LIBERTY ELEMENTARY SCHOOL

"Building College and Career Ready Brickies"

STUDENT HANDBOOK

2026-2027

The School City of Hobart does not discriminate on the basis of race, creed, sex, color, national origin, religion, age, sexual orientation, marital status, genetic information or disability, including limited English proficiency.

Welcome to Liberty Elementary School. All of the members of the staff and I are pleased to have you as a student and will do our best to help make your experience as productive and successful as you wish to make it. To help provide a safe and productive learning environment for students, staff, parents and visitors, the Board of School Trustees publishes this updated Student Handbook annually to explain students' rights, responsibilities and consequences for misbehavior.
Parents are encouraged to take a few minutes to review and discuss the information in this handbook with their school-age children. Teachers may also review this Handbook with students at the beginning of the school year. Students and Parents will be expected to sign a Verification Receipt indicating that they have read and understand the provisions in the Handbook.

It should be noted that Section I of this handbook includes specific policies of Liberty Elementary School. Sections II through VI include policies that apply to all elementary schools within the School City of Hobart.

Thank you for taking the time to become familiar with the important information presented in this handbook. If you have any questions, please contact:

Mrs. Amy Turley, Principal, (219) 942-4251
Mrs. Brittney Krieg, Dean of Students, (219) 942-4251
Mrs. Charlene Zager, School Counselor, (219) 942-4251
Mrs. Diane Romeo, School Secretary, (219) 942-4251
Dr. Peggy Buffington, Superintendent of Schools, (219) 942-8885

Adopted by the Board of School Trustees on June 18, 2026.

This Student/Parent Handbook is based in significant part on policies adopted by the Board of School Trustees and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was approved in June 2026. If you have questions or would like more information about a specific issue or document, contact your school principal, or access the document on the Corporation's website www.hobart.k12.in.us.

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Liberty Brickie Expectations

Settings	Hallway	Restroom	Drinking Fountain	Playground	Café	Office	Audience	Bus	Emergencies & Drills	Classroom & Specials
Be Respectful!	*Zero/Quiet Voices *Keep to the right. *Halls are no passing zones. *Yield to younger classes and adults.	* Zero/Quiet Voices *Use common sense and good behavior. *Give others their privacy.	*Be quiet and patient while waiting in line.	*Follow the playground rules, signals and directions of the recess supervisors. *Be a good citizen. *Take turns, share, and include others. *Be a good sport and have fun.	*Enter the café quietly (Level 1 voices) *Follow adult signals and directions. *Use good manners (please and thank you).	*Enter the office quietly. *Wait your turn to say what you need. *Use manners (please and thank you).	*Watch and follow the "Give Me 5" signal. *Be an active listener and zero voices. *Show appreciation by clapping only.	*Be at the bus stop 5 minutes early. *Wait in a single file line. *Follow directions of the bus driver. *Level 1 Voices *Treat others nicely.	*Zero Voices *Follow adult signals and directions. *Answer loudly and clearly during attendance.	*Follow classroom rules and procedures. *Get along and work well with others in a variety of situations. *Be an active listener.
Be Responsible!	*Visit and use only your own locker. *Go directly to your destination.	*Flush and leave the restrooms clean. *Wash your hands with soap and water. *Put trash in wastebaskets.	*Take a 3 second drink quickly and return to the line or your class.	*Dress appropriately for the weather. *Stop your activity at the whistle and quickly line up. *If you get angry, go to an adult or walk away.	*Upon entering use hand sanitizer before eating. *Leave your table area clean.	*Present the office pass when entering the office. *Tell the truth.	*Go quietly to assigned spot. *Sit on the floor on your seat pockets.	*Take care of all property. *Keep all toys at home. *Leave the snow alone. *Go straight to a seat and stay there.	*If you are not with your class, go to the nearest adult. *Accept responsibility for doing your part so everyone is safe.	*Do all assigned work. *Return homework, other assignments, and books on time. *Tell the truth. *Do your personal best.
Be Safe!	*Walk in lines. *Stay in your own space. *Keep hands, feet, and objects to yourself.	*Return to class quickly and quietly. *Keep hands, feet, and objects to yourself. *Take nothing into the restroom.	*Keep hands and feet to yourself.	*Wear appropriate footwear on the playground (no filp flops). *Keep hands and feet to yourself. *Think of peaceful ways to solve problems.	*Wait quietly and orderly for dismissal. *Keep hands, feet, and objects to yourself.	*Return to class quickly and quietly. *Think of peaceful ways to solve problems. *Keep hands, feet, and objects to yourself.	*Sit appropriately and quietly until dismissal. *Respect other's space. *Keep hands, feet, and objects to yourself.	*Stay off the road. *Keep hands, feet, and objects to yourself in the seat. *Wait until the bus stops to move forward to exit.	*Stay calm. *Walk in lines. *Stay in your own space. *Keep hands, feet, and objects to yourself. *Stay quiet and alert.	*Stay in your own space. *Keep hands, feet, and objects to yourself. *Adult must be present before entering a room.

Brickie Code

1. Be Nice!
2. Work Hard!
3. Stay Safe!
4. Personal Best Always!

Liberty Elementary Brickie Code of Conduct
All my life I want to be a Brickie!
Work! Work!...

W Work Ethic (Work Hard)	We have a strong work ethic with everything that we do.	• Respect personal and school property • Use time wisely • Actively participate in the learning process • View challenges as learning opportunities • Give 100% all the time • Complete all assignments on time
O Ownership	We own our choices and actions and take steps to foster growth.	• Follow directions from all adults • Do the right thing, no matter what • Arrive to school on time • Bring all necessary materials • Ask for help when needed
R Responsibility (Stay Safe)	We conduct ourselves with high moral character and integrity while modeling responsible choices.	• Clean up your space in the lunchroom • Clean up your space in the classroom • Listen and follow directions the first time • Turn in lost items to the main office • Play safely and follow directions on the playground
K Kindness (Be Nice)	We hold ourselves and others in high regard through thoughtful and courteous behavior.	• Use appropriate language and volume • Be considerate of others space and property • Consider others viewpoints • Be polite to others • Help others be successful • Use good manners: please, thank you, you're welcome, excuse me

Remember our Brickie Code: Work Hard, Be Nice, Stay Safe

School Day Schedule

Students who are eating breakfast will be let in the building at 8:25; other students are not to arrive before 8:30 a.m. Student supervision will not be available before that time. The crossing guards are not on duty until 8:30 a.m. and the doors at school do not open until 8:30 a.m. All students should line up when arriving; they should not go to the playground.

Breakfast	8:30 a.m.
First Bell	8:45 a.m.
Late Bell	8:55 a.m.
Dismissal for Walkers & Car Riders	3:20 p.m.
Dismissal for Bus Riders	3:35 p.m.

Late Start Wednesday

Breakfast	8:50 a.m.
First Bell	9:05 a.m.
Late Bell	9:15 a.m.
Dismissal for Walkers & Car Riders	3:20 p.m.
Dismissal for Bus Riders	3:35 p.m.

Arrival & Dismissal Procedures

<u>All</u> visitors must report to the office before going to a classroom. It is also necessary to go to the office to sign students out for early dismissal.

In order to provide a better traffic pattern at Liberty Elementary, the following plan is being enacted:

- The front of the main entrance, Liberty Street, will be used by busses and day care transportation only. **DO NOT PARK IN THIS DROP-OFF ZONE!**
- Parents transporting students for drop-off/pick-up **should use the service road (Joliet Street) to the west of the primary play area.**
- When using the service road (Joliet Street), to Door #8, for drop-off/pick-up, please utilize your car sign on your passenger visor. Drive your car all the way to the end of the sidewalk. Once you are stopped at the curb, your child may load or unload. Please help keep traffic moving after you drop-off/pick-up your child. Your cooperation in this matter, for the safety of our students, is appreciated.
- During Pick Up, cars may line up around the back drive until the line reaches the entry to Hayes Roofing Company. After that point, all other cars must wait in the parking lot and then merge back into the car line when the line is moving. It is important for traffic safety, and in courtesy to our neighbors, that cars do not block the roofing company entrance or Hickey Street. Do not stop and wait in front of anyone's driveway.
- Students may walk or ride bikes to school when the weather permits. Skateboards, scooters, roller blades, and shoes with wheels should be left at home. Bike riders must walk their bikes on the sidewalk until they are away from the crowd of people and they must cross with the crossing guards. Bikes must be parked in the bike rack. Don't forget a bike lock. Parents will be asked to complete a walker and bike registration form at school registration in August.
- Students may not walk home from afterschool activities.
- Student walkers in 1st Grade and 2nd Grade must be accompanied by an adult or older sibling. Only students in 3rd Grade, 4th Grade, and 5th Grade may ride a non-motorized bicycle to school. Electric bicycles (e-bikes) and all other motorized or electric-powered personal transportation devices, including scooters, skateboards, hoverboards, and similar devices, are prohibited on school property.
- Students may not play on the playground during arrival and dismissal.
- Children must have a set plan each day as to how they go home. This can only be changed in the event of an emergency, and must be approved by the principal. Parents must notify the office by 1:30pm.

Headphones

Students will use headphones daily. Please be sure your child has wired headphones only. They will not be sold at school. Please label with your child's name.

Class Treats

Due to health and allergy concerns only commercially prepared treats (including birthday treats) are allowed. We are also working to promote healthy living for the Liberty students and staff and we appreciate your help. Please consider bringing in healthy treats (i.e. fruit, vegetables, cheese and crackers, and whole grains). If there are any questions please contact the principal.

Lunch Procedures

We strive to create a restaurant-like environment in our Café. Lunchroom procedures include good manners, active listening, appropriate noise levels, and cleaning up your messes.

- Juice drinks, drink boxes, and thermos drinks are acceptable. The cafeteria also sells milk (1%, strawberry, and chocolate). If your child is allergic to milk, we need a doctor's note to provide an alternative beverage.
- Please do not send canned or glass beverages to school.
- All lunch boxes must have the student's name on the outside and on the inside lid. This really helps when we are trying to return lunch boxes that all look alike.
- All lunchroom money matters are handled through the kitchen service. Please direct questions concerning money to the kitchen. The Liberty cashier is available beginning at 10:30 a.m. Please make food service checks payable to School City of Hobart.
- Parents coming to eat lunch at school must notify the teacher or the secretary by 9 a.m. on the day of the planned visit. Unscheduled visitors will not be allowed to stay for lunch at school.
- Parents coming to lunch are encouraged to bring a healthy lunch and no pop.
- Parents may only bring lunch for their own child.
- The frequency of visits for any student's parents should be no more than two (2) every semester.

Title I Parent Involvement Policy

Liberty Elementary School intends to follow the parental policy guidelines as outline in the Every *Student Succeeds Act* (ESSA) from the U.S. Department of Education. In accordance with the requirements of the policy, the Title I program at Liberty Elementary School will:

- Convene an annual meeting for parents about the Title I program
- Explain the requirements and the rights of parents to be involved
- Offer a flexible schedule for meetings
- Involve the parents in an organized, ongoing and timely way to improve the Title I program. (PTO meetings are utilized to inform parents at Liberty). Parents are involved in handbook meetings each year. Parental issues are their main focus. Handbook committees also include parent representation. A spring meeting will take place to review LEA Parental Involvement Policy. Our annual SIP review and revise process addresses parental involvement and there are parents serving on these committees.
- Parents have the right to request meetings regarding their children's education
- Provide the parents of Title I students with;
    - Access to the Title I website with all needed information – www.hobart.k12.in.us
    - Timely information about the program
    - A description and explanation of the curriculum and instructional models used
    - All descriptions are located on our website- www.hobart.k12.in.us
    - The types of academic assessments that will be used to measure student progress
    - A few of the ways we measure student progress:
        - iReady Reading/Early Literacy/Math
        - Heggerty
        - Universal Screener

        - IREAD
        - ILEARN
        - Fundations
        - Formative Rubrics and Assessments
    - The proficiency levels that students are expected to meet through participation in the program
    - Materials and training on how parents can help improve their child's achievement- Liberty Newsletter, report cards, parental book studies, parent meetings, Brickies From the Start focused playgroups and correspondence, parental technology meetings, parental drug free meetings, etc.
    - Ensure, to the extent possible, that the information is sent home in a language and format that parents can understand
- Include a Home-School Compact which is a written agreement of what the school, parents, and students are each supposed to do to achieve academic success (see below).
- Provide any other reasonable support for parental involvement at parent's request, including conferences.
- Collect and submit any comments, including parents' dissatisfaction with the Title I program with the Title I application for Grant to the Division of Compensatory Education.

Liberty Elementary will build the schools' and parents' capacities for strong parental involvement in order to ensure effective involvement of parents and will support partnerships among the schools involved, parents, and the community. The purpose will be to assist in the improvement of student academic achievement through the following activities specifically described below. The school will, with the assistance of its Title I, Part A schools, provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following, by undertaking the actions described below:

- the State's Academic Standards
- the State's College and Career Readiness Standards
- the State and local academic assessments, including alternate assessments
- the requirements of Title I Part A
- how to monitor their child's progress-Skyward Family Access
- how to work with educators

Below are some ways that Liberty Elementary School works to involve parents in the academic success of their child:

- Parental participation MTSS plans and reviews
- Skyward system informing parents of student academic progress, curricular expectations and proficiencies, progress reports and standards-based report cards
- Parent-teacher conferences
- Parent Resources
- Website resources
- Invitation to parents to work as tutors

- District participation in Brickies From the Start
- District-wide breakfast and lunch program
- District-wide summer feeding program
- Grade level specific summer reading book lists
- PTO
- Transition night for incoming 1st graders
- Participants in textbook adoption
- Participants in handbook committee
- Weekly newsletters
- Back to School Night
- ParentSquare communication

A. Partnership with Home & School/Liberty Home & School Compact

(An individual copy of this Compact will be sent home to be signed and returned to school)

Liberty Elementary is a community of leaders and learners. We understand that a collaborative partnership among school staff, students, and parents is essential to the process of helping students reach their highest potential as lifelong learners. **In order to maximize the opportunity for students to achieve their highest potential:**

STUDENTS AGREE TO:

- Attend school regularly and be on time.
- Complete daily classroom assignments.
- Complete and return homework assignments.
- Take responsibility for my actions and make good decisions.
- Respect myself and others.
- Return home-school communication as needed.
- Do my personal best.

PARENTS AGREE TO:

- See that my child attends school regularly and is on time.
- Provide a quiet place and time for homework to be completed.
- Communicate positively with the teacher and attend scheduled parent/teacher conferences.
- Encourage my child to complete all daily assignments.
- Reinforce responsible school and classroom behavior.
- Participate in reading activities at home.
- Help my child to resolve conflicts in positive ways.
- Be a partner in my child's education.

SCHOOL STAFF MEMBERS AGREE TO:

- Provide a positive learning environment.
- Maintain open and supportive communication with students and parents.

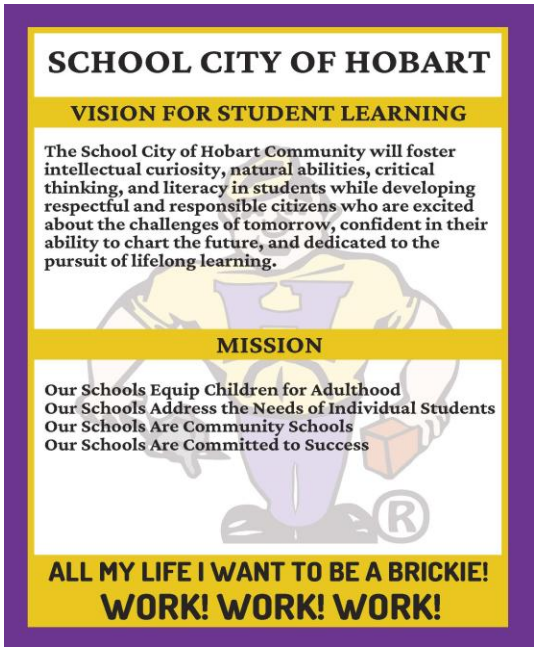
- Have high expectations for each student.
- Provide each student with the skills necessary to reach his/her potential.
- Listen to concerns of parents.
- Provide high-level curriculum and instruction.
- Teach the Indiana Academic Standards as outlined by the State.

