed to obtain and complete missed work in accordance with Board policy. A reinstatement meeting may be required upon re-entry.

Expulsion

Expulsion is a removal from school attendance for more than ten school days or another action defined as expulsion by law. Recommendations for expulsion will follow the notice, hearing, and appeal procedures

required by Indiana law and Board policy. Students with disabilities receive all additional protections required by law. The handbook does not limit any review or appeal right provided by law or policy.

Students with Disabilities

Discipline for students with disabilities will be administered in accordance with IDEA, Article 7, Section 504, applicable behavior intervention plans, and Board policy. Required manifestation determinations, educational services, procedural safeguards, and placement procedures will be provided.

Reentry and Support

Following a significant suspension, expulsion, hospitalization, safety event, or extended absence, HAST may conduct a reentry meeting to support a successful return. A reentry meeting is intended to coordinate support and expectations and will not be used to create an unnecessary barrier to returning to school.

Review and Appeal Rights

Review or appeal rights vary by the type of decision. Expulsion, Title IX, Section 504, special education, discrimination, records, and other matters may have specific procedures. HAST will provide notice of applicable rights. No statement in this handbook eliminates a right provided by law or Board policy.

9. Bullying, Harassment, Nondiscrimination, and Title IX

Bullying

Bullying is prohibited. Bullying generally involves overt, unwanted, repeated acts or gestures, including verbal, written, digital, physical, relational, or other conduct by a student or group of students against another student, with intent to harass, ridicule, humiliate, intimidate, or harm, and that creates an objectively hostile school environment as defined by law and Board policy. Bullying may include conduct that: places a student in reasonable fear of harm to the student or the student's property; has a substantially detrimental effect on physical or mental health; substantially interferes with academic performance; or substantially interferes with the ability to participate in or benefit from school services, activities, or privileges.

Not every disagreement, isolated act of meanness, or mutual conflict meets the legal definition of bullying. These concerns may still violate school expectations and will be addressed appropriately. Students, parents, guardians, staff, and community members should report suspected bullying as soon as possible to the principal, dean, teacher, counselor, social worker, or another trusted staff member. Reports may be made anonymously. No disciplinary action will be imposed solely on the basis of an anonymous report without additional evidence.

Investigation and Parent Notice

HAST will promptly investigate reports and take immediate steps when needed to protect students. Parents or guardians of the targeted student and the student alleged to have engaged in bullying will receive notice within the timeline required by Board policy and law. Families will receive notice of findings and appropriate information about remedial actions to the extent permitted by privacy laws.

Retaliation and Good-Faith Reporting

Retaliation against a person who reports bullying, is believed to have reported bullying, participates in an investigation, or supports another person is prohibited. Knowingly making a false report in bad faith for the purpose of harming another person is also prohibited. A report that is not substantiated is not automatically a false report.

Harassment and Discrimination

HAST prohibits discrimination and harassment based on protected characteristics. Prohibited harassment may be verbal, nonverbal, physical, written, visual, electronic, or sexual. Conduct may violate school policy even when it does not meet the legal definition of unlawful harassment. Any staff member who observes, receives, or becomes aware of suspected discrimination, harassment, sexual harassment, or retaliation must report it as required by Board policy.

Title IX and Sex Discrimination

HAST prohibits discrimination on the basis of sex in education programs and activities. Any person may report sex discrimination, sexual harassment, sexual assault, dating violence, domestic violence, stalking, or retaliation verbally or in writing to the Title IX Coordinator or another school employee. Supportive measures are available as appropriate. Formal complaints are addressed through the procedures in Board Policy 2266, including applicable notice and appeal rights. For further information, clarification, or complaints, please contact the following person(s):

Title IX Coordinators

School Principal Tracy Mis, and/or IT Director Mr. Ross Smith

33 Muenich Ct Hammond, IN 46320

Confidentiality

HAST will protect privacy to the extent permitted by law and consistent with a fair and effective response. Information may need to be shared with people responsible for investigating, providing support, protecting safety, complying with legal obligations, or implementing corrective action.

10. Uniform and Dress Code

The HAST uniform supports school identity, safety, readiness to learn, and a consistent educational environment. Students are expected to arrive in dress-code-compliant clothing and remain in compliance throughout the school day and at designated school activities. Students out of compliance will be asked to rectify the issue, if the student can rectify, a detention will be issued, if the student cannot rectify the issue, they will be sent to ISS for the remainder of the day.