II. General Information – District-Wide

Foreword

This Student Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and guidelines. Please take time to become familiar with the following important information contained in this handbook and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to the school principal. This handbook replaces all prior handbooks and other written material on the same subjects. This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of June 2026. If any of the policies or administrative guidelines referenced herein are revised after June 2026, the language in the most current policy or administrative guideline prevails. The rules you are about to read in this student handbook are in addition to our broad, discretionary authority to maintain safety, order, and discipline inside the school zone. These rules support but do not limit our authority. Upon entering a school zone, you are subject to all school rules. School zones include all School City of Hobart buildings and grounds, busses, bus stops, and school sponsored event locations. Copies of current Board policies and administrative guidelines are available from the building principal and on the Corporation's web site: http://www.hobart.k12.in.us.

Mission of the School



Language Assistance

The United States Department of Education Office for Civil Rights has requested schools to notify parents, teachers, and students that translators and interpreters are available. If you need an interpreter or translator to understand information about school activities or programs, or have any questions about language assistance programs, please contact the Superintendent of Schools at 32 East Seventh Street, Hobart, IN 46342 or call (219) 942-8885.

Si usted necesita un interprete o un traductor para comprender mejor los programmas o las actividades escolares o si usted tiene algunas preguntas sobre los programas de ayuda con la lengua, favor de informarle al Dr. Peggy Buffington:

Superintendent
32 East Seventh Street
Hobart, IN 46342

O si usted prefiere, también se puede llamarle a este número de teléfono: 942-8885

Nondiscrimination Policy/Equal Education Opportunity

The School City of Hobart does not discriminate on the basis of race, creed, sex, color, national origin, religion, age, sexual orientation, marital status, genetic information or disability, including limited English proficiency in the educational programs or activities, which it operates.

Questions regarding the procedures and implementation strategies of the school corporation should be addressed to the designated official for Equal Opportunity compliance: Civil Rights Officer, Director of Human Resources & Compliance, 32 E 7th St., Hobart, IN 46342; Telephone number (219) 942-8885.

The School City of Hobart hereby assures students, parents, applicants for employment, and employees that it will not practice discrimination against any individual with a handicap condition. The School City of Hobart has established a grievance procedure whereby students, parents and employees may grieve Section 504 of the Rehabilitation Act alleged violations to the superintendent. The superintendent will provide an opportunity for a hearing on such grievances. In order to coordinate the school corporation's compliance, it designates the Director of Human Resources & Compliance as the Civil Rights Officer. Rule S-1, 511 IAC 7-1-1 et seq., of the Administrative Rules of the State Board of Education is available in each school building office for inspection. This regulation establishes the substantive, evaluation, and procedural rights of students qualifying for testing or services.

Residency Policy

In accordance with I.C. 20-8.1-6.1 and the School City of Hobart policy, a child is entitled to be admitted to the public school of the school corporation in which the child resides. The residence is presumed to be that of the parents. However, according to the law, the word "parent" shall mean and include the natural, adoptive, and/or foster parents of any child and/or any other person having the control or legal custody of any child.

The child not residing with his parents in the School City of Hobart boundaries, and who is not adopted by people residing within the School City of Hobart or a ward of the Department of Public Welfare and placed in a foster home in the School City of Hobart, must have legal guardianship established or petition

seeking a determination of custody of the child on file establishing legal residence in the School City of Hobart before he/she will be formally enrolled.

Enrolling in the School

Students are expected to enroll in the attendance corporation in which they have legal settlement, unless other arrangements have been approved. Students that are new to the School are required to enroll with their parents or legal guardian. When enrolling, the parents will need to bring:

1. a birth certificate or similar document
2. proof of immunizations
3. court papers allocating parental rights and responsibilities, or custody (if appropriate)
4. 2 proofs of residency
5. Parent/Guardian's current Driver's License or State ID

In some cases, a temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another accredited school must have an official transcript from the sending school in order to receive credit from that school. The Principal's office will assist in obtaining the transcript, if not presented at the time of enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the Corporation Liaison for Homeless Children with regard to enrollment procedures. (No homeless child will be denied enrollment based on a lack of proof of residency).

Non-resident students should refer to the Corporation Policy 5111 for eligibility requirements to enroll. Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

NOTE: The School City of Hobart boundaries are NOT the same as those for the City of Hobart.

Homeless Students

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the Corporation. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in high ability programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack or proof of residency. For additional information contact the principal.

Transfer Out of the School Corporation

If a student plans to transfer out of the School City of Hobart, the parent must notify the school. School records shall be transferred within fourteen (14) days to the new school corporation. Parents are encouraged to contact the school's main office for specific details.

Civility

Civility does not deprive any person of his/her right to freedom of expression, but serves only to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for students and staff. The

School City of Hobart encourages positive communication, but will not tolerate volatile or hostile actions and /or abusive language by any student, parent, or guardian.

Any person who disrupts or threatens to disrupt normal school and/or office operations; threatens the health and safety of anyone through harassment; willfully causes property damage; uses offensive language; acts in a rude or disrespectful manner; or who otherwise establishes a continued pattern of unauthorized entry on school property, will be dealt with either according to student disciplinary procedures, or if an adult, will be asked to cease such behavior or be directed to leave school property. If any person uses obscenities or speaks in an abusive manner, the administrator or employee to whom the remarks are directed will politely request that person to communicate in a courteous manner. If the person does not take corrective action, the employee will verbally notify him/her that the meeting, conference or telephone conversation is terminated and will refer the person to the building principal or designee. For students, appropriate disciplinary action will be taken according to the school handbook. For persons other than corporation students, the Superintendent or designee will inform the person that he/she will not be allowed on school property for an amount of time determined by the administration.

School Day

Arrival and Dismissal times for the elementary schools is as follows:

	Regular School Day	Late Start Wednesday
First Bell	**8:45am**	**9:05am**
Start Time	**8:55am**	**9:15am**
Dismissal	**3:35pm**	**3:35pm**

School Liability and Student Accidents

The school corporation does not carry student accident insurance nor does it pay bills to doctors or others for treatment of injuries incurred by students. This is a responsibility of the parent.

Publication of Student Information

All parents who do not wish to have their child's name, picture, information and/or school work appear in district publications, including electronic publications, should notify the district by completing Form 8330F9 at the beginning of each school year.

Indoor Air Quality

In accordance with Title 410 IAC 33 and Board Policy 8405, the Director of Facilities is the Indoor Air Quality Coordinator for the School City of Hobart. If you have questions or concerns about any indoor air quality issues within the School City of Hobart, please contact the IAQ coordinator at the address or phone number listed below.

IAQ Coordinator
Director of Facilities
200 South Hobart Road
Hobart, IN 46342
(219) 947-2413

Scheduling and Assignment

The Principal will assign each student to the appropriate classroom and the program in which the student will be participating. Any questions or concerns about the assignment should be discussed with the Principal.

Early Dismissal

No student may leave school prior to dismissal time without either:

1. A written request signed by the parent or a person whose signature is on file in the School office; or
2. The parent coming to the School office to personally request the release of their student.

No student will be released to a person other than a custodial parent(s) or guardian(s) without written permission signed by the custodial parent(s) or other legal authorization.

Early dismissal will result in an afternoon tardy on a student's record. Students should be released early from school on a minimal basis. Excessive early dismissal can be detrimental to your student's educational progress. In addition, frequent occurrences will affect student attendance records.

Student Rights and Responsibilities

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights will be protected and that they will be treated with fairness and respect. Students will be expected to follow staff members' directions and obey all school rules. Disciplinary Procedures are designed to ensure due process (notice and a fair hearing) before a student is disciplined because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, the U.S. Mail or hand delivery may be used to ensure contact. Parents are encouraged to establish constructive communication channels with their child's teachers and support staff to inform the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

The staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational process. If, for some reason this is not possible, the student should seek help from the school Principal.

Likewise, students will be expected to respect the rights of their fellow students and staff.

Student Well-Being

Student safety is a responsibility of the students and the staff. All staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist attack or other violent attack, and accident reporting procedures. Should a student be aware of any dangerous situation or accident, he/she must immediately notify any staff member.

All students must have an emergency medical card completed by a parent or guardian, turned in to the school office. Throughout the year, please update the form with any changes such as address, phone number, medical needs/concerns, etc.

Students with specific health care needs should submit those needs in writing and with proper documentation by a physician, to the school office annually in order to create a health care plan.

Injury and Illness

All injuries must be reported to a teacher, other school employee or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures and attempt to make contact with the student's parents.

A student who becomes ill during the school day should request permission from the teacher to go to the office. The office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

Immunizations

Students must provide documentation that complies with the rules set forth by the Indiana State Board of Health that all immunizations required by law are current, including but not limited to diphtheria, pertussis, tetanus, measles, rubella, poliomyelitis, mumps, varicella, hepatitis A, hepatitis B, and meningitis or have an authorized exemption from State immunization requirements (I.C.20-34-3-2 or I.C. 20-34-3-3). From time-to-time other communicable diseases may be designated by the State Board of Health as diseases that require immunizations. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized exemption. In the event of a communicable disease epidemic regarding required immunizations, the Superintendent may temporarily deny admission to a student otherwise exempted from the designated disease lacking the immunization. Any questions about immunizations or exemptions should be directed to the school nurse.

Information concerning meningococcal disease (meningitis) and its vaccine shall be provided to students and parents at the beginning of the school year by the Superintendent. The information must include information concerning the causes, symptoms and spread of meningococcal diseases and places where parents may obtain additional information and vaccinations for their children. The parent of each student entering grade 6 shall be provided with information prescribed by the State Department of Health concerning the link between cancer and the Human Papillomavirus (HPV) infection and that an immunization against the HPV infection is available.

Use of Medications

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.

B. The Authorization to Administer Prescription/Non-Prescription Medication form must be filed with the respective building nurse before the student will be allowed to begin taking any medication during school hours.
C. All medications must be registered with the nurse's office.
D. Medication that is brought to the nurse's office will be properly secured. **Medication MAY NOT be sent to School in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications, as approved by the nurse, or designee.**
E. Students who may require administration of an emergency medication may have such medication stored in the office. However, if authorization for self-medication has been provided by the parent and physician the student may retain possession of the self-administered medications.
F. Medication that is possessed by a school for administration during school hours or at school functions, for students in grades K-8 may be released only to the student's parent or to an individual who is eighteen (18) years of age or older and who has been designated, in writing, by the student's parent to receive the medication.
G. Any unused medication unclaimed by the parent will be destroyed by School personnel when a prescription is no longer to be administered or at the end of the School year.
H. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.
I. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.

A. Self-Administered Medication

A student may possess and self-administer medication for chronic diseases or medical conditions provided the student's parent files a written authorization with the principal, or designee. The written authorization must be filed annually. A physician's written statement or a pharmacy prescription label must be included with the parent's authorization.

The physician's statement must include the following information:

A. An acute or chronic disease or medical condition exists for which the medication is prescribed.
B. The student has been given instruction as how to self-administer the medication.
C. The nature of the disease or medical condition requires emergency administration of the medication.

The school or school Board is not liable for civil damages as a result of a student's self-administration of medication for an acute or chronic disease or medical condition except for an act or omission amounting to gross negligence or willful and wanton misconduct.

B. Non-Prescribed (Over-the Counter) Medications

No staff member will be permitted to dispense non-prescribed, over-the-counter (OTC) medication to any student.

Parents may authorize the School to administer a non-prescribed medication using a form which is available at the school office. A physician does not have to authorize such medication but all of the other conditions described above under Prescribed Medications will also apply to non-prescribed medications.

The student may be authorized on the request form by his/her parent to self-administer the medication in the presence of a school staff member. No other exceptions will be made to these requirements.

If a student is found using or possessing a non-prescribed medication without parent authorization, s/he will be brought to the school office and the parents will be contacted for authorization. The medication will be confiscated until written authorization is received. Students are not to be in possession of vitamins or supplements at school.

A diabetes management and treatment plan shall be prepared and implemented for a student with diabetes for use during school hours or at a school related event or activity. The plan shall be developed by the licensed health care practitioner responsible for the student's diabetes treatment and the student's parent/legal guardian.

Cough drops must be kept in the nurse's office, as students are not allowed to carry cough drops with them.

Control of Casual-Contact Communicable Diseases and Pests

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice. Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments. Any removal will be limited to the contagious period as specified in the school's administrative guidelines. Exposure notifications will adhere to guidelines from the ISDH and CDC.

Control of Non-casual Contact Communicable Diseases and Pests

The Corporation has an obligation to protect staff and students from non-casual contact communicable diseases. When a non-casual contact communicable disease is suspected, the staff or student's health will be reviewed by a panel of resource people, including the County Health Department. The school will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion.

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS, ARC AIDS Related Complex, HIV, Hepatitis B, and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

Special Education

The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies not just to students, but all individuals who have access to the Corporation's programs and facilities. The law defines person with a disability as anyone who:

A. has a mental or physical impairment that substantially limits one or more major life activities
B. has a record of such impairment
C. is regarded as having such impairment

The Corporation has specific responsibilities under these two laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation.

Students are entitled to a free appropriate public education in the "lease restrictive environment." The school provides a variety of special education programs for students identified as having a disability as defined by the Individuals with Disabilities Education Act (IDEA).

A student can access special education services only through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school encourages the parent to be an active participant. To inquire about the procedure, a parent should contact the principal.

Students with disabilities who do not qualify for IDEA may be served within the regular education program with an accommodation plan developed through an interactive dialogue between the school, the student and the student's parent(s). Parents who believe their child may have a disability that interferes substantially with the child's ability to function properly in school, should contact the principal.

Protection and Privacy of Student Records

A. Notification of Rights under FERPA for Elementary and Secondary Schools

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

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.

   Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education record that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

   Parents or eligible students who wish to ask the school to amend a record should write the school principal and clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

   One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school’s or school district’s annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person

serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The address of the Office that administers FERPA is:

   Student Privacy Policy Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC 20202

B. Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

• *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or student's parent; or
8. Income, other than as required by law to determine program eligibility.

•*Receive notice and an opportunity to opt a student out of –*

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students

or educational institutions.)

•*Inspect*, upon request and before administration or use –

1. Protected information surveys of students and surveys created by a third party;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

School City of Hobart has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. School City of Hobart will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. School City of Hobart will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

- Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:
Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202

School Nutrition

The School City of Hobart participates in the National School Lunch Program and makes breakfasts and lunches available to students. Please see the charges listed below. A' la carte or individual items are available. Students may also bring their own lunch to school to be eaten in the school's cafeteria. No Student shall be allowed to leave school premises during the lunch period without specific written permission granted by the Principal. While parents are allowed to visit during lunch, and eat with their child, it is important to note that the frequency of visits to school is limited to no more than two (2) visits per semester. The number of visitors at any one time shall not exceed two (2). Parents coming to lunch are encouraged to bring a healthy lunch and no pop. Parents may only bring lunch for their own child. Fast food lunches will be eaten outside of the cafeteria, with one classroom friend. Students will join their peers for recess, after lunch.

Free and Reduced-Priced meal program applications are distributed to all students by the Superintendent at the beginning of the school year. If a student does not receive one and believe that he/she is eligible please contact the School Nutrition Secretary at the Service Center (219) 947-2413.

A. Non-Sufficient Funds

Due to the volume of uncollectible checks that the food services department receives, the School City of Hobart Department of School Nutrition may contract with a third-party vendor for the electronic collection of checks returned NSF (insufficient funds).

Our department will gladly accept your checks. When you provide a check as payment, you authorize us to use information from the check to process the payment as a check transaction. You authorize us to collect a fee through an electronic fund transfer from your account if your payment is returned unpaid.

Please include the following on your check:

- Student's full name
- Street address
- Phone number

B. USDA Non-Discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: www.usda.gov, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your complete form or letter to USDA by:

1. Mail: U.S. Department of Agriculture
   Office of the Assistant Secretary for Civil Rights
   1400 Independence Ave, SW
   Washington, D.C. 20250-9410
2. Fax: (202) 690-7442
3. Email: program.intake@usda.gov

This institution is an equal opportunity provider.

Deliveries

Sometimes students forget to bring necessary materials or equipment to school. In such cases, parents are asked to deliver the items to the Main Office. Only essential items for class are to be delivered to school. The school will not accept balloons, bouquets, flowers, or other gift deliveries for students. Students may pick up the items from the Main Office. Items will not be delivered to classes. **Food deliveries are not permitted during the school day.

Emergency Closings and Delays

If school is closed or delayed because of inclement weather or other conditions, the school will notify the public in the following manners:

1. The school corporation web site www.hobart.k12.in.us.
2. School City of Hobart Facebook page and School City Hobart @scohbrickies on X.
3. You may listen to WJOB (1230am), WAKE (1500am), INDIANA (105.5fm), WZVN (107.1fm), WGN (720am), WBBM (780am), or you can watch channels 2, 5, 7, 9, 32 & CLTV cable channel 56.
4. Please be sure to have updated contact information on file with your school to be contacted by the Messenger calling system.
5. When there is an Emergency Closing, please check e-learning and canvas information on the School City of Hobart website: www.hobart.k12.in.us.

Parents and students are responsible for knowing about emergency closings and delays.

Fire, Tornado, and Safety Drills

The School complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

Tornado drills will be conducted using the procedures prescribed by the State. The alarm system for tornadoes is different from the alarm system for fires and consists of different bell tones.

Safety drills will be conducted during the school year. Teachers will provide specific instruction on the appropriate procedure to following situations where students must be secured in their building rather than evacuated. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property, or other acts of violence.

Safety and Security

A. All visitors must scan their State ID or State Driver’s License in the entrance vestibule and then report to the office when they arrive at school and must make an appointment to speak with a teacher or administrator.
B. All visitors are given and required to wear a building pass while they are in the building.
C. Staff is expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging around" the building after hours.
D. Students are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.

E. All outside doors are locked during the school day; please utilize the buzzer system to gain entry to the school.
F. Portions of the building that will not be needed after the regular school days are closed off.
G. If a person wishes to confer with a member of the staff s/he should call for an appointment prior to coming to the School in order to prevent any inconvenience.
H. Students may not bring visitors to school without first obtaining written permission from the principal.
I. All Corporation employees are to wear photo-identification badges while in Corporation schools and offices or on Corporation property.
J. The Corporation may utilize video surveillance and electronic monitoring in order to protect Corporation property, promote security, and protect the health, welfare, and safety of students, staff, and visitors

Brickie Help Line

Safety is one of our district's top priorities, that's why School City of Hobart utilizes STOPit, a tip reporting system that allows students, staff, and parents to submit safety concerns to our administration three different ways:

1. **App: Search for "STOPit" in the App Store to download for free. Enter Code "HobartBrickies"**
2. **Phone: 219-942-TIPS (219-942-8477)**
3. **Web: https://web.stopitsolutions.com/login/HobartBrickies**

Easily report tips on bullying, harassment, drugs, vandalism or any safety issue you're concerned about. Tips may be submitted anonymously too. Thanks in advance for helping to make our school community a safer place to work and learn! We appreciate your support.

Visitors and Volunteers

Visitors, particularly parents, are welcomed at school. Visitors must report to the office upon entering the school to sign in and obtain a pass. All visitors must present a valid Driver's License or State ID to be processed through an Identification System. Any visitor found in the building without a current pass will be reported to school administration. If a person wishes to confer with any member of the school staff, he/she should call to schedule an appointment prior to coming to the school in order to ensure a mutually convenient meeting time. It is important to note that the frequency of visits to school is limited to no more than two (2) visits per semester.

If you would like to volunteer (e.g. field trips, class parties, field days, etc.) at one of the schools in the district you must complete an electronic volunteer application and provide a valid driver's license and/or state I.D. card. The volunteer application can be completed online at https://www.hobart.k12.in.us/volunteerapplication. The identification information will be checked against the sex offender registry, and a limited criminal history check will be conducted. Applications are processed on an as needed basis prior to an event. **This process must be completed two (2) weeks in advance,** so please plan accordingly. You will be informed if your volunteer application is approved or denied.

A volunteer application must be submitted each school year. If you have students in several schools, you will only complete one application. Visitors wishing to observe a classroom, may be asked to sign a confidentiality agreement.

Parent Protocol

1. Please stop in the office when you enter the building.
2. If you wish to speak to a teacher, please call ahead to make an appointment. Teachers and staff will not leave students unattended for an appointment.
3. If you have a question or complaint and need to speak to school personnel, please do so in a professional and calm manner. We all care about the children.
4. If you have any questions or concerns, please contact your child's homeroom teacher, prior to contacting the principal.
5. To avoid loss of instruction, please refrain from visiting your child's classroom during an unscheduled time.

Pets and Animals

Animals, including pets, are not to be brought to school except when the teacher personally requests permission from the principal for the animal to be brought at a specific time for a specific purpose in teaching. The animal must be brought in a cage that will prevent it from getting out and causing harm to other students. If requested, documentation of current shots must be provided before bringing the pet to school. When picking up your child at school, pets should remain at home for the safety of students.

Class Treats

Due to health and allergy concerns only **commercially prepared treats and safe snacks** (including birthday treats) are allowed. If there are any questions please contact the principal. Chewing gum is not allowed. If **birthday party invitations** are sent to school for a boy, please include all boys and if sent for a girl, include all girls. Flowers, balloons, etc. should not be sent or delivered to the school. Healthy snacks are encouraged. Classroom allergy restrictions must be followed, if applicable.

Please do not send glass or canned drinks to school. Pop, energy beverages, coffee beverages, and similar items are not allowed.

Backpacks

It is important to check your child's backpack daily. Backpacks should be kept clean and organized. Do NOT send rolling backpacks to school. They create a safety hazard for others. Purses must not be large enough to hold a standard size textbook. Backpacks and purses must remain in lockers.

Use of School Equipment and Facilities

Students must receive permission of the teacher before using any equipment or materials in the classroom and the permission of the Principal to use any other school equipment or facility.

Students will be held responsible for the proper use and safe-keeping of any equipment or facility they are allowed to use. Students will receive a Chromebook and a protective case for their Chromebook. Chromebooks are required to be in the protective case and used when transporting the Chromebook between classes and to and from home.

Student Sales

No student is permitted to sell any item or service in the school without prior approval of the school principal. Violation of this policy may lead to disciplinary action.

Use of Office Telephones

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call. If at any time a student must use the phone to call home, he/she should do so in the main office of the school.

III. Academics

Grades

The school has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

C. Grading System

100 – 90	A	Excellent Achievement
89 – 80	B	Good Achievement
79 – 70	C	Satisfactory Achievement
69 – 60	D	Minimum Acceptable Achievement
59 – 0	F	Failure
	I	Incomplete
	P	Pass/Acceptable Achievement
	N	Did Not Pass/Unacceptable Achievement

D. Grading Periods

Students shall receive a report card at the end of each quarter indicating their grades for each course of study for that portion of the academic term. Report cards will be posted in Skyward. When a student appears to be at risk of failure, notification will be provided to the parents so they can talk with the teacher about what actions can be taken to improve poor grades.

Promotion, Placement, and Retention

Promotion to the next grade is based on the following criteria:

A) Current level of achievement
B) Potential for success at the next level
C) Emotional, physical, and/or social maturity
D) Pursuant to Indiana Code 20-32-8.5-2, students in 3rd Grade who have not passed the IREAD assessment, may be retained.

Homework

Homework can be expected. Student grades will reflect the completion of all work, including homework assignments. Homework is also part of the student's preparation for assessment tests, and eventually graduation. Generally, homework will not be used for disciplinary purposes, but as an educational tool to enhance the student's learning.

Student Assessment

To measure student progress, students will be tested in accordance with State standards and Corporation policy. Unless exempted, each student will be expected to pass the state of Indiana standardized assessment. Make-up dates are scheduled, but unnecessary absences should be avoided. Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs. Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Study/Field Trips

Study/Field trips are academic activities that are held off school grounds. There are also other trips that are part of the School's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip outside of the School City of Hobart without parental consent.

1. Attendance rules apply to all study/field trips.
2. While the Corporation expects the student's participation in study/field trips, alternative assignments will be provided for any student who cannot attend.
3. Students who violate school rules may lose the privilege to go on field trips.

We appreciate and urge parents to be actively involved in our school. Please refer to our school's parent/student/teacher agreement.

A. Study/Field Trip Chaperone Guidelines

1. Parents should arrive at school at least 15 minutes prior to a trip's scheduled time of departure.
2. Chaperones should register in the office before going to a classroom.
3. The teachers/chaperones are responsible for the conduct of the students. All bus rules listed for regular routes shall be followed.
4. Chaperones are to be dispersed throughout the bus. Chaperones are requested to assist the teachers in maintaining order and discipline while on the bus and at the designated study trip site.
5. Chaperones must remain with their students at all times. A child or group of children must never be left unattended under any circumstances. Some discretion is permissible at the secondary level with permission of the teacher in charge.
6. Chaperones should follow the specific instructions the teacher has set for the study trip.
7. Food and drinks cannot be consumed on the bus. Should it be necessary to give students the opportunity to eat on the bus due to emergency circumstances, students, chaperones, and teachers should properly dispose of all trash before leaving the bus.
8. Emergency doors and aisles must be kept clear.

9. Chaperones should be the parent or legal guardian of the child. Any other adult of legal age would need to receive permission from the principal.
10. The use or possession by chaperones of alcohol, tobacco, illegal drugs or weapons of any kind is not permitted at any time during the study trip.
11. Chaperones should dress appropriately for the particular study trip. Dress code guidelines from the school handbook should be followed.
12. The use of cell phones should be kept to a minimum so that the chaperone can remain focused on chaperoning the students. Students should not be allowed to use a cell phone except in an emergency.
13. Chaperones may not take pictures of students other than their own during the trip.
14. Chaperones should set a good example at all times for our Hobart students.
15. Students in the classroom are the only children allowed on the trip.

IV. Student Conduct

Attendance

A. School Attendance Policy

Pursuant to Indiana compulsory attendance laws (Indiana Code 20-33-2), students are required to be in attendance for the school's educational program for 180 days per school year. Absences from school are only permitted per school regulations as defined below. It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Many important educational pursuits result from active participation in classroom and other school activities, which cannot be replaced by individual study.

The school is also concerned about helping students develop a high quality work ethic which will be a significant factor in their success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the school wants to help students develop as early as possible in their school careers.

However, if the student has a contagious condition or temperature over 100 degrees they must remain at home until no longer contagious and/or temperature free for 24 hours, without the use of medication. Additionally, if a student is at school and has a temperature of 100 degrees or higher or there are signs of a contagious condition, the parent will be contacted to pick up the student. If a parent or emergency contact cannot be reached by phone, a note will be sent home with the student.

B. Notification of Absence

If a student is going to be absent, the parents must report the absence in Skyward before the next school day and provide an explanation. Elementary students should also provide a note from their parents explaining their absence upon their return to school. When no excuse is provided, the absence will be unexcused and the student will be considered truant. If the absence of a student appears to be questionable or excessive, the school staff will work with the parents to improve

their child's attendance.

An excused or parent/guardian verified absence allows the student to make-up all possible work. It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of school work such as labs or skill-practice sessions cannot be made up and, as a result, may negatively impact a student's grade. The skipping of classes may result in disciplinary action.

Understanding Absences

Excused VS Parent/Guardian Verified vs. Unexcused

State of Indiana Attendance Expectation: 94% (10 or fewer days missed per year)

EXCUSED

Parent/Guardian Notifies School on the day of the absence

- Illness verified with a physician statement dated at the time of the visit/illness
  - note must be returned within 1 week or absence will be unexcused
- Death in the family
- School sends the child home sick (if due to fever, the following day will also be excused

Pre-Arranged Excused Absences:

- Page for General Assembly
- Election Day Worker
- Court Witness
- IN National Guard Active Duty
- Civil Air Patrol
- Educationally related non-classroom activity as defined in IC 20-33-2-17.5
- Professional appointments (medical, dental, legal) when students return with an authorized, dated statement
- Observation of a religious holiday
- Maternity
- Military connected families' absences related to deployment
- Exhibiting/participating in state fair

Repercussions

In addition to all building provision in the student handbook:

All absences are monitored and disciplinary action may result. SCOH will refer students to Juvenile Justice Services upon reaching 10 unexcused absences from school OR when the student has been absent for any reason for 18 days during the school year, as required by law

PARENT/GUARDIAN VERIFIED

Parent/Guardian Notifies School on the day of the absence

4 days per semester are allowed, or as approved by a building administrator

***any day beyond 4 will be unexcused**

A Parent/Guardian Verified absence is defined as a parent/guardian's choice to keep their child home for the child's own best interest.

UNEXCUSED

Students should have ZERO Unexcused Absences

An unexcused absence is defined as any absence not covered under the definition of excused absence, any absence beyond 4 parent/guardian verified per semester, or a non-verified absence (failure to notify the school of an absence within 24 hours).

Repercussions

In addition to all building provision in the student handbook:

If a student is absent (parent/guardian verified or unexcused) 5 days within a 10-week period, a truancy prevention plan will be put in place for the student as required by law. This does not include excused absence days.

All absences are monitored and disciplinary action may result. SCOH will refer students to Juvenile Justice Services upon reaching 10 unexcused absences from school OR when the student has been absent for any reason for 18 days during the school year, as required by law

C. Excused Absences

Students may be excused from school for the following reasons and will be provided an opportunity to make-up missed school work and/or tests:

1. Illness verified with a physician statement dated at the time of visit/illness (must be returned within one week or absence will be unexcused)
2. Death in the immediate family
3. School send the student home sick (if due to fever, the following day will also be excused)
4. Page for General Assembly
5. Election Day Worker
6. Court Witness
7. Indiana National Guard Active Duty
8. Civil Air Patrol
9. Educationally related non-classroom activity as defined in IC 20-33-2-17.5
10. Professional appointments (medical, dental, legal) when students return with an authorized, dated statement
11. Observation of a religious holiday
12. Maternity
13. Military connected families' absences related to deployment
14. Exhibiting/participating in state fair

D. Parent/Guardian Verified Absences

Students are permitted to be absent four (4) days per semester, with Parent/Guardian notification to the office on the day of the absence. Any absences beyond four (4) will be considered unexcused. A Parent/Guardian verified absence is defined as a parent/guardian's choice to keep their student home for the best interest of the student.

Students with a health condition that causes repeated absence are to provide the school office with an explanation of the condition from a licensed physician. Parents must provide an explanation for their child's absence when they return to school. They are to also call the school office and explain the reason for the absence. **If there is a pattern of excessive absence for "illness", the parents will be required to provide a statement from a physician describing the health condition that is causing the frequent illness and the treatment that is being provided to rectify the condition, and/or a signed release may be required for the nurse or principal to speak with the physician.** Without such a statement, the student's permanent attendance record will indicate unexcused absences. Additionally, failure to provide medical documentation, or comply with the school's request for certification, may result in a report to the Department of Child Services for educational neglect.

If a student is absent (parent/guardian verified or unexcused) for 5 days within a 10-week period, a truancy prevention plan may be put in place for the student in accordance with Indiana Code. This does not include excused absence days.

E. Unexcused Absences

Students should not have any unexcused absences. An unexcused absence is defined as any absence not covered under the definition of excused absence, any absence beyond 4 parent/guardian verified absences per semester, or a non-verified absence (failure to notify the school of an absence within 24 hours).

If a student is absent (parent/guardian verified or unexcused) for 5 days within a 10-week period, a truancy prevention plan may be put in place for the student in accordance with Indiana Code. This does not include excused absence days.