Monday-Wednesday Uniform

Standard-issue HAST-branded T-shirts may be worn. HAST-branded hoodies, zip-ups, crewnecks, and sweatshirts may be worn. Black or khaki pants/jeans must be worn at the waist . (No designs are allowed on school uniform pants/shorts/skirts.) Black or khaki shorts or skirts may be worn when they meet the approved length requirement. (No more than three inches above the knee) Long-sleeved shirts of any color may be worn underneath a HAST-branded T-shirt or zipped sweatshirt. Closed-toe, covered heel shoes are required.

IDs

- Students must wear their current school year issued ID visibly at or around the neck at all times during the school day
- IDs must not be covered, altered, defaced, or kept in pockets or backpacks
- Failure to wear an ID may result in disciplinary consequences, including after-school detention
- Only IDs issued for the current school year are valid. Old IDs, altered IDs, photocopies, digital images, or unauthorized substitutes are prohibited.
- Students may not wear, borrow, lend, alter, duplicate, or use another student’s ID for any reason. Possession or use of another student’s ID will be considered impersonation and identity misuse and will result in disciplinary action.
- Students who do not have their school ID must report to the main office to obtain a temporary ID. Students are required to write their name on the temporary ID and wear it visibly on the left or right side of their chest throughout the school day. A detention will be assigned each time a temporary ID is issued. After three consecutive days of using a temporary ID, a replacement ID will be issued, and the cost will be charged to the student's account or paid at the time of issuance.

Nut Pass Dress Down-Up Guidelines

We ask for the support of our parents in ensuring that students come to school in proper uniform or properly dressed when out of uniform. Proper attire is defined as clothing that is clean, does not create a health or safety hazard and aligns with the guidelines.

Nut Pass Policy

All students participating in NUT Pass must purchase Nut Passes from 7:30 a.m. to 8:00 a.m.. If you are not participating in the Nut Pass, you must be in your regular school uniform. A staff member must be present and collect the money from staff/students, and the student helpers are in charge of the recording of names. All the money collected must be counted and turned in to the business office by the end of the day on Thursday. (Each week) From Monday to Wednesday, Nut pass purchases are $1.00. On Thursday, the day of the Nut Pass, the Nut Pass cost will be $2.00. At 8:00 a.m. of each day, Nut Pass purchases will be stopped. Late Start students and ACC Students must purchase their Nut Pass by Wednesday of each week, and purchase it, in the main office after signing in. Thursday purchases are not allowed. Any Late Start Student or ACC student out of uniform on Thursday, and hadn't paid for Nut Pass by Wednesday will be issued a detention and 1 hour of community service, to be done at HAST.

Friday Spirit Wear

HAST apparel representing approved extracurricular programs, athletics, theater, clubs, or other school organizations may be worn on Fridays. Clothing must otherwise meet school dress and safety expectations.

Items Not Permitted

leggings unless worn under a skirt that meets the approved length requirement; coats, outdoor jackets, and hats during the school day unless authorized; durags, bonnets, and similar head coverings unless worn for a religious, cultural, medical, disability-related, or other approved reason; slippers, Crocs, slides, sandals, and other open-toed footwear; ripped or excessively distressed clothing; biker shorts; low-cut, excessively short, transparent, or revealing clothing; clothing or accessories displaying vulgar, obscene, discriminatory, threatening, drug-, alcohol-, tobacco-, weapon-, or gang-related content; and items that create a material safety concern or substantial disruption.

Shorts and Skirts

Shorts and skirts must be no more than three inches above the knee.

Classroom Bag Policy

To maintain school safety, organization, and classroom space, students may bring only ONE approved bag into the classroom.

Approved Bags

1. Clear Tote Bag

- Completely transparent on all sides
- Maximum size: **12" H × 12" L × 6" W**
- No hidden compartments, coverings, or inserts

2. Small Clutch With Strap

- Maximum size: **4.5" H × 6.5" L × 1.5" W**
- Must have a strap or be carried by hand
- No attached pouches, extensions, or additional accessories

Prohibited Items

Backpacks, large purses, duffel/gym bags, messenger bags, fanny packs, oversized crossbody bags, cosmetic bags, lunch bags, drawstring bags, laptop bags, instrument cases (unless required for class), rolling bags (unless medically approved), pillow/blanket bags, and multiple bags are **not permitted**.