F. Truancy

Truancy from school is not acceptable. Unexcused absence from school (truancy) is not acceptable. A student shall be considered a "habitual truant" when the student is chronically absent by having unexcused absences from school for more than ten (10) school days in one (1) school year.

Truancy also refers to any student absence without the consent of the parents and/or Teacher and/or Administration for any portion of a school day. Students found in an area of the school without permission will be considered truant. A student who is found to be truant will have loss of assignment credit for the period(s) of truancy. Participation in extra-curricular activities is prohibited on the day of the truancy. The school will take the appropriate disciplinary action for students who are considered truant.

Habitual Truant according to IC 20-33-8-12, a child is designated as a habitual truant, who is chronically absent, by having unexcused absences from school for more than ten (10) days of school in one (1) school year. The Department of Child Services may be contacted for educational neglect when students accumulate more than 10 unexcused absences. In the case of truancy, the Juvenile Court System and/or Juvenile Probation Department may be contacted.

G. Vacations during the School Year

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the school to make necessary arrangements, and fill out a Vacation Request Form. Vacation days shall not exceed five (5) days in any given school year. Vacation absences for students with more than ten (10) absences will be considered unexcused. Students will be provided an opportunity to make-up missed school work and/or tests.

H. Suspension from School

Absence from school due to suspension shall be considered an authorized absence, neither excused nor unexcused. A suspended student will be responsible for checking Canvas and making up school work lost due to suspension. It is required that a student complete missed assignments during the suspension and turn them in to the teacher upon his/her return to school. Assignments may be obtained from the school office beginning with the first day of a suspension. Make up of missed tests may be scheduled when the student returns to school. The student will be given credit for properly-completed assignments and a grade on any made-up tests.

I. Make-up of Tests and Other School Work

Students who have an excused absence from School or who have been suspended shall be given the opportunity to make-up work that has been missed. The student should always check Canvas and contact their teacher as soon as possible to obtain assignments. Students will be given the number of days of excused absence within which to make-up work. If a student misses a teacher's test due to an excused absence, s/he may make arrangements with the teacher to take the test.

J. Tardiness

A student who is not in his/her assigned location by the tardy bell shall be considered tardy. Any student arriving late to school is to report to the school office before going to class. Excessive tardiness may result in corrective and/or disciplinary actions.

Extra Curricular Participation and School Attendance

All student activities are carried out under the basic rules and regulations of the school, and those participating are expected to follow the established guidelines, even if the activity takes place after school or on a non-school day. In addition, some activities have rules and regulations of their own. Violators will be dealt with jointly by the sponsor(s) and the school administrators.

In order for a student to be eligible to participate in an extra-curricular activity, practice, or use the athletic facilities, he/she must be in school the full day of the activity. If the activity occurs on a weekend, the student must be in school on Friday. A full day of In School or Out of School Suspension renders the student ineligible. Students suspended or expelled from school may not participate in extra-curricular activities during the term of the suspension or expulsion, e.g. athletic contests or practices, dances, clubs, academic contests, music events, plays or graduation ceremonies. Any exception to this rule may be made by the school administration. Students are not in good standing through the duration of a suspension and/or expulsion.

Student Behavior Standards

A major component of the educational program at the School is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

A. Expected Behaviors

Students are expected to:

1. follow all Brickie Expectations
2. act courteously to adults and fellow students
3. be prompt to school and attentive in class
4. work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background
5. complete assigned tasks on time and as directed
6. help maintain a School environment that is safe, friendly, and productive
7. solve problems in a peaceful manner and/or get adult assistance if necessary

B. Classroom Environment

It is the responsibility of students, teachers, and administrators to maintain a classroom environment that allows:

A. A teacher to communicate effectively with all students in the class; and
B. All students in the class the opportunity to learn.

C. Behavior Form

Students who receive a referral to the office will complete a behavior form. The purpose of the behavior form is for students to reflect on their actions and to review the M.O.P. rules and the Brickie Code. It is the principal's method for notifying parents when there may be a problem. Please reflect with your child about the incident, sign the form and send it back to school. Your support is appreciated. In incidences of disrespect towards adults, including but not limited to teachers, volunteers, supervisors, bus drivers, and guest teachers, the consequences will be more severe.

D. Dress and Appearance

While fashions may change, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

Students should consider the following questions when dressing for school:
Does my clothing expose too much? (No)
Do my clothes fit appropriately? (Yes)
Does my clothing advertise something that is prohibited to minors? (No)
Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (No)
Would I interview for a job in this outfit? (Yes)
Am I dressed appropriately for the weather? (Yes)
Do I feel comfortable with my appearance? (Yes)

The following styles or manners of dress are prohibited:

- Student appearance must not cause a disruption to the educational climate.
- Cleanliness of body, clothing, and hair is expected.
- A student shall wear no article of clothing that contains offensive or obscene symbols, slogans, or words degrading any gender, cultural, religious, or ethnic values or depicts violence or death.
- Clothing and footwear should be the appropriate size and appropriate for playground activity and seasonal weather conditions (flip flops are not encouraged).
- Snow boots, hats, mittens, and snow pants are required to play in any snowy areas. (Students will go outside for recess if weather conditions are favorable, and the temperature/wind chill is above 20° F).
- Clothing and footwear shall be appropriate for seasonal weather conditions.
- Clothing that could damage school property, create a health or safety hazard, or cause distraction from classroom instruction will not be allowed.
- Hats, hoods, head coverings (except for cultural/religious reasons) may not be worn in school.
- Shirts, blouses, and tops must cover the mid-section and back.

- No thin strap clothing or large arm-hole tank tops may be worn without a t-shirt underneath.
- Pocket or wallet chains are not allowed.
- Shorts/skirts should be a minimum of fingertip length, no short shorts.
- Students must have gym shoes for gym class.
- Slippers are not appropriate footwear for school.

If a student has selected a manner of appearance that disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting.

A student may, at the discretion of the school, be required to furnish and wear appropriate safety devices such as a hairnet, bathing cap, protective glasses and hat, gloves and aprons.

E. Care of Personal Property

Students are responsible for the care of their own personal property. Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, and the like, are tempting targets for theft and extortion. The school is not responsible for the safe keeping of such items and will not be liable for loss or damage to personal valuables.

BRICKIE CODE OF CONDUCT

- I can always be heard saying ***PLEASE*** when asking for something.
- When given something, I will always say ***THANK YOU***.
- When someone says thank you, I will say ***YOU'RE WELCOME.***
- To politely interrupt, I will say ***EXCUSE ME.***
- Phrases such as ***GOOD MORNING, BE SAFE, HOW ARE YOU***, and ***HAVE A GREAT DAY*** are a part of who I am.

I AM THE RESPECTFUL BRICKIE!

Code of Conduct

The Board of School Trustees has adopted the following Code of Conduct. This Code of Conduct is applicable to students:

1. On school property at any time
2. During and immediately before and after any school activity at any location
3. Traveling to and from School or to and from a School activity

Violations of the Code of Conduct may be punishable by suspension, expulsion, or other discipline as determined by the administration. Violations may also be referred to law enforcement agencies where appropriate. The word "school" refers to going to and from school, at school, on school property, at school-sponsored events, and on school transportation.

1. **ACADEMIC DISHONESTY**

   A student is in violation of academic dishonesty when he or she engages in any illegal or improper activity for the purpose of improving a grade or a test score. This includes, but is not limited to:

   a. Any form of cheating (i.e. giving or receiving answers for any type of test, quiz or assignment without the teacher's authorization), or
   b. Plagiarizing (i.e. submission of term papers, reports, etc. that are not original works by the student unless otherwise authorized by the teacher).

   Students caught cheating will receive a zero (0) on the assignment and may be subject to additional discipline. Students found in violation of any form of academic dishonesty will be ineligible for National Honor Society for their next eligible year.

   Examples of cheating and/or academic dishonesty:

   a. Looking on another person's test or quiz
   b. Copying another person's homework or class work and turning it in as original
   c. Using electronic devices or other secretive methods to give or receive answers on a test or quiz
   d. Taking substantial information from another source, but not crediting the source
   e. Taking papers from the Internet, other publications, other individuals.
   f. Taking any test or part of any test to use or give to others

   Second offense of any violation will result in the student receiving a failure for the class, regardless of the level. Some classes, due to specific course of study, may have a plagiarism policy that allows the teacher to remove a student after the first offense.

2. **ANTI-HARASSMENT**

   The school prohibits the harassment, intimidation, or bullying of any student or staff member on school property or school sponsored events. Harassment, intimidation and bullying are defined as any intentional written, verbal or physical act directed towards another student that:

   a. causes mental or physical harm to the other student; and
   b. is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for another student.

   Discipline for any substantiated incidents of bullying, harassment, or intimidation will be prescribed in accordance with the appropriate section of the Student Discipline Code.

   The school also prohibits retaliation against any person who reports an incident, files a complaint, or otherwise participates in an investigation. Filing false charges is also prohibited and will result in appropriate disciplinary sanctions. Suspected retaliation should be reported in the same manner as bullying, harassment, and intimidation detailed below. Students should report incidents of bullying, harassment, or intimidation to the principal, assistant principal, teachers, or counselors. Complaints will be reported to the Complaint Coordinator, the Superintendent. The Superintendent will conduct a prompt investigation. The parents of any child involved in prohibited conduct will be notified and permitted to view any reports related to the conduct subject to laws governing student privacy. At the close of the investigation, a written decision, including any disciplinary action, will be made by the Superintendent.

The school believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment/bullying of other students, members of the staff, or any other individual is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment.

Conduct constituting harassment may take different forms, including but not limited to the following:

Sexual Harassment

Sexual harassment, may include, but is not limited to:

A. Verbal harassment or abuse
B. Pressure for sexual activity
C. Repeated remarks with sexual or demeaning implications
D. Unwelcome touching
E. Sexual jokes, posters, cartoons, etc.
F. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades or safety
G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another
H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history

Other Protected Forms of Harassment

A. Verbal

1. Written or oral innuendos, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or third party.
2. Conducting a "campaign of silence" toward a fellow student, staff member, or third party by refusing to have any form of social interaction with the person.

B. Nonverbal

Placing insulting or threatening objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or third party.

C. Physical Contact

Any intimidating or disparaging action such as hitting, pushing, shoving, or spitting on a fellow student, staff member, or third party.

Any student who believes that s/he is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the Corporation, or third parties should make contact with the school administration to make a report.

The student may make contact either by a written report, by telephone, or personal visit. During this contact, the reporting student should provide the name of the person(s) whom s/he believes to be responsible for the harassment and the nature of the harassing incident(s).

Each report received by a designated person shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required

by law or in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation.

The purpose of this provision is to:

A. Protect the confidentiality of the person who files a complaint
B. Encourage the reporting of any incidents of harassment
C. Protect the reputation of any party wrongfully accused of harassment

3. BULLYING

Bullying as defined in State law means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

(1) places the targeted student in reasonable fear of harm to the targeted student's person or property;

(2) has a substantially detrimental effect on the targeted student's physical or mental health;

(3) has the effect of substantially interfering with the targeted student's academic performance; or

(4) has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Any student who believes s/he has been or is currently the victim of bullying should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above.

This rule applies regardless of the physical location of the bullying behavior when the student committing bullying behavior and the targeted student attend School City of Hobart and extends to bullying through computer, computer system, computer network, or cellular telephone or other wireless or cellular communications device.

4. CAMERAS

Security cameras are utilized throughout the building and parking lot. The cameras are a tool to prevent and detect violations of the code of conduct. However, security cameras are mechanical pieces of equipment that occasionally malfunction and are limited by the line of sight and location in which they are mounted. As a result, not all areas of the building are covered at all times. Also, the cameras are not monitored at all times. If a

student observes an infraction, the student is asked to report the observation to the office immediately. The security camera system footage can only be viewed by school officials and law enforcement agencies.

5. **CARE OF BUILDING AND SCHOOL PROPERTY**
   Students are expected to exhibit pride in the appearance of and accept the responsibility for maintenance of their educational facility. Receptacles placed in halls and outside the building should be used for litter. Students involved in the damage of School City of Hobart property may be required to pay all costs for repair, cleaning, or replacement. Purposely writing on building or classroom materials, leaving trash in undesignated areas, using any type of material or item to cause destruction or messes will result in the appropriate disciplinary action. Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program.
   Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Behavior Standards.
6. **CLOSED CAMPUS**
   The school campus is closed, meaning all students remain on school grounds from the scheduled arrival until the time of scheduled departure. Students who leave school grounds without permission between scheduled arrival and departure times may be disciplined for violation of other school rules while off campus.
7. **CONSPIRACY**
   Students who plan or conspire with others on or off school grounds to implement any kind of action that could possibly harm, hurt, or injure others, or that would cause a disruption to the educational process, even if they do not carry out their plan, will be subject to disciplinary action including suspension and a request for expulsion.
8. **CRIMINAL ORGANIZATION ACTIVITY**
   The Corporation prohibits criminal organization activity and similar destructive or illegal group behavior on Corporation property, on buses owned by the Corporation or used to transport Corporation students, and at school-sponsored functions. The Corporation prohibits reprisal or retaliation against individuals who report criminal organization activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about an act of criminal organization activity and similar destructive or illegal group behavior.

   Definitions:

   A. "Criminal organization," as used in this policy, means a formal or informal group with at least three (3) members that specifically:
      1. either:
         a. promotes, sponsors, or assists in, or
         b. participates in, or
         c. Has as one of its goals; or
      2. requires as a condition of membership or continued membership the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery (I.C. 35-42-2-1).
   B. "Criminal organization activity," as used in this policy, means to:
      1. actively participate in a criminal organization;
      2. knowingly or intentionally commit an act:
         a. with the intent to benefit, promote, or further the interests of a criminal organization; or
         b. which is a felony or misdemeanor and would lead a reasonable person to

believe results in benefitting, promoting or furthering the interests of a criminal organization; or
c. for the purpose of increasing the person's own standing or position within a criminal organization;

3. knowingly or intentionally solicit, recruit, entice, or intimidate another person to join a criminal organization or remain in a criminal organization;
4. knowingly or intentionally threaten another person because the other person:
   a. refuses to join a criminal organization;
   b. has withdrawn from a criminal organization; or
   c. wishes to withdraw from a criminal organization; when engaged in by a student who attends a Corporation school.

Procedures for Reporting Suspected Criminal Organization Activity

Students and parents should report a suspected incident of criminal organization activity to the principal. The principal and the school safety specialist may take appropriate action to maintain a safe and secure school environment.

9. DANGEROUS SITUATIONS

Students who place themselves or others in danger of injury by violating safety policies or violating common decent behavior standards may receive a disciplinary consequence. Examples include verbal and physical pranks, which may include: playing pranks, pushing, shoving, horseplay, tripping, throwing an object, etc.

10. DISRESPECT TOWARD OTHERS

All students are to show respect to teachers, administrators, support staff, students, and visitors at all times. Profanity, threatening remarks, posturing, and obscene or offensive language or gestures by students directed toward a staff member are not allowed.

11. DISRUPTIVE BEHAVIOR

Knowingly interfering with school purposes or inducing another student to do so will not be tolerated. Intentional making of noise or acting in any manner so as to interfere with any teacher's ability to conduct the educational function under his/her supervision will not be accepted.

12. DISRUPTIVE ITEMS

Possession or use of any items that could be considered disruptive to the educational process (including but not limited to: squirt guns, balloons, playing cards, whistles, skateboards, laser-type devices, etc.) is prohibited.

13. DRUGS AND ALCOHOL

The use, consumption, possession, or transmission, including by sale, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, synthetic drug, alcoholic beverage, intoxicant or depressant of any kind, including but not limited to over-the-counter medications and substances, any capsule or pill, look alike drugs, nonalcoholic beer, inhalant, or intoxicant of any kind, as well as any apparatus or paraphernalia used or which could be used in connection with the listed substances is prohibited. Consuming any of the listed substances immediately before attending school, a school function or event is prohibited. Using, consuming, possessing, transmitting, or being under the influence of any of the items listed above by any student while subject to school rules is prohibited. Selling and/or distribution of the items listed above is prohibited. Any student who arranges to sell or buy drugs at school (even though the actual transaction occurs off school grounds) will be subject to discipline. Law enforcement may be notified.

14. **EMERGENCY SYSTEMS**
Giving or setting false fire alarms, false smoke alarms, bomb threats, or tampering with fire equipment or other emergency system is prohibited. Possessing and/or igniting explosives or incendiary devices of any kind is prohibited.

15. **EXTORTION**
Extortion is the attempt to obtain property; services or benefits from another induced by wrongful use of actual or threatened force, violence, fear or coercion, or false pretense. Extortion on the part of any student or students is prohibited.

16. **FALSE REPORTING**
False reporting of another student's conduct is a violation of the code of conduct and will result in any appropriate disciplinary action or sanctions. False reporting incudes a situation when a student makes a report knowing or having reason to believe that the information is not true. It could also be a situation where the reporting student leaves important information out of the report or gives misleading information. A student who makes a report in good faith based on information the student does not know to be false, is not committing false reporting.

17. **FIELD/STUDY TRIPS**
Attendance on school field trips is a privilege. Teachers conducting field trips have the option of approving student attendance. Students lacking in the following areas may not be allowed on the trip:
    - Classroom Academic Performance: grades, daily classroom preparation, completion of assignments, and test scores.
    - Classroom Behavior: tardiness, truancy, attitude, and classroom disruptions.
    - Attendance: total absences to school – excused/unexcused, truancy

    Students are responsible for obtaining and completing all missed work. When students travel on school sponsored trips they represent their community and school. All school rules apply on field trips in addition to trip-specific rules enforced by staff chaperoning the trip.

18. **FIGHTING**
A student who takes any physical action toward another individual is considered a participant in a fight. This includes pushing, shoving, horseplay, and purposefully slamming or running into other individuals. Any student who participates in a physical altercation while being transported to or from home to school, at school, or at a school related/sponsored activity may be subject to discipline and possible referral to law enforcement. Any student(s) who physically participates in an existing fight may be subject to discipline. Students who fail to comply with staff member's instructions to stop fighting or using physical violence when staff members attempt to physically intervene to stop the fighting will be subject to discipline. Physically assaulting a staff member will result in discipline and referral to law enforcement. Students are prohibited from videotaping or otherwise recording fights and other altercations.

19. **FIREARMS and DEADLY WEAPONS**
No student may possess, handle or transmit any object which can reasonably be considered a weapon including, but without limitation, a knife or a firearm, on school premises or at school related functions. This rule includes any type of firearm and/or deadly weapon stored in a student's car parked on school property. Violation of this rule banning the possession of weapons or destructive devices on school premises shall constitute grounds for suspension and/or request for expulsion. Violators of this policy shall also be subject to referral to law enforcement.
The following devices are considered to be a firearm under this rule:

- Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
- The frame or receiver of any weapon described above
- Any firearm muffler or firearm silencer
- Any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device.
- Any weapon which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter
- Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled
- An antique firearm
- A rifle or a shotgun
- For purposes of this rule, a destructive device is:
    - An explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above
    - A type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or

Possession of a Deadly Weapon

- No student shall possess, handle or transmit any deadly weapon on school property
- The following devices are considered to be deadly weapons
    - A weapon, Taser or electric stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
    - An animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.

Possession of a Knife

(a) As used in this section, "knife" means an instrument that consists of a sharp edged or sharp pointed blade capable of inflicting cutting, stabbing, or tearing wounds.

(b) The term includes a dagger, dirk, poniard, stiletto, switchblade knife, or gravity knife.

20. FORGERY AND/OR ILLEGAL POSESSION OF OFFICIAL DOCUMENTS AND RECORDS

Possession or forgery of official documents or records such as final exams, unit tests, chapter tests, assessments, quizzes, teacher textbooks, teacher grade books, passes, interim reports, off campus permits, office request passes, student passes, etc. is prohibited. Forgery includes but is not limited to falsifying signatures and impersonation of phone calls of parents, staff members, physicians, or other persons.

21. **GAMBLING**
Students are prohibited from possessing gambling devices at school and shall not engage in any form of games of chance or gambling for money and/or objects of value at any time during school or during any school activity.

22. **HABITUAL OFFENDER**
Habitual misbehavior of any kind may lead to progressive disciplinary consequences up to and including expulsion.

23. **HALLWAY BEHAVIOR**
As students pass to class or move through the corridors before school, at lunch time, or after school, hallways will be used in a manner that allows everyone unobstructed passage. Students choosing to stop and talk must move to the side of the hallway. Students are expected to be courteous and speak at an appropriate volume.

24. **ILLEGAL AND PROHIBITED OBJECTS**
The possession and/or use of any weapon, item, object, or substance that is considered illegal, is a hazard to persons, or interferes with the educational process is prohibited. Prohibited items include but are not limited to:
    - weapons, including firearms, pneumatic guns, knives, small knives, toy knives, blades, toy guns, squirt guns, razors, clubs, brass knuckles, other blunt striking devices, projectile devices
    - exploding devices including bombs, ammunition and fireworks either burning or exploding
    - chemical spraying agents or any other device that can deliver a projectile or blunt impact to a person and cause injury.
    - Look-alike items that may be used to threaten or intimidate others. "Lookalike" means any device or object, made of wood, plastic, metal or any other material, which is a replica, facsimile, or toy version of, or is otherwise recognizable as a firearm or other weapon, or might reasonably be perceived to be a weapon.

    Students are also prohibited from possessing, electronic laser pointers, alcohol, tobacco products, organic drugs, electronic cigarettes, any electronic smoking device, products containing nicotine, and drugs and other controlled substances as outlined by other policies. Possession and/or use of such items may result in suspension and/or expulsion and referral to law enforcement.

25. **INSUBORDINATION**
Students are to follow all instructions and directions, written and verbal, given to them by teachers, administrators, and other staff members. Refusal to follow the instructions or directions of any staff member constitutes insubordination. Repeated violation of any rule constitutes insubordination. In the event that a student does not agree with instructions or directions given by a staff member, the student will carry out the instructions or directions to the best of his/her ability and request a review of the actions at a later time.

26. **KNOWLEDGE OF DANGEROUS WEAPONS OR THREATS OF VIOLENCE**
Because the Board of School Trustees believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.

27. **LEWD, INDECENT, OFFENSIVE BEHAVIOR, PORNOGRAPHIC MATERIALS, or SEXTING**
Any behavior offensive to common propriety or decency, including, but not limited to, "mooning," indecent exposure, offensive touching, possession, distribution or display of obscene or "hate" material or similar behavior will result in disciplinary action. Possession of nude photos of underage individuals or any student, including but not

limited to within electronic devices, will result in the incident being reported to Child Protective Services or local law enforcement. Distribution of an intimate image is a violation of IC 35-45-4-8. Indecent display by a youth is a violation of IC 35-45-4-6.

28. LOITERING AND NO-LOITERING ZONES

Students who are not directly supervised by a staff member during after school hours are not to be roaming the school without supervision.

29. OBSTRUCTING A SCHOOL INVESTIGATION

Any student who knowingly gives false information, or intentionally fails to give information in an investigation conducted by a school administrator may receive disciplinary action.

30. PATRIOTIC OBSERVANCE

Patriotic and respectful behavior is expected of all students during the school day and while attending any civic or school activity. The school will provide a daily opportunity for students to voluntarily recite the Pledge of Allegiance. A student is exempt from participation in the Pledge of Allegiance and may not be required to participate in the Pledge if the student chooses not to participate or if the student's parent chooses to have the student not participate. State law requires that each classroom will establish a daily moment of silence. Students choosing not to participate in the pledge or the moment of silence are expected to remain silent and respectful during these periods. Students that are in hallways during the pledge or moment are expected to stop and be respectful during this period.

31. PUBLIC AFFECTION

Students are expected to use moderation concerning their affectionate expressions toward others while in school or at a school function. Holding hands in the halls is not considered objectionable or immoderate, but petting or kissing will not be tolerated. Engaging in sexual behavior on school property or at any function related to School City of Hobart is not permitted.

32. RETALIATION

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of unauthorized conduct or violations of the code of conduct, is prohibited and will not be tolerated.

33. SECURITY THREAT

Any harmful threat, or threatening action (including threats with bombs, destructive devices and/or guns) by a student verbally, physically, or electronically will not be tolerated.

34. SLEEPING

Sleeping or placing ones head on the desk is prohibited throughout the school day. Failure to comply with this rule will result in a progressive disciplinary consequence.

35. THEFT OF PROPERTY

Theft or attempted theft of school property or of possessions of another individual will result in disciplinary action and possible reimbursement for losses. In addition, the student may face prosecution by law enforcement. All thefts should be reported to Administration as soon as possible.

36. THREATS

Threatening (whether specific or general in nature) injury to persons or damage to property, regardless of whether there is a present ability to commit the act is a violation of school rules. This includes the possession of a threatening or intimidating statement in written or any other form which may intentionally or unintentionally come into another student's or staff member's possession. Violation of this rule will result in disciplinary action. Serious threats will also result in the notification of law enforcement.

37. TOBACCO/VAPING

Any use or possession of tobacco or vapor materials, any nicotine product, or smoking paraphernalia (lighter, matches, oils etc.) is prohibited at all times, at all school functions, and in all areas of the school property. Tobacco is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product; spit tobacco known as smokeless, dip, chew, nicotine pouch and snuff, in any form; and all electronic nicotine delivery systems (ENDS) such as e-cigarettes and vape and hookah pens. Any materials that test or prove to be a drug, including but not limited to THC cartridges, and the associated paraphernalia will fall under the DRUGS AND ALCOHOL section of the Code of Conduct.

38. TRESPASSING

Administration may order a person who causes a disturbance or who interferes with the educational process to leave the premises and authorize law enforcement officers to remove persons who do not comply with such request. A student who is currently suspended out of school, expelled, or withdrawn will be considered to be trespassing if on school property at any time including during school hours or at school activities.

39. UNAUTHORIZED AREAS

Students are not to be in areas of the building, classrooms, and hallways without a staff member or their expressed permission. Students are expected to have a valid pass whenever out of a classroom during class time. Students are not permitted in their cars or in the parking lot at any time except to park on arrival, use of off-campus pass, or dismissal. Unauthorized areas include all areas of the school or school grounds that are unsupervised, such as hallways during lunch and parking lots.

40. UNLAWFUL ACTIVITY

A student may be suspended or expelled for engaging in activity in violation of local, state, or federal law, on or off school grounds if:

a. the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function; or
b. the student's removal is necessary to restore order or protect persons on school property; including an unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

Juvenile and adult arrest information provided by local police departments and/or court systems will prompt a school investigation. The results of this school investigation may result in disciplinary consequences.

41. USE OF AN OBJECT AS A WEAPON

Any object that is used to threaten, harm, or harass another individual may be considered a weapon. This includes, but is not limited to padlocks, pens, pencils, laser pointers, jewelry, etc. Injury to another individual may result in a report to the police as well as discipline by the school.

42. VERBAL CONFRONTATIONS/EXCHANGES

Any student who engages in confrontations or inappropriate exchanges with staff or other students will be subject to disciplinary consequences.

43. ADDITIONAL ITEMS

A written document cannot provide for all contingencies that could or might occur during the course of a school year any more than it can anticipate every eventuality that might arise in any of the areas covered in this handbook. Therefore, the School City of Hobart Administration has the right to take appropriate action when dealing with items, issues and situations, etc. not outlined in this handbook, and in doing so, apply any reasonable and appropriate disciplinary measure(s) when needed to prevent interference with an education function or school purpose.

Enforcement of Student Behavior Standards and Code of Conduct

1. The behavior standards and the Code of Conduct will be enforced by school administrators, teachers, teacher aides, bus drivers, and any other adult authorized by the school to supervise students.
2. The objectives of the enforcement of these standards and the Code of Conduct are:
    a. To protect the physical safety of all persons and prevent damage to property
    b. To maintain an environment in which the educational objectives of the school can be achieved
    c. To enforce and instill the core values of the School City of Hobart and its school community
3. The seriousness of the offense and the nature and extent of any discipline utilized to enforce the student behavior standards and the Code of Conduct will be determined by:
    a. The nature and extent of any potential or actual injury, property damage or disruption
    b. The student's prior disciplinary history and the relative success of any prior corrective efforts.
    c. The willingness and ability of the student and the student's parents to participate in any corrective action
    d. The interest of other students in the school in an environment free from behavior that violates the school's behavior standards
    e. Any other aggravating or mitigating factor or circumstance including but not limited to zero tolerance policies.

Disabled students under IDEA or Section 504 shall be expelled only in accordance with Board Policy 2461 and Federal due process rights appropriate to disabled students. Students who qualify for service under IDEA or Section 504 may be expelled only after a manifestation determination has been held. Students receiving educational services at Eagle Park School through NISEC, will follow the Eagle Park Student Handbook.

A student who has been expelled may apply for reinstatement in accordance with guidelines which are available in the Principal's office.

Discipline

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules. The Board has also extended the authority for school administrators to impose discipline for unlawful activity by students that occurs on or off school property if the activity interferes with school purposes or the educational function of the school. This authority applies to unlawful activity that may occur on weekends, holidays, and other school breaks including summer recess. Ultimately, it is the Principal's responsibility to keep things orderly. In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Two types of discipline are possible, informal and formal.

Informal Discipline

Informal discipline takes place within the school. It includes but is not limited to:

- writing assignments;
- change of seating or location;
- before-school, lunch-time, or after-school detention;
- in-school restriction;
- removal from a class or activity.

Detentions

A student may be detained after school or asked to come to school early by a teacher, after giving the student and his/her parents one (1) days' notice. The student or his/her parents are responsible for transportation.

Removal

The teacher in charge of that class or activity when s/he poses a threat to a safe, orderly, and effective educational environment may remove a student from a classroom or an activity. Such removal may be from the classroom for an entire School day.

In-School Suspension - ISS

Each student shall arrive with sufficient educational materials to be busy for the school day. Any such suspension shall be in accordance with Corporation guidelines on suspension and expulsion. The following rules shall apply to In-School Suspension:

- Students are required to have class assignments with them.
- Students are not to communicate with each other unless given special permission to do so.
- Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
- Students shall not be allowed to put their heads down or sleep.
- No radios, cards, magazines, or other recreational articles shall be allowed in the room.
- No food or beverages shall be consumed.
- Students shall not be allowed to use the telephone or to go to their lockers.

Formal Discipline

Formal discipline removes the student from school. It includes suspension for up to five (5) school days and expulsion for the remainder of a semester or longer.

Suspension

The principal may deny a student the right to attend School and/or take part in any School function for up to a maximum of ten (10) consecutive school days.

Expulsion (I.C. 20-33-8)

A student may be expelled from attendance at The School City of Hobart for one or more semesters. Expulsion is preceded by suspension from school and a due process meeting. Repeated or severe violations of any rule of student behavior could result in a request for expulsion. Note: Since the possibility of additional violations to the SCOH Student Code of Conduct and Indiana Law may be discovered following the submission of the Request for Expulsion, the SCOH administration reserves the right to amend expulsion requests by adding or

deleting violations to the expulsion request, without prior notice, up to the date of the expulsion hearing.

Expulsion for Firearms Possession

Any student who is found to possess a firearm on school property shall be reported immediately to law enforcement officials. In addition, s/he shall be subject to expulsion for a period of one (1) year. A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion.

A. A firearm is defined as any weapon that is capable of or designed to or that may readily be converted to expel a projectile by means of an explosion.
B. A deadly weapon is defined as:
    1. A loaded or unloaded firearm
    2. A weapon, device, taser, laser (I.C. 35-47-8-3) or electronic stun weapon (I.C. 35-47-8-1), equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used is readily capable of causing serious bodily injury.

Due Process Code

Students are not to violate any provision of the Indiana Student Due Process Code (I.C. 20-33-8). See appendix A.