Students may not use oversized pockets, containers, boxes, pouches, or other items to bypass the policy.

Accommodations and Enforcement

HAST will provide reasonable accommodations and exceptions when required for religion, culture, disability, medical needs, gender expression, or other legally protected reasons. Dress-code enforcement will be respectful, private when practicable, and free from discrimination or body shaming. Students will be given a reasonable opportunity to correct a violation. Discipline will be proportionate and will not unnecessarily exclude a student from instruction.

Ordering Uniforms

HAST uniform shirts may be ordered in the office, and through the school website: www.hammondacademy.org > Order Uniforms. Families needing assistance should contact the main office. HAST School T-Shirts are available for purchase in the school's business office.

11. Technology, AI, and iPads

HAST STUDENT TECHNOLOGY ACCEPTABLE USE AGREEMENT

Hammond Academy of Science and Technology (HAST) provides staff with technology resources including MacBooks, iPads, Google Workspace accounts, wireless Internet, and other technology systems to support teaching, learning, communication, and school operations.

This Agreement summarizes the expectations for the use of HAST technology resources as outlined in Board Policy 7540.03 – Student Technology Acceptable Use and Safety. In the event of any conflict, the Board Policy shall govern. These expectations apply whenever a HAST device, account, or technology resource is used, whether on or off campus.

The full and complete agreement is available on the HAST website at:

Student Acceptable Use Agreement

Educational Purpose

HAST provides technology resources to support teaching, learning, communication, assessment, creativity, collaboration, and preparation for college and careers. Students must use technology legally, safely, ethically, respectfully, and in accordance with Board policy, the HAST Acceptable Use Agreement, teacher directions, and this handbook.

No Expectation of Privacy on HAST Technology

Students have no expectation of privacy in files, email, messages, browsing records, network activity, or other content created, stored, transmitted, or accessed through HAST-owned technology resources, school accounts, or the HAST network. HAST may monitor, access, preserve, or disclose such information as permitted by law and Board policy. This statement does not eliminate legal protections that may apply to a student's personal device or personal account. HAST's Artificial Intelligence Policy provides guidance for the safe, responsible, and ethical use of AI in education. AI may be used to support learning, brainstorming, research, creativity, and school operations, but it should not replace critical thinking, personal effort, or original work. Students must follow teacher guidelines, verify AI-generated information, disclose or cite AI use when required, and be able to explain the work they submit. Users must also protect personal and confidential information and use only approved AI tools. Misuse of AI, including plagiarism, unauthorized use, or privacy violations, may result in consequences outlined in the HAST Student Handbook. The full and complete AI policy is found on HAST website at:

HAST Artificial Intelligence Guidelines (AI)

Cell Phones and Personal Communication Devices

To support focused instruction and comply with Indiana requirements and Board policy, students may not use or carry cell phones or other personal communication devices during the school day from 8:00 a.m. until 2:55 p.m., except when authorized for an educational purpose, health-care need, emergency, IEP, Section 504 plan, or other legally required accommodation. Students must store phones in an approved location, such as the student's locker or designated classroom storage, according to HAST procedures. Phones may not be carried on the student, stored in an iPad case, or accessed without authorization during restricted times. When a device is found in unauthorized possession or use, staff may direct the student to surrender the device temporarily. Refusal to follow a reasonable staff direction will be addressed separately. Personal-device searches must comply with applicable law and Board search policy.

Consequences

- First Violation: Parent/guardian notification and one (1) day Out-of-School Suspension. The device will be returned at the end of the suspension day.
- Refusal to Surrender a Device: Immediate assignment to In-School Suspension for the remainder of the day, an additional day of Out-of-School Suspension, and a mandatory reinstatement meeting with school administration before returning to class.

Other Personal Electronic Devices

Smartwatches, smart glasses or wearable technology (including Meta/Ray-Ban glasses or similar devices) personal tablets, handheld games, personal cameras, earbuds, wireless headphones, portable media devices, laser pointers, and similar items must remain secured and/or unused unless specifically authorized. School-issued iPads are permitted and expected for learning.

School-Issued iPads

Bring the assigned iPad to school each day, charged. Keep the iPad in the school-provided protective case at all times. Use an Apple-certified or school-approved charger. Do not remove management profiles, jailbreak the device, or attempt unauthorized repairs. Do not lend, trade, or allow another person to use an assigned device without staff permission. Report damage, loss, theft, or malfunction immediately. Use only approved apps, accounts, and services. Follow teacher directions and keep the device available for instruction and assessment.

A technical malfunction will not be treated the same as intentional or repeated failure to meet device expectations. HAST will provide reasonable alternative access when a school-issued device is unavailable or technology privileges are restricted, including access required by an IEP, Section 504 plan, or instructional program.

iPad Insurance and Financial Responsibility

Current insurance premiums, deductibles, replacement costs, and coverage terms will be published separately and incorporated into the student device agreement. The 2026–2027 amounts must be confirmed before publication. Annual Premium: $19.75 Incident Deductible: $0 as long as the incident is not considered purposeful, malicious, or negligent. Lost Device Replacement: $462.95 Stolen Device Replacement with Required Documentation: $100 Full Replacement Cost for Malicious or Negligent Damage: $462.95

Determinations of malicious or negligent damage will be made case by case. Families will receive notice of assessed costs and information about any available review or hardship process. Payment requirements may not prevent a student from receiving educational access required by law.

Sexual Images and Electronic Content

Creating, requesting, possessing, sending, sharing, or distributing sexual images involving minors may violate school rules and criminal law and may require a report to law enforcement or child-protection authorities. Students who receive unwanted content should not forward it; they should preserve the information only as directed and report it promptly to a trusted adult. HAST will distinguish among creation,

distribution, coercion, harassment, unsolicited receipt, good-faith reporting, and other circumstances when determining a response.

12. Health, Medication, Food Service, and Wellness

Health Office

The health office supports student health, safety, access, and participation. Families should provide current health information, emergency contacts, medication authorizations, allergy information, and health-care plans. Students who become ill or injured at school must report to a staff member and follow health-office procedures rather than leaving school or contacting others to arrange pickup without authorization.

Immunizations and Health Records

Students must meet Indiana immunization requirements or have documentation of an applicable exemption. HAST will provide notice of missing records and follow exclusion requirements established by law. Families should submit updated immunization and health information promptly.

Medication

Prescription and over-the-counter medication may be administered only in accordance with Board policy and school procedures. Medication must be accompanied by required authorization and supplied in the original properly labeled container. Medication will be stored and administered by authorized personnel unless the student is approved to self-carry or self-administer. Students with qualifying acute or chronic conditions may possess and self-administer prescribed medication when the required parent and authorized-prescriber documentation is on file. Emergency medications and supports will be handled in accordance with law, the student's health plan, IEP, or Section 504 plan.

Over-the-Counter Medication

Over the counter (OTC) medications are drugs that do not require a prescription and are purchased "over-the-counter". This form is required before over-the-counter medication can be administered at school to your student. The school has a supply of certain over-the-counter medications. Any other OTC medications that your child may need to take at school must have a signed medication authorization form and the medication brought to school. All medications will be stored in the Nurse's Office in their original packaging unless otherwise cleared by the School Nurse. It is understood that the medications (if available) are administered solely as an accommodation. The school is not able to supply medication for frequent or daily use. Potential side effects for over-the-counter medications are very rare, but can happen. The school cannot be held responsible for side effects. The following are the over-the-counter medications that HAST may have on hand to administer to your student should your student need:

- Acetaminophen (Tylenol or generic brand)- for headache, menstrual cramps, minor aches/ pains- 650mg maximum dose
- Ibuprofen (Motrin or generic brand)- for headache, menstrual cramps, minor aches/ pains- 400mg maximum dose
- Antacid (Tums or generic brand)- for stomach ache, heartburn- 2 tabs maximum dose
- Cough Drops (throat lozenges)- for lubrication and to sooth an irritated throat issues, cough
- Hydrocortisone Cream- to reduce itching, swelling, and redness due to a variety of skin conditions (insect bites, poison ivy/ oak, eczema, dermatitis, allergies, rash, etc.)
- Triple Antibiotic Ointment (Neosporin or generic brand)- to treat minor cuts/ abrasions and prevent infection
- First Aid Cream/ Burn Cream- to treat minor burns or scalds and prevent infection
- Itch Relief Eye Drops (Visine or generic brand)- to treat minor eye irritation, redness, and itching

Students may receive over-the-counter (OTC) medication from the school nurse only if a completed and signed Parent Authorization for Administration of Non-Prescription (OTC) Medication form is on file in the nurse's office.