Search and Seizure

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of School Trustees, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent by school authorities.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated.

A. Use of Dogs

The Board authorizes the use of specially-trained dogs to detect the presence of drugs and devices such as bombs on school property. The dog may be allowed to examine school property such as lockers or students and items in their possession, but any search of a student's person will be based upon individualized reasonable suspicion in addition to any information resulting from the dog's examination.

B. Use of Breath-Test Instruments or Other Testing

The Principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever he/she has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage.

The student will be taken to a private administrative or instructional area on school property with at least one other member of the teaching or administrative staff present as a witness to the test. The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention. There is the possibility that a "false-positive" result could be obtained. If the student believes that the test is inaccurate he/she may request an immediate retest be administered by local law enforcement authorities. If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook. If a student refuses to take the test, he/she will be advised that such refusal is a violation of school rules and will subject the student to disciplinary action. The student will then be given a second opportunity to take the test.

C. Drug Testing

With reasonable suspicion, Administrators are authorized to arrange for the use of a drug screen or testing for the purpose of determining if a student is under the influence of an illegal or controlled substance.

D. Use of Metal Detectors

The Board authorizes the random search of all persons entering Corporation buildings, boarding or riding Corporation buses/vehicles owned by, or contracted for, the Corporation, entering Corporation property, attending events on Corporation property, attending school activities off site. Such searches may be conducted using walk-through or hand-held metal detectors as a part of a comprehensive program of safety and security.

Student Rights of Expression

A. In accordance with School Board Policy 5722 and Policy 9700, students have the right, protected by the First Amendment to the U.S. Constitution, to exercise freedom of speech. This includes the right to display, at reasonable times and places, written material, petitions, buttons, badges, or other insignia, except expression which:

1. is obscene to minors;
2. is libelous;
3. is pervasively indecent or vulgar;
4. advertises any product or service not permitted to minors by law;
5. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion, or ethnic origin);
6. presents a clear and present likelihood that, either because of its content or the manner of distribution or display, it will cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

Distribution or display of material in any of the above categories is prohibited on school premises or at any school-related event.

B. Materials may not be displayed or distributed during passing times between classes. Permission may be granted for display or distribution during lunch periods and/or before or after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

V. Student Activities

School Sponsored Clubs and Activities

Extra-curricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

Students who participate in athletic/sports-related clubs and activities are required to have an annual physical (completed after April 1st of the prior school year) on file with the school, prior to participating in the activity. This includes but is not limited to activities such as basketball, dodgeball club, girls on the run, etc. Please contact the school administrator/nurse if a deadline is missed.

Student participation in extra-curricular activities is a privilege. Students must follow all school rules to participate.

Non-School Sponsored Clubs and Activities

Non-school sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the school principal. The application must verify that the activity is being initiated by students, attendance is voluntary, no school staff person is actively involved in the event, that the event will not interfere with school activities, and that non-school persons do not play a regular role in the event. **School rules will still apply regarding behavior and equal opportunity to participate. No non-corporation sponsored organization may use the name of the school, or the school mascot.**

VI. Technology

Student Technology Acceptable Use and Safety

To utilize the district's technology, networks, e-mail and/or the Internet at school, students under the age of eighteen (18) must obtain parent permission and must sign and return the Acceptable Use Policy Acknowledgement Form. Students eighteen (18) and over may sign their own forms. Use of the district's technology, networks and the Internet is a privilege, not a right. The Corporation's Internet connection is provided for educational purposes only. Unauthorized and/or inappropriate use will result in cancellation of this privilege.

School City of Hobart considers technology integral to our learning environment and believes that it will only continue to grow in importance. In this age, students denied access to modern technology resources would be as unable to function in the learning environment as students denied books or pencils. Therefore, given that a wide variety of digital electronic devices and Internet-based technologies are utilized at all grade levels across the curriculum in support of teaching, learning, and assessing traditional and technology standards, given that many traditional resources are now available online only, and given our requirement and obligation as a school district to teach technology standards and digital citizenship, **the use of modern educational resources such as computers and the Internet is an acknowledged condition of enrollment at School City of Hobart.**

The Corporation provides network and Internet access, and other online services, to provide students with a wealth of global resources. These services are intended to enhance and reinforce the educational development of students in a digital era. Digital citizenship is a critical component to this development and will be taught throughout the curriculum.

A good digital citizen is one who obeys the rules and laws while using the Internet and digital technology, respects oneself and others in the digital space, and uses a digital presence to shape the digital world in a creative way.

The Corporation has implemented technology protection measures, which protect against (e.g. block/filter) Internet access to visual displays/depictions/materials that are obscene, constitute child pornography, or are harmful to minors. The Corporation also monitors online activity of students on the network in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that determined users may be able to gain access to information, communication, and/or services on the Internet that the School Board has not authorized for educational purposes and/or that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume the risk by consenting to allow their students to participate in the use of the Internet. **Students accessing the Internet through the school's computers assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the network and the Internet. Parents/Guardians are strongly urged to review and communicate with their child regularly responsible and appropriate use of the Internet.**

I. Respect and Protect

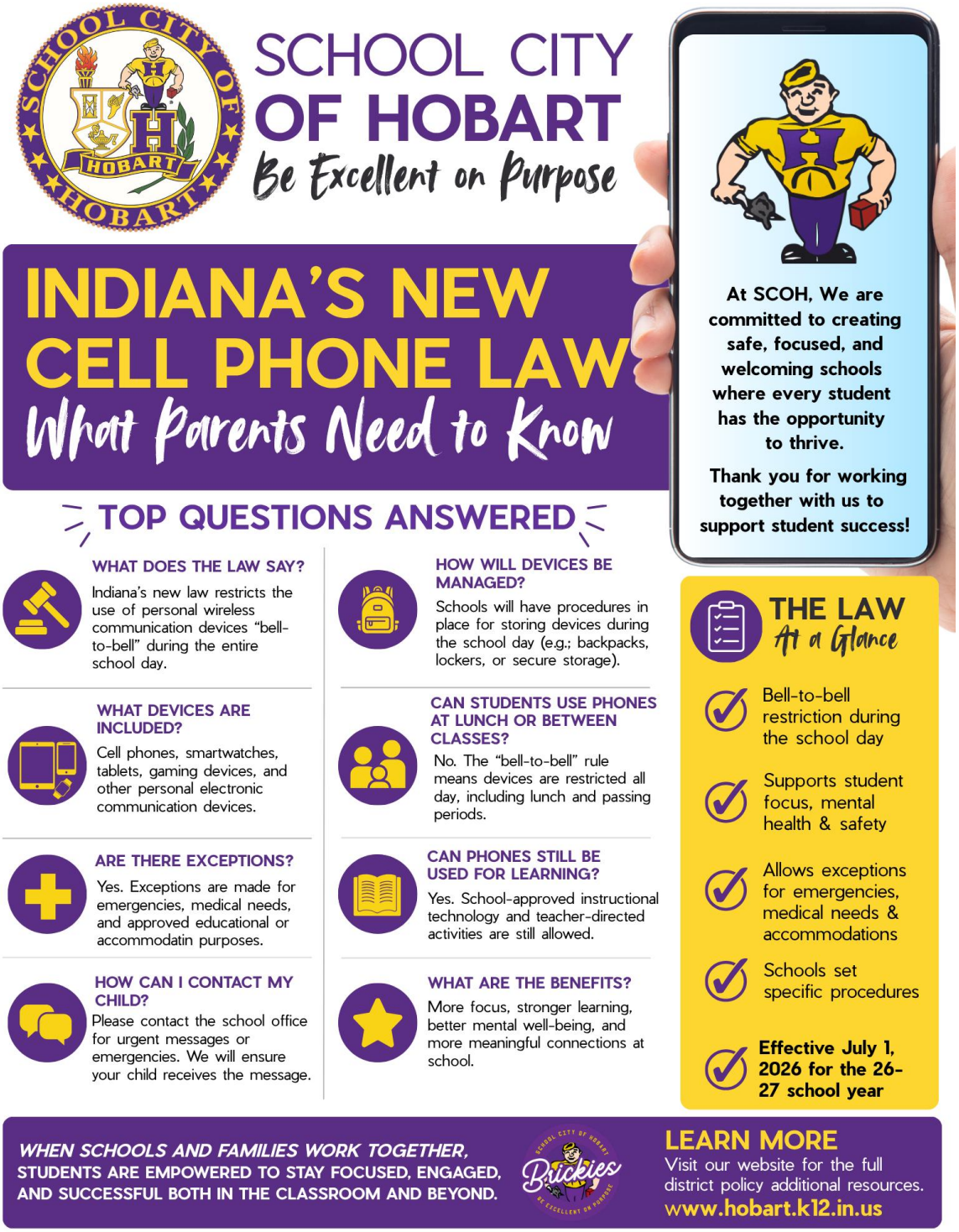
Digital citizens should respect and protect themselves and others while using the Internet. The following guidelines should always be followed online.

a. Respect
   - Follow the rules of web sites and online services when you visit or sign up.
   - Only put information online that is appropriate, including pictures and videos. **Remember, posting inappropriately online CAN affect your future.**

- Only visit appropriate web sites. If you wouldn't be comfortable showing the site to your family, then it isn't appropriate.
- Act sensibly and civilly when using social media. Do not "flame" or cyberbully, and always use acceptable language.
- Do not attempt to gain access to other people's information or private profiles. Respect privacy.
- Ask others for permission before posting pictures.

b. Protect
   - Avoid posting personal information online where anyone can see it.
   - Report cyberbullying immediately.
   - Set privacy settings on social media to limit who can access personal profiles and information.

II. Personal Communication Devices



A "personal communication device" or "PCD" is any portable wireless device capable of providing voice, messaging, or other data communication between two (2) or more parties. PCDs include, but are not limited to, computers, laptops, tablets, e-readers,

cellular or mobile telephones, smartphones, smartwatches, smart glasses, gaming devices, and other web-enabled devices of any type.

The "school day" means the entirety of the time a student is present on school property for a student instructional day.

A "school-sanctioned personal communication device" is a PCD that:

a. is owned by a student or third-party vendor;

b. is approved by the school for instructional use;

c. is required or permitted by the school for participation in classroom instruction;

d. is subject to school-managed network controls, filtering, or monitoring that restrict access to noninstructional content during the school day; and

e. is not a cellular telephone, gaming device, or smartwatch connected to a cellular telephone, cell tower, or the Internet.

PCD Use During the School Day

Students are prohibited from using a PCD while present on School Corporation property during the school day unless one of the following exceptions applies:

a. The student is directed by a teacher to use a Corporation-supplied PCD for educational purposes.

b. The use of the PCD is necessary to manage the student's documented medical condition pursuant to an order provided by a licensed health care provider.

c. The use of the PCD is included in the student's Individualized Education Program (IEP) or Section 504 Plan.

d. The use of the PCD is authorized by the Superintendent or the Superintendent's designee at the appropriate time during an emergency, as determined by the Superintendent or designee.

e. The use of the PCD is necessary for language translation to ensure access for an English language learner, using school-supplied PCDs or applications where available.

Storage During the School Day

Students may bring PCDs to school. Unless an exception applies, all PCDs must be powered off completely and stored during the school day. Placing a device in silent or vibrate mode does not satisfy this requirement. Students shall not access their PCDs during the school day unless an exception applies and shall follow all instructions regarding proper storage.

Students shall not use PCDs on a Corporation bus or other Corporation vehicle during the school day. When the school day concludes, or when a student leaves school property for the day before the conclusion of the school day, the student may retrieve the PCD from storage.

Use Outside the School Day

Students may use PCDs:

a. on Corporation property outside the school day;

b. during after-school or extracurricular activities at the discretion of the sponsor, advisor, or coach;

c. at school-related functions at the discretion of the sponsor, advisor, or coach;

d. while traveling to and from school on a Corporation bus or other Corporation vehicle; and

e. on a Corporation bus or other Corporation vehicle during school-sponsored activities outside the school day at the discretion of the bus driver.

PCD use is not permitted unless specifically allowed by these guidelines. PCD use that causes a distraction or disruption, interferes with the educational environment, or creates an unsafe environment may result in the loss of permission to use the PCD on Corporation property.

Restrictions on PCD Possession and Use

Only school-sanctioned PCDs may be used by students during the school day, subject to the requirements and exceptions stated above.

Students are prohibited from using PCDs, including devices equipped with cameras, in any location or circumstance where a reasonable expectation of personal privacy exists. Such locations and circumstances include, but are not limited to, gymnasiums, locker rooms, shower facilities, restrooms or bathrooms, swimming pools, and other areas where students or others may change clothes or be in any stage of undress. The Superintendent and building principals may designate additional locations or circumstances in which PCD use is prohibited.

A student who must use a PCD to manage healthcare or during an emergency should move to an area where a reasonable expectation of personal privacy does not exist unless the emergency prevents the student from leaving the area. A student who needs privacy to manage healthcare should locate an area where no other students are present.

Except when authorized by a teacher, administrator, IEP team or case conference committee, or Section 504 committee, students are prohibited from using PCDs to capture, record, or transmit the words, sounds, or images of any student, staff member, or

other person in school, before or after school, on Corporation property, during after-school activities, or at school-related functions. Capturing, recording, or transmitting another person's audio, photograph, or video without proper consent is considered an invasion of privacy and is prohibited.

Students may not use PCDs to access or view Internet websites that are otherwise blocked for students while at school, on Corporation property, or at a school-sponsored activity.

Students shall have no expectation of confidentiality regarding their use of PCDs while at school or on Corporation property, including school buildings, other Corporation facilities, and Corporation buses or vehicles.

Students shall not use a PCD in any manner that might reasonably cause another person to feel threatened, humiliated, harassed, embarrassed, or intimidated. Students are prohibited from using PCDs to transmit threatening, obscene, disruptive, sexually explicit, harassing, or disparaging material. Students are also prohibited from using PCDs to send, receive, share, view, or possess pictures, messages, e-mails, or other materials of a sexual nature. Such conduct may result in disciplinary action and shall be reported to law enforcement and the Indiana Department of Child Services when required.

Students are prohibited from using PCDs to capture, record, transmit, or receive test information or other information in a manner constituting fraud, theft, cheating, or academic dishonesty.

When PCD use is permitted, the device must be placed in silent mode and stored out of sight when directed by an administrator, teacher, sponsor, advisor, coach, or bus driver. When PCD use is prohibited, the device must be powered off completely and stored out of sight.

Enforcement

Possession of a PCD at school is a privilege that may be forfeited by a student who violates these guidelines or otherwise misuses the device.

Violations may result in disciplinary action and/or confiscation of the PCD. Discipline may be imposed on an escalating scale, ranging from a warning through expulsion, based upon the number of prior violations and the nature or circumstances of the violation.

For minor violations, a confiscated PCD may be marked in a removable manner with the student's name and maintained in a designated area in the teacher's classroom until the end of class or the school day, as appropriate. A PCD may also be secured in the building's central office until it is retrieved by the student's parent or guardian.

If a violation involves potentially unlawful activity, the PCD may be turned over to local law enforcement. The building principal shall refer matters involving illegal activity or

suspected child abuse to local law enforcement or the Indiana Department of Child Services, as applicable.

School officials will not search or otherwise tamper with a confiscated PCD unless they reasonably suspect that a search is necessary to discover evidence of a violation of law or school rules. Any search shall be conducted in accordance with Policy 5771 – Search and Seizure.

Students who commit multiple violations may lose the privilege of bringing a PCD to school for a designated period of time or permanently.

Any person who discovers a student using a PCD in violation of these guidelines shall report the violation to the building principal, facility administrator, or Superintendent.

Student Responsibility

Students are personally and solely responsible for the care and security of their PCDs. The Corporation, Board, administrators, teachers, and agents assume no responsibility for the damage, theft, loss, misuse, or unauthorized use of a PCD brought onto Corporation property.

Parents/Guardians are advised that students are prohibited from using personal communication devices during the school day unless an exception stated in Section II applies. Parents/Guardians should contact the school office when communication with a student is necessary during the school day so that school personnel may assist the student as appropriate.