OTC Authorization Form

Chronic Health Conditions and Special Health Needs

Families should notify the health office of diabetes, seizure disorders, asthma, severe allergies, cardiac conditions, mental-health needs, mobility needs, or other conditions that may require planning or accommodation. HAST will collaborate with families and health-care providers and will implement IEPs, Section 504 plans, individual health plans, emergency action plans, and other required support.

Illness, Injury, Hospitalization, and Return to School

HAST may request medical information or return-to-activity documentation when reasonably necessary to protect the student's health or safely implement restrictions. Requirements will be individualized and will not create unnecessary barriers to attendance. Families should provide written restrictions and expected duration when a student returns with a cast, crutches, mobility device, significant injury, hospitalization, or other condition affecting school participation.

Concussions and Sudden Cardiac Arrest

Students suspected of sustaining a concussion or experiencing symptoms associated with sudden cardiac arrest will be removed from participation and referred for evaluation in accordance with law and Board policy. Return to play and return to learn will follow required medical and school procedures.

School Meals

HAST participates in the National School Breakfast and National School Lunch Programs and currently qualifies for schoolwide free meals through the Community Eligibility Provision (CEP). Each student may receive one qualifying breakfast and one qualifying lunch at no charge. The availability of à la carte items, snacks, and meal procedures may change. Any updates will be communicated accordingly. A 2026–2027 Alternate Household Application for Free and Reduced Eligibility is not required for students to receive CEP meals, all families are asked to complete a 2026–2027 Alternate Household Application for Free and Reduced Eligibility to qualify for other programs, services or assistance. HAST will protect the confidentiality of meal-benefit information and treat all students with respect. The meal status (paid, free, or reduced) from the 2025-2026 school year will be used until September 1, 2026 or until a new application is processed for the 2026–2027 school year. Parents are encouraged to submit an application before school begins. Although a meal application may not be required for students to receive CEP meals, families may be asked to complete an alternate income or benefit form for other programs, services, funding, or assistance. HAST will protect the confidentiality of meal-benefit information and treat all students respectfully.

Food and Beverages

The consumption of food is restricted to the cafeteria. Students may bring food and beverages to school and store them in their lockers for lunch or after school consumption; however, food may not be eaten in hallways, stairwells, classrooms, or other areas outside of the cafeteria unless specifically authorized by school administration with prior approval. Students who arrive with breakfast or morning snacks must consume them in the cafeteria before proceeding to class. Water may be consumed in hallways and classrooms, provided containers are disposed of properly. Beverages may be consumed in classrooms only with the approval and supervision of the classroom teacher and prior administrative approval (e.g., class parties, celebrations, or potlucks). Students who violate this policy may be assigned detention. Repeated violations will result in progressive disciplinary consequences.

Special Dietary Accommodations

Students with disabilities or medical conditions that restrict diet may request meal modifications. Required documentation may be completed by a State-authorized medical authority. A separate medical statement is not required when an IEP or Section 504 plan already contains all required dietary information. Compliant

requests will be implemented promptly. Families will receive an explanation and information about review procedures if a request cannot be granted as submitted.

Wellness

HAST promotes student wellness through nutrition education, physical education, physical activity, access to nutritious meals, healthy school practices, family engagement, and staff wellness. Physical activity will not be used as punishment, and required physical education or physical activity will not be withheld solely as a disciplinary consequence or to complete unfinished work. The full HAST Wellness Policy and required periodic assessment are available on the school website or through the main office.

13. Safety, Emergency Procedures, Visitors, and Transportation

Emergency Preparedness

HAST maintains emergency preparedness plans developed in consultation with public safety agencies. Students must take drills seriously, remain quiet when directed, follow staff instructions, move promptly to assigned locations, and avoid actions that interfere with emergency communication or response. HAST conducts required fire, tornado, and man-made occurrence drills, including armed intruder drills. Student drills will not include projectiles. Realistic sensory components such as simulated gunfire, simulated injuries, prop firearms, pellet guns, or law-enforcement personnel with drawn firearms will not be required for student participation and will not be conducted during regular school hours when a majority of students are present. HAST will provide advance family notice, appropriate accommodations, alternative exercises when needed, and access to support after drills.

Threats Toward the School Community

Threats toward the school, staff, or other students—whether made in person, in writing, online, or through social media—are taken seriously. Students should not dismiss, repeat, or share threatening statements as jokes. If you become aware of a threat or concerning behavior, report it immediately so appropriate staff can assess the situation and take steps to help keep the school community safe.

Reporting Safety Concerns

Students must immediately report weapons, threats, suspected abuse or neglect, suicidal statements, dangerous behavior, suspicious activity, unsafe conditions, or other urgent safety concerns to a staff member. In an immediate emergency, call 911 when appropriate. Good-faith safety reports are protected from retaliation.

Seclusion and Restraint

HAST uses positive behavioral supports, prevention, and de-escalation whenever possible. Seclusion or physical restraint may be used only as a last resort when a student's behavior presents an imminent risk of injury to the student or others and less restrictive interventions have been ineffective. Seclusion and restraint will not be used as punishment or solely to obtain compliance. Parents or guardians will be notified following any use of seclusion or restraint. The complete HAST Seclusion and Restraint Plan is available on the HAST website and from the school office.

Visitors entering the building

All visitors must report to the main office upon arrival and present a valid government-issued photo ID for verification. Visitors must sign in and obtain authorization or a visitor pass before entering any other area of the school. Visits should be scheduled in advance, when appropriate, to minimize disruption to the educational environment. The administration reserves the right to limit, deny, or end a visit when necessary to protect the safety, privacy, orderly operation, or educational program

of the school. Outside therapists, service providers, and other visitors must follow all school visitor procedures. Service animals are permitted as required by law; all other animals require prior administrative approval.

School Safety Cameras

HAST may use video surveillance in hallways, common areas, entrances, parking areas, school vehicles, and other authorized locations to promote safety and investigate incidents. Cameras are not continuously monitored and may not capture every area or event. Recordings will be accessed, maintained, and disclosed in accordance with law and Board policy. Cameras will not be placed in areas where individuals have a reasonable expectation of privacy.

Transportation

Students using HAST-provided or HAST-arranged transportation must follow driver and staff directions, remain seated, use safety belts when installed, keep aisles and exits clear, use respectful language, and avoid conduct that distracts the driver or creates a safety risk. School conduct rules apply on school transportation and during transportation to school activities. Transportation privileges may be limited for misconduct when permitted by law and Board policy.

14. Student Activities, Athletics, Dances, and Parking

Student Activities and Clubs

HAST encourages students to participate in clubs, arts, service, academic teams, athletics, leadership, and other school activities. Participation helps students build relationships, skills, interests, responsibility, and school pride. Students must follow activity rules, maintain eligibility, and represent HAST appropriately.

Athletic and Extracurricular Eligibility

The final HAST eligibility standards will be inserted after administrative confirmation. Eligibility may include academic, attendance, conduct, enrollment, physical-examination, insurance, and team or activity requirements. Rules will be published and applied consistently, with appropriate consideration of disabilities, legally protected absences, and other relevant circumstances. Minimum academic standard: 2.0 Attendance standard: Students must be physically present at school for more than 50% of their scheduled instructional day to be eligible to participate in any athletic contest, and other Board Approved Attendance Policies. Conduct standard: Administrative Approval Other activity-specific requirements: Community Service Requirements met.

Dances, Prom, and Social Events

School dances and social events are extensions of the school program. Student conduct rules apply. Students may not bring alcohol, drugs, tobacco, nicotine products, weapons, or prohibited items. Students who leave an event may not reenter unless authorized. Guest attendance requires prior approval and completion of any required guest form. HAST students are responsible for ensuring that guests understand event expectations. HAST Students may be considered ineligible for dances, prom and other social events, due to attendance, and school conduct. Financial hardship procedures and legally required accommodations will be available.

Field Trips

Field trips are instructional or school-sponsored activities. Students must submit required permission and medical information, follow staff and site rules, remain with assigned groups, and meet communicated eligibility and safety expectations. Alternative educational arrangements will be considered when a student cannot participate. However, participation may be restricted at the administration’s discretion due to academic performance, behavior, or attendance concerns.