III. Social Media Use

The use of social media, including but not limited to blogs, online forms, wikis, social media sites, etc., may occur in the classroom for educational purposes. Users of social media are digital citizens and should follow the guidelines outlined for being a responsible user. Students must follow the Student Code of Conduct when using social media and the following rules.

a. **Social media should only be used when instructed by a classroom teacher or building principal.**

b. Never post material that is obscene, objectionable, inappropriate and/or harmful to minors, or that threatens, defames or harasses any individual or group of people.

c. Never post confidential information about any person or yourself. If any personal information is shared, consider that information to be public for anyone to see.

d. Never post false information or information as another user.

e. Never post information that violates privacy, intellectual property, or copyright.

IV. Bullying/Harassment

Students are prohibited from using a PCD and/or the Internet in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying. This applies when a student is on school grounds immediately before or during school hours, immediately after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity, function, or event; traveling to or from school or a school activity, function, or event; or, using property or equipment provided by the school. Additionally, this applies regardless of the physical location when:

a. the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending the school within the Corporation; and

b. the bullying behavior results in a substantial interference with school discipline or an unreasonable threat to the rights of others to a safe and peaceful learning environment.

Any person who discovers a student in possession or using a PCD in violation of this policy, or using the Internet in a way that violates this policy, is required to report the violation to the building principal.

Parent/Guardians are advised that communication through wireless communication devices with their child is not permitted during instructional time. Parents are encouraged to notify the office for emergency situations in order for the school to assist the children when necessary.

Students may not communicate with their parents through wireless communication devices during instructional time.

V. Artificial Intelligence

As an emerging technology, Artificial Intelligence (AI) has the potential to revolutionize how we teach and learn. School City of Hobart is committed to using AI ethically and in alignment with our vision and mission to meet students' needs. AI rules are defined as an app and service in policy and outlined below.

AI Tools & Systems

- AI Output Review: Always review and critically assess outputs from AI tools before submission or dissemination. Staff and students should never rely solely on AI-generated content without review.

- Bias and Misinformation: Be aware that AI-generated content may possess biases or inaccuracies. Always verify AI-produced results using trusted sources before considering them in academic work.
- Safety & Respect: Users must not use AI tools to create or propagate harmful, misleading, or inappropriate content.
- Transparency: Any use of AI to aid assignments, projects, or research must be declared.
- Usage: Misuse or malicious use of AI technologies will lead to disciplinary action.

AI Data & Privacy

- Data Collection: Parents, guardians, and students will be informed of specific data collection initiatives, and where applicable, consent will be sought. All AI-driven data collection will adhere to local data protection regulations and best practices.
- Third-Party AI Tools: The school's approved list of AI tools should always be consulted. Unauthorized AI tools might not adhere to data privacy standards and laws.
- Personal Information: Staff and students should never input personal, sensitive, or confidential data into any AI system without prior authorization, including any data related to student education records.

AI Assistance & Academic Integrity

- Academic Standard and Authorized Use: Students are expected to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI tools, and they should ask their teacher(s) when they have questions and/or need assistance. Students may use AI tools for academic purposes when specifically and clearly permitted by their teacher(s). The use of AI must be disclosed properly and cited in accordance with the established guidelines and not be employed to undermine authentic learning or learning objectives for the course or assignment. If a student has any questions about whether they are permitted to use AI tools for a specific class assignment, they should ask their teacher(s).
- Assessments: AI tools may be used as a tutor or studying assistant to prepare for assessments, such as exams or quizzes, but not in the context of completing exams or quizzes unless explicitly stated.
- Assignments: Teachers are responsible for clarifying appropriate or prohibited uses of AI tools. Teachers might allow the limited use of generative AI on entire assignments or parts of assignments. They should articulate why they do not allow its use in other assignments or parts of assignments. Students are expected to follow the rules outlined by their teachers regarding the use of AI for assignments.

- Bias & Critical Thinking: Teachers and students alike should critically evaluate AI-generated content for potential biases or inaccuracies and understand the limitations of AI and the importance of cross-referencing with trusted sources.

- Citations: Students should always check with the instructor before using AI for coursework. If students use AI tools for course assignments, academic work, or other forms of published writing, special attention should be given as to how to acknowledge and cite the output of those tools in the work.

- Plagiarism: Students are expected to follow the rules outlined by their teachers regarding the use of AI for assignments. AI tools may be used for brainstorming or preliminary research, but using AI to generate answers or complete assignments without proper citation or passing off AI-generated content as one's own is considered plagiarism. Ethical use is expected.

- Academic Misconduct and Consequences: Unauthorized use of AI tools will be considered a form of plagiarism, unauthorized collaboration, or misrepresentation of AI-generated content as original work, and any student found using these tools without permission or in a prohibited manner will be disciplined in accordance with the Student Handbook or Policy 5500 – Student Conduct. AI-detection results shall not serve as the sole basis for a finding of academic dishonesty without additional corroborating evidence or student inquiry.

Expectations for Responsible Artificial Intelligence (AI) Use

- Students are prohibited from inputting Personally Identifiable Information (PII), defined in Policy 7540.09 – Artificial Intelligence ("AI"), confidential student or staff data, or any non-public school records into any AI tool or service that has not been explicitly approved and contracted by the Corporation.

    - Personally Identifiable Information (PII) is private information that identifies a person, such as a name, address, student ID number, grades, school records, or health information.

- Students are prohibited from using AI to bully, harass, threaten, impersonate, or distribute deceptive or harmful content, including deepfake or synthetic media that falsely depicts another person.

- Any student suspected of using AI to create a synthetic intimate image will be referred to law enforcement in addition to any disciplinary action imposed by administration. Synthetic intimate image means an image generated using technological means that uses an identifiable person's face, likeness, or other distinguishing characteristic to depict an intimate representation of that person, regardless of whether the representation includes components that are artificial, legally generated, or generally accessible, and that is so realistic that a reasonable person would believe it depicts the conduct of the identifiable person.

- Students may not use AI or other technology to create a fake nude, sexual, or otherwise intimate image that appears to show a real, identifiable person. This rule applies even when the image is partly or entirely computer-generated and the person never posed for or consented to the image.

SCHOOL CITY OF HOBART · BE EXCELLENT ON PURPOSE

Brickie AI Levels

· KNOW YOUR LEVEL · USE AI RIGHT · OWN EVERY DECISION ·

💡 WHAT IS KHANMIGO?

- **Khanmigo is powered by generative AI — built on OpenAI's ChatGPT-4 and customized by Khan Academy to act more like a tutor than an answer machine.**
- **It's designed to ask you questions and guide your thinking — not just hand you the answers.**
- **It's a tool for learning — so you can use it to prepare for tests, real projects, and your future — college, careers, and beyond.**

⚠
- ⚠️ Khanmigo is the district's approved AI tool. Using it still counts as AI use.
- Your teacher will always tell you the AI Level for each assignment. Follow it exactly — every time.
- No other AI tools are allowed unless your teacher names them for that specific assignment.
- AI is here to help you learn — not to think for you or do the work for you.
- Be ready to show your thinking and explain your choices. That's what ownership looks like.
- Every assignment will include four things: AI Level · Approved Tool · Proof Required · Full or Part of Assignment.

① THINK IT.

Your brain goes first — every time. Before you open any AI tool, write down your ideas, make a plan, or try the problem yourself. AI is never your starting point.

② SHOW IT.

Keep track of your work as you go — notes, drafts, sketches, screenshots. If your teacher asks 'how did you do this?' you should be able to show them.

③ OWN IT.

Every choice you make is yours to explain. If AI helped, you need to know what it did, what you changed, and why. You are responsible for everything you turn in.

🧱 THINK IT. SHOW IT. OWN IT.

- Before you turn anything in, ask yourself: Did I do the thinking? Can I show how I got here? Can I explain every choice I made? If yes to all three — you're good.
- What proof might look like: notes or a rough draft · sketches or a plan · screenshots of your work · a quick conversation with your teacher. Your teacher will tell you what they need.

When in doubt — ask your teacher BEFORE you use AI. Not after.

- ⚠️ Using AI without permission is cheating — and it has the same consequences as any other kind of cheating.
- 🔒 Never type your full name, student ID, or any personal information into any AI tool — including Khanmigo. If you're not sure what's okay to share, ask your teacher first.

SCHOOL CITY OF HOBART · BE EXCELLENT ON PURPOSE

The 4 Brickie AI Levels

· KNOW YOUR LEVEL · USE AI RIGHT · OWN EVERY DECISION ·

LEVEL 0 — NO AI

✏️ **YOU DO**

- All thinking, all work, and all problem solving — in every subject.
- No shortcuts — your ideas, your words, your effort.
- This level shows what YOU can do on your own.

🚫 **AI MAY NOT**

- Be used at all — zero exceptions.
- No AI tools of any kind — this includes Khanmigo, ChatGPT, Gemini, Grammarly, Gauth, Snapchat AI, Google Lens, Copilot, and any other AI tool, named or not.

🏆 **OWNERSHIP**

- 100% yours — your thinking, your words.

📋 **PROOF**

- Teacher may ask you to explain your work.
- Be ready to talk through how you got your answer.

LEVEL 1 — AI AS TUTOR

✏️ **YOU DO**

- Do the work yourself first.
- Use AI only to help you understand — not to do the work.

✅ **AI CAN**

- Explain concepts or ideas.
- Give practice questions.
- Help you find where you're stuck.
- Ex: "Explain this concept to me" or "Give me practice problems on this topic."

🚫 **AI CANNOT**

- Write, edit, or finish your work.
- Give you answers to turn in.
- ⚠️ **Khanmigo IS AI. Any tool your teacher approves also counts as AI use. Using a tool not named by your teacher for this assignment is not allowed.**

🏆 **OWNERSHIP**

- Everything you turn in is yours alone.

📋 **PROOF**

- Teacher may ask you to explain your work.

LEVEL 2 — AI AS COACH

✏️ **YOU DO**

- Finish your work first — then ask AI for feedback.
- You decide what feedback to use and what to ignore.

✅ **AI CAN**

- Give feedback on your work.
- Point out unclear parts.
- Suggest improvements.
- Ex: "What could I improve in this work based on the rubric?" or "Where is my argument or explanation unclear?"

🚫 **AI CANNOT**

- Write or rewrite your work.
- Make decisions for you.
- ⚠️ **Khanmigo IS AI. Any tool your teacher approves also counts as AI use. Using a tool not named by your teacher for this assignment is not allowed.**

🏆 **OWNERSHIP**

- AI suggests — you decide.
- Explain every change you made.

📋 **PROOF**

- Required.
- Show original work + AI feedback.
- Explain what you changed, revised, or rejected and why.

LEVEL 3 — AI AS THINKING PARTNER

✏️ **YOU DO**

- You are in charge — AI works with you, not for you.
- Write your own prompts.
- Evaluate what AI gives you — don't just accept it.

✅ **AI CAN**

- Generate ideas or examples.
- Offer different perspectives.
- Help you brainstorm or plan.
- Ex: "Give me 3 different perspectives on this topic" or "What are some ways to approach this problem?"

🚫 **AI CANNOT**

- Make choices or decisions for you.
- Replace your voice or judgment.
- ⚠️ **Khanmigo IS AI. Any tool your teacher approves also counts as AI use. Using a tool not named by your teacher for this assignment is not allowed.**

🏆 **OWNERSHIP**

- Every final decision is yours to defend.

📋 **PROOF**

- Required.
- Show your prompts + AI feedback.
- Explain what you changed, revised, or rejected and why.

📋 HOW YOUR TEACHER MIGHT CHECK YOUR WORK

- Your teacher may check in on your work before it's finished — not just when you turn it in. That's normal! It helps them see your thinking, not just what you turned in.
- Proof of your thinking might look like: notes or a first draft · a sketch or plan · screenshots of your work · talking with your teacher about what you did and why.
- Remember: the goal isn't to catch you — it's to make sure the work is really yours. If you used AI and your teacher said it was okay, be ready to explain what you asked, what it gave you, and what YOU decided to do with it.

Skyward Family Access

The School City of Hobart encourages students and parents to use the online Skyward Family Access system. This system allows parents and students to:

- Check Grades
- Note attendance
- Review class schedules
- Confirm assignments
- Inspect discipline reports

Parents are encouraged to take an active role in monitoring and discussing their child's grades and progress. This is an opportunity for students to take responsibility for their own learning. If you need help accessing the Skyward Family Access system, please contact the Technology Department Secretary at 219-942-1388 for more information.

Chromebook Protective Case

Students will receive a Chromebook and a protective case for their Chromebook. Chromebooks must remain in the protective case at all times. Chromebook insurance may be invalid if the Chromebook is not kept in the protective case.

VII. Transportation

Bus Transportation to School

The school provides bus transportation for all students who live farther than one half mile from the school. Homeless students are eligible to receive transportation services. The bus schedule and route is available by contacting the Transportation Director or Administrative Assistant at 947-2413.

Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, as approved by the Principal.

Families are encouraged to use the Here Comes the Bus app which uses GPS to let users know when the bus is approaching the bus stop.

Bus Conduct

In the interest of safety, students are expected to abide by all school rules and regulations on school buses and at bus stops. It is the duty of the bus drivers to safely transport children, just as it is the duty of parents to acquaint children with the type of behavior required, and to insist that they behave while riding the bus. It is a privilege for a student to have bus service, and this privilege is retained by obeying the established rules.

School City of Hobart maintains the legal right to discipline school children who are being transported by the corporation. Students who do not follow the rules may have their riding privileges suspended.

Students who are riding to and from school on transportation provided by the school are required to follow basic safety rules. This applies to school-owned buses as well as any contracted

transportation that may be provided. The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety.

The following behaviors are expected of all students:

A. Prior to Loading

Each student shall:

1. be on time at the designated loading zone (5 minutes prior to scheduled stop)
2. stay off the road at all times while walking to and waiting for the bus
3. line up single file off the roadway to enter, remain in line until the bus arrives
4. not disrupt or harm property surrounding the bus stop in any manner
5. keep your hands, feet, and other objects to yourself
6. not play games, or with toys or other objects
7. use an inside voice
8. leave the snow alone
9. wait until the bus is completely stopped before moving forward to enter
10. refrain from crossing a roadway until the bus driver signals it is safe to do so
11. go immediately to a seat and be seated (if you have an assigned seat, you must sit there). It is the parents' responsibility to inform the bus driver when their student will not be boarding the bus. The bus will not wait.

B. During the Trip

Each student shall:

1. remain in one seat, or their assigned seat if they have one, for the duration of the trip, unless the driver instructs them to move to a different seat
2. keep head, hands, arms, legs, and objects inside the bus at all times
3. not litter on the bus or throw anything from the bus
4. keep books, book bags/backpacks, coats, and all other objects out of the aisle
5. not bring skateboards, skates, rollerblades, bicycles, big boxes (including fundraising materials), large school projects, or any other items that unnecessarily take student seating space on the bus
6. be courteous to the driver and to other bus riders
7. not play games, cards, etc. (Elementary students are not to use electronic devices at any time on the bus. Devices should not be seen or heard. Chromebooks should be kept in book bags or backpacks.)
8. not tamper with the bus or any of its equipment
9. only put windows halfway down which is 3 notches or approximately 5 ½ inches when the weather is appropriate to do so and the driver allows
10. not possess any opened food or drink
11. use an inside voice
12. not talk while stopped at railroad crossings

C. Leaving the Bus

Each student shall:

1. remain seated until the bus reaches the student’s designated bus stop

2. cross the road, when necessary, at least twelve (12) feet in front of the bus, but only after the driver signals that it is safe
3. be alert to a possible danger signal from the driver

The driver will not discharge students at places other than their assigned stop near home or at school unless s/he has proper authorization from school officials.

Digital Video Recorders on School Buses

The School Board has authorized the installation of digital video recorders on school buses for the purposes of monitoring student behavior.