Student Driving and Parking

Driving to school is a privilege. Student drivers must have a valid driver’s license, current vehicle registration, proof of insurance, and a current HAST parking permit. Vehicles must be parked in assigned areas, operated safely, and remain off limits during the school day unless permission is granted. Obey the

posted campus speed limit and all traffic directions. Display the current parking permit as directed. Do not loiter in vehicles or parking areas. Do not use a handheld cell phone while operating a vehicle on school property. Do not transport another student off campus during the school day without authorization. Do not possess prohibited substances, weapons, fireworks, or other prohibited items in or around a vehicle on school property. Keep parking areas clean and avoid loud music, reckless driving, tire spinning, or other unsafe conduct.

Parking Fees and Eligibility Parking fees and eligibility requirements must be confirmed before publication. Annual parking permit fee: $15.00 Academic eligibility requirement: 2.0 GPA Attendance eligibility requirement: Good Standing Re; Chronic Absenteeism and Habitual Truancy Tardy eligibility requirement: Students are under the threshold of 6 tardies in each class Hardship/review process: Evaluated on an individual basis.

Parking violations may result in warning, parent contact, loss of parking privileges, towing at the owner's expense when authorized, school discipline and/or referral to law enforcement. Decisions will be based on the circumstances and communicated to the student and family.

Electronic and Motorized Transportation Device Policy

Students may use approved electric scooters, e-bikes, hoverboards, electric skateboards, and other school-approved personal transportation devices to travel to and from school. All riders must obey local and state traffic laws, operate their devices safely, and are strongly encouraged (or required by law) to wear a helmet. Upon entering school property, students must immediately dismount and walk their device to the designated parking or storage area. Motorized devices may not be operated inside school buildings, on sidewalks, in courtyards, on athletic fields, or in other pedestrian areas. Devices must be secured with a personal lock and may not be brought into school buildings. Charging personal devices on campus is prohibited unless authorized by school administration. Students are responsible for complying with all applicable state and local laws, including any registration, licensing, insurance, or age requirements. The school is not responsible for the theft, loss, or damage of personal transportation devices and assumes no liability for accidents or injuries involving their use, except as required by law. Failure to follow this policy may result in disciplinary action, including parent notification, loss of permission to bring the device to school, confiscation until a parent or guardian retrieves the device, and other consequences outlined in the Student Handbook.

15. Complaints, Concerns, and Required Notices

General Concerns and Complaints

HAST values respectful, direct communication and seeks to resolve concerns fairly and promptly. When appropriate, a concern involving a staff member should first be discussed with that staff member. If unresolved, the concern may be brought to the staff member's supervisor or principal and then to the School Leader under Board Policy 9130. This general process does not replace specialized procedures for suspected child abuse, discrimination, Title IX, Section 504, special education, bullying, student records, instructional materials, school library materials, or other matters governed by a specific law or Board policy.

Instructional and Library Materials

Parents, guardians, eligible students, and community members may inspect instructional materials and may raise concerns through the procedures in Board Policy 9130. Challenged materials will be reviewed using the applicable process and will not be removed solely because an idea is unpopular or offensive when removal would be inconsistent with law or Board policy.

Search and Seizure

School-owned property, including lockers, desks, devices, accounts, and storage areas, remains under school control and may be inspected as permitted by Board policy. A search of a student's person, personal possessions, personal device, or vehicle will be conducted only in accordance with applicable law and Board policy. Searches will be reasonable in scope and based on the circumstances. Confiscation of a device does not automatically authorize a search of its contents.

Law Enforcement and Government Agencies

HAST cooperates with law enforcement, the Indiana Department of Child Services, and other government agencies as required by law and Board policy. Student interviews, arrests, investigations, record disclosures, and parent notification will be handled according to the applicable legal requirements and circumstances.

Mandated Reporting

School employees are mandated reporters of suspected child abuse or neglect and must make required reports. HAST may also be required to report certain threats, weapons, violence, sexual images involving minors, criminal conduct, or other safety concerns to law enforcement or another agency.

Public Access to Policies

Current Board policies, administrative guidelines, and school plans are available through the HAST website or school office as applicable. The following items should be linked in the final electronic handbook: HAST Board Policy Manual Student Technology Acceptable Use and Safety Policy HAST Artificial Intelligence Guidelines HAST Seclusion and Restraint Plan HAST Wellness Policy and assessment Student Records/FERPA annual notice Nondiscrimination and Title IX notices Bullying reporting information School calendar and meal information

Notice Regarding Policy Conflicts

This handbook is a student- and family-friendly summary. It is not intended to restate every legal or policy requirement. If this handbook conflicts with applicable law, an IEP, a Section 504 plan, a court order, or current Board policy, the controlling legal document or Board policy will govern.

Appendix A: 2026–2027 Important Dates

August 2026 6: New Student Orientation 7, 10, 11: Staff Professional Work Days 10: Back to School Night, 5:00-7:00 p.m. 12: First Day of School for Students

September 2026

7: Labor Day - School Closed 16: Asynchronous E-Learning/Staff Professional Development

October 2026 7: PSAT for Grades 8-11; asynchronous e-learning for Grades 6, 7, and 12 14: End of Quarter 1 15-16: Fall Break 22: Student-Led Conferences, 4:00-6:00 p.m. 23: Morning E-Learning; Student-Led Conferences, 12:00-2:30 p.m.

November 2026 3: Election Day/Asynchronous E-Learning and Staff Professional Development 25-27: Thanksgiving Break

December 2026 15-17: High School Finals - Attendance Mandatory 18: End of Semester 1/Quarter 2; Noon Dismissal 21-January 1: Winter Break

January 2027 4: Teacher Work Day - No Classes 5: Second Semester Begins 14: Student-Parent-Teacher Invite Conference, 4:00-6:00 p.m. 15: Morning E-Learning; Invite Conference, 12:00-2:30 p.m. 18: Dr. Martin Luther King Jr. Day - School Closed

February 2027 3: Asynchronous E-Learning/Staff Professional Development 15: Presidents Day - School Closed

March 2027 3: SAT for Grade 11; e-learning for other grades as assigned 12: End of Quarter 3 17: Student-Led Conferences, 4:00-6:00 p.m. 18: Morning E-Learning; Student-Led Conferences, 12:00-2:30 p.m. 19-29: Spring Break

April 2027 14: Asynchronous E-Learning/Staff Professional Development 30: High School Prom - No School

May 2027 21, 24, 25: High School Finals - Attendance Mandatory 27: Last Day of School - Noon Dismissal 28: Teacher Records Day; High School Graduation, 6:00 p.m. Calendar dates may be revised. HAST will communicate changes through official school communication channels.

Appendix B: Student and Family Acknowledgment

Student Name: _____

Grade: _____ Homeroom: _____

Parent/Guardian Name: _____

By signing below, we acknowledge that we have received or been given electronic access to the 2026–2027 HAST Student & Family Handbook. We understand that: students and families are responsible for reviewing the handbook; the handbook summarizes important rules, procedures, rights, and responsibilities; applicable law, Board policy, IEPs, Section 504 plans, and other controlling documents govern if a conflict exists; HAST may provide updates during the school year; questions should be directed to the appropriate teacher, administrator, coordinator, or school office; and signing acknowledges receipt and review, not agreement with every provision.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Primary Telephone: _____

Primary Email: _____

Annual Agreements and Permissions

The following separate forms may be required and should be completed through HAST's designated process: Student Technology Acceptable Use and Safety Agreement iPad Device and Insurance Agreement FERPA/Directory Information Notice and Opt-Out Emergency Medical Information and Authorizations Medication Authorization, when applicable Media/Photo Release, when applicable Field Trip or Activity Permissions

Athletic Forms and Physical Examination, when applicable Parking Application and Agreement, when applicable

Policy Basis for This Draft

This draft was developed from the 2026–2027 HAST handbook draft, HAST local procedures and guidance supplied for this project, the HAST AI Guidelines, HAST Wellness Policy, HAST Bullying Policy, HAST Seclusion and Restraint Plan, HAST technology and device information, the 2026–2027 HAST calendar and block schedule, current HAST Board/NEOLA policies supplied for review, and current Indiana Department of Education graduation information. Final approval should include administrative, Board, and legal review.

Accessibility and Alternate Formats

HAST will provide this handbook in an accessible alternate format upon request. Contact the main office at 219-852

-0500 for assistance.