If a student is reported to have misbehaved on a bus and his/her actions were digitally recorded, the tape will be submitted to the Principal and may be used as evidence of the misbehavior. Since these recordings are considered part of a student's record, they can be reviewed only in accordance with Federal Law.

Penalties for Infractions

A student who becomes a behavior problem on the bus shall be disciplined in accordance with the Student Discipline Code and may be deprived of the privilege of riding on the bus.

VIII. Appendix

Appendix A – Student Due Process

Student Due Process

Code of Conduct, Responsibilities, and Procedural Rights

The following student code is primarily a statement of the code of conduct, responsibilities and procedural rights for students concerning discipline. While it relies heavily on Board Policy, it is not a restatement of that policy. For a complete text of the Board Policy on Students, each administrative office of the School City of Hobart (SCOH) has a copy of School Board Policy for review; and it is also available on the SCOH's website.

I. STATEMENT OF THE SCHOOL CITY OF HOBART

A. Purpose of Policy on Student Discipline.

The mission of the school to assist students in the transition to responsible adulthood requires instilling in students those mature habits of behavior required by a democratic society. The Board recognizes that the disruptive behavior of an individual student deprives other students of their right to a school conducive to learning and does not promote those habits. The Board also understands that children and young adults cannot always be held accountable to the strict standards of behavior demanded of adults.

Just as education must seek innovative methods to meet the educational needs of individual students, so must discipline policies permit those with authority over student behavior to find creative methods to instill those habits and serve the discipline needs of students. It is with understanding

of all these concerns that the Board of School Trustees adopts specific policies relating to student discipline. In addition, school handbooks reflect the regulations for individual buildings and may contain additional rules for student behavior, so long as they do not violate either the letter or intent of Board Policy.

B. Legislative Purpose. IC 20-33-8 *et seq*.

1. Student supervision and the desirable behavior of students in carrying out school purposes are the responsibility of a school corporation and the students of a school corporation.

2. In all matters relating to the discipline and conduct of students, school corporation personnel stand in the relation of parents and guardians to the students of the school corporation. Therefore, SCOH personnel have the right, subject to this chapter, to take any disciplinary action necessary to promote student conduct that conforms with an orderly and effective educational system.

3. Students must follow responsible directions of school personnel in all educational settings and refrain from disruptive behavior that interferes with the educational environment.

II. SCHOOL CITY OF HOBART GRANT OF AUTHORITY TO MAINTAIN DISCIPLINE

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the SCOH, school officials may find it necessary to remove a student from the school. In this event and in accordance with the provisions of IC 20-33-8-6 *et seq.*, the Board of School Trustees authorizes administrators and staff members to take the following actions:

A. Removal from Class or Activity. A teacher or administrator will have the right to remove a student from his/her class or activity for a period of up to one (1) school day if the student is assigned regular or additional work to be completed in another school setting.

B. A staff member with approval of the building Principal or his/her designee may remove a student from a school activity, function, event or class that he/she supervises or that is supervised by a teacher or another staff member.

C. Suspension from School – Principal. A school Principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to ten (10) school days.

D. Expulsion. In accordance with the due process procedures in this handbook, a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of violations listed in IC 20-33-8-16.

Note: In addition to the foregoing actions, school officials are authorized to take additional disciplinary actions, including but not limited to, counseling, conferencing, rearranging schedules, detention, restriction of activities, removal from transportation and removal from any activity or event in accordance with IC 20-33-8 *et seq.* and Board Policy. Some of these specific disciplinary alternatives are set forth in Indiana Code.

III. RULES OF STUDENT CONDUCT/GROUNDS FOR SUSPENSION AND/OR EXPULSION

A. Jurisdiction. The grounds for suspension or expulsion apply when a student is:

1. On school grounds immediately before, during or immediately after school hours and at any other time when the school is being used by a school group;

2. Off school grounds at a school activity, function, or event; or

3. Traveling to or from school or a school activity, function, event or during the lunch period.

While students may not be under the direct supervision of school officials during these periods, each student shall observe the rules of conduct set forth above and shall be subject to the prescribed punishment for such violations.

B. Grounds for Student Suspension and/or Expulsion.

The following are the grounds for student suspension or expulsion, subject to the procedural requirements of IC 20-33-8-14 *et seq*. and as stated by school corporation policy:

1. Student misconduct. *

2. Substantial disobedience. *

*The following specific acts set forth below are **examples of student misconduct and/or substantial disobedience**. The specific acts are in addition to or an extension of those listed in the Student Code of Conduct. These acts are prohibited and offenders will be subject to suspension and/or expulsion for such misconduct or substantial disobedience. The list of specific acts is not exhaustive and the SCOH does not limit its ability to discipline students for only the acts described herein:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, urging other students to engage in such conduct, or possessing any firearm, explosive, or other weapon. The following enumeration is illustrative of the type of conduct prohibited by this subdivision:

(a) Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.

(b) Blocking the entrance or exits of any school building or corridor or room in any school building with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.

(c) Setting, or attempting to set fire to, any school building or property.

(d) Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or of any lawful meeting or assembly on school property.

(e) Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the educational function under his/her supervision. This subsection shall not, however, be construed to make any particular student conduct a ground for expulsion where such conduct is constitutionally protected as an exercise of free speech or assembly or other right under the Constitution of Indiana or the United States.

2. Trespassing, vandalizing school property, causing or attempting to cause substantial damage to school property, stealing or attempting to steal school property of substantial value, or repeatedly damaging or stealing school property. Causing or attempting to cause substantial damage to valuable private property; stealing or attempting to steal valuable private property or repeatedly damaging or stealing private property.

3. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. It is the School Board's position that students must learn to deal with conflict in a mature manner. This includes learning alternative responses to physical confrontation.

Self-defense or reasonable action ***** undertaken on the reasonable belief ****** that it was necessary to protect some other person does not, however, constitute a violation of the provision.

*****For the purpose of this policy code, "reasonable action" shall mean the course of action which:

(a) Utilizes physical force only when non-physical alternatives (e.g. retreat, or notification of supervisory personnel) are not available; or

(b) Does not constitute the initiation of a physical confrontation.

(c) Does not utilize excessive force.

******For the purpose of this policy and code, “reasonable belief” shall be:

(a) Belief that no non-physical alternatives were available; and

(b) The student acts in a manner of a reasonably prudent person.

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

5. Knowingly possessing, handling, using, or transmitting a knife or any other object that can reasonably be considered a weapon. A student who must use a knife as part of an organized activity held by an organization that has been approved by the Principal of the school is exempt so long as the knife is used as a part of or in accordance with the approved organized activity.

6. Knowingly possessing, using, consuming, transmitting, selling or being under the influence of any narcotic drug, prescriptive drug for which the person in possession has no prescription, or unauthorized use of over-the-counter medication, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. A student who knowingly or intentionally delivers or finances the delivery of any substance, other than a controlled substance or a drug for which a prescription is required under federal or state law, that: is expressly or impliedly represented to be a controlled substance; is distributed ***** under circumstances that would lead a reasonable person to believe that the substance is a controlled substance; or by overall dosage unit appearance, including shape, color, size, markings, or lack of markings, taste, consistency, or any other identifying physical characteristic of the substance, would lead a reasonable person to believe the substance is a controlled substance; commits dealing in substance, a major rule violation. In any disciplinary proceeding brought under this section, it is not a defense that the person believed the substance actually was a controlled substance.

*****In determining whether representations have been made, or whether circumstances of distribution exist, the trier of fact may consider, in addition to other relevant factors, the following:

Statements made by the owner or other person in control of the substance, concerning the substance’s nature, use, or effect.

Statements made by any person, to the buyer or recipient of the substance, that the substance may be resold for profit.

Whether the substance is packaged in a manner uniquely used for the illegal distribution of controlled substances.

Whether the distribution included an exchange of, or demand for, money or other property as consideration; and the amount of the consideration was substantially greater than the reasonable retail market value of the substance.

C. Attempt to Violate above Rules

A student attempts to commit a school rule violation when the student knowingly engages in conduct that constitutes a substantial step toward violation of a school rule listed above. A student may be suspended and/or expelled for attempting to violate a school rule listed above. It is no defense that, because of a misapprehension of the circumstances, it would have been impossible for the student to commit the rule violation attempted.

D. **Expulsion for Firearms and/or Deadly Weapons**

1. Expulsion for firearms. Under IC 20-33-8-16, a student who is:

   (a) Identified as bringing a firearm to school or on school property; or

   (b) In possession of a firearm on school property; Notwithstanding other limitations, on suspension and expulsion in this policy, must be expelled for a period of one (1) calendar year, with the return of the student to be at the beginning of the first school semester after the end of the one (1) year period. The Superintendent will notify the prosecuting attorney of the offense. The Superintendent may on a case by case basis, modify the period of expulsion under this policy.

2. Expulsion for deadly weapon. Under IC 20-33-8-16, a student who is:

   (a) Identified as bringing a deadly weapon to school or on school property; or

   (b) In possession of a deadly weapon on school property; may be expelled for a period of not more than one (1) calendar year. A firearm is not considered a deadly weapon for this purpose.

3. A student with disabilities (as defined in IC 20-35-7-7) who possesses a firearm is subject to procedural safeguards of 20 U.S.C. 1415.

E. In addition to the grounds specified in of this policy, a student may be suspended or expelled for engaging in unlawful activity on or off school

grounds if:

1. The unlawful activity may reasonably be considered to be an interference with school purposes or an educational function; or

2. The student's removal is necessary to restore order or protect persons on school property; including an unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

F. A student in good standing has full rights with respect to participation in activities of the school, both academic, co-curricular, and extra-curricular, subject to any restrictions which apply to all students. A student is not in good standing during the period of time they are under suspension or expulsion, regardless of whether they may be allowed to attend school. A student not in good standing may not participate in any school activity, inclusive of but not limited to contests, practices, ceremonies, dances, or trips, whether academic, co-curricular or extra-curricular, except as agreed to as part of an alternative educational program or upon approval from the Superintendent.

G. A student may be expelled from school if the student's legal settlement is not in the attendance area of the school corporation where the student is enrolled.

IV. DUE PROCESS RIGHTS

Before a decision is made as to whether or not to suspend or expel a student from school, the School will follow specific procedures.

Suspension from School

When a student is being considered for a suspension, the administrator in charge will notify the student of the reason. The student will then be given an opportunity to explain his/her side. After that informal hearing, the administrator in charge will make a decision whether or not to suspend. If a student is suspended, his/her parents will be notified, in writing, of the reason for and the length of the suspension.

Make-Up Work

When a student is suspended, the student may makeup work missed while on suspension. Any learning that cannot be made up such as labs, field trips, skill-practices, and the like or any learning that the student chooses not to make-up may be reflected in the grades earned. Two (2) suspensions for truancy or an expulsion may result in the revocation of the student's driver's license.

Expulsion from School

If, in the Principal's opinion, the alleged infraction warrants a longer period of

removal from school, the Principal shall refer the case to the Superintendent for consideration for expulsion. The Superintendent shall review the case and may appoint a designee to conduct the expulsion meeting. This person may be an attorney or an administrator who has not been involved in the particular expulsion case or circumstances leading to it.

Notice of Expulsion Meeting

The student and/or the parent(s) will be notified of the time and place of the expulsion meeting and their rights in connection with that meeting as well as their right to waive the meeting if they choose to do so. The expulsion examiner, appointed by the Superintendent, will issue a written decision following the expulsion meeting.

Appeal of an Expulsion

The student or his/her parents may appeal the decision to the appropriate court.

A. Suspension Procedures:

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

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:

   (a) A written or oral statement of the charges against the student;

   (b) If the student denies the charges, a summary of the evidence against the student will presented; and

   (c) The student will be provided an opportunity to explain his or her conduct.

2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.

3. Following suspension, the parents or guardians of suspended students will be notified in writing. The notification will include the dates of the suspension, describe the misconduct, and the action taken by the Principal.

B. Expulsion Procedures

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

1. The Superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:

   (a) Legal counsel;

   (b) A member of the administrative staff who did not expel the student and was not involved in the events giving rise to the expulsion.

The Superintendent or the person designated by the Superintendent under this subsection may continue the suspension of a student for more than the ten (10) school day period of the Principal's suspension and until the time of the expulsion decision under this section if the Superintendent or the designated person determines that the student's continued suspension will prevent or substantially reduce the risk of:

   (a) Interference with an educational function or school purposes; or

   (b) A physical injury to the student, other students, school employees, or visitors to the school if the reasons for it are enumerated.

However, a student may not be suspended from school pending a meeting on a student's proposed expulsion if the expulsion is ordered under the section permitting expulsion for violation of the legal settlement provisions. [IC 20-33-8-17]

2. An expulsion will not take place until the student's parents are asked to appear at an expulsion meeting conducted by the Superintendent or the person designated above. Failure by a student or a student's parent to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school Board.

3. The request to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the date, time, place and purpose of the meeting.

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

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

parent.

6. A student or a student's parent who fails to appear at an expulsion meeting after receipt of a request to appear forfeits all rights administratively to contest and appeal the expulsion. For purposes of this section, a request to appear at an expulsion meeting or notice of the action taken at an expulsion meeting is effectively given at the time when the request or notice is delivered personally or sent by certified mail to a student or the student's parent. [IC 20-33-8-19]

   Any rights granted to a student or a student's parent by this chapter may be waived only by a written instrument signed by both the student and the student's parent. The waiver is valid if made voluntarily and with the knowledge of the procedures available under [IC 20-33-8-28] and of the consequences of the waiver.

7. Except in the case of possession of a firearm or a weapon, a student may not be expelled for a longer period than the remainder of the school year in which the expulsion took effect if the misconduct occurs during the first semester. Whenever a student is expelled during the second semester, the expulsion remains in effect for summer school and may remain in effect for the first semester of the following school year, unless otherwise modified or terminated by order of the governing body. The appropriate authorities may require that a student who is at least sixteen (16) years of age and who wishes to re-enroll after an expulsion or an exclusion attend an alternative program. [IC 20-33-8-20]

8. An expulsion that takes effect more than three (3) weeks before the beginning of the second semester of a school year must be reviewed before the beginning of the second semester. The review shall be conducted by the Superintendent or a person designated under section 19(a) of [IC 20-33-8-19] after notice of the review has been given to the student and the student's parent. The review is limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original meeting. The review may lead to a recommendation by the person conducting the review that the student be reinstated for a second semester. [IC 20-33-8-20]

9. An expulsion that will remain in effect during the first semester of the following school year must be reviewed before the beginning of the school year. The review shall be conducted by the Superintendent or person designated under section 19(a) of [IC 20-33-8-19] after notice of the review has been given to the student and the student's parent. The review is limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original meeting. The review may lead to a recommendation by the person conducting the review that the student be reinstated for the upcoming school year. [IC 20-33-8-

20]

Judicial review of a governing body's action under [IC 20-33-8-21] by the circuit or superior court of the county in which a student who is the subject of the governing body's action resides is limited to the issue of whether the governing body acted without following the procedure required under [IC 20-33-8 et seq.].

[IC 20-33-8-21]

10. In lieu of suspension or expulsion in the appropriate circumstance, the Principal of the school where the recipient of the disciplinary action is enrolled may assign a maximum of 120 hours of approved community service with a nonprofit organization operating in or near the community where the school is located or where the student resides and assignment of such services suspends the student's suspension or expulsion. The following apply to service assigned under this subdivision:

(a) A Principal may not assign a student under this subdivision unless the student's parent or guardian approves:

(1) The non-profit organization where the student is assigned; and

(2) The plan the student is expected to perform.

A student's parent or guardian may request or suggest that the Principal assign the student.

(b) The Principal shall make arrangements for the student's service with the nonprofit organization. Arrangements must include the following:

(1) A plan for the service that the student is expected to perform.

(2) A description of the obligations of the non-profit organization to the student, the student's parents, and the school corporation where the student is enrolled.

(3) Monitoring of the student's performance of service by the Principal or the Principal's designee.

(4) Periodic reports from the nonprofit organization to the Principal and the student's parent or guardian of the student's performance of the service.

(c) The nonprofit organization must obtain liability insurance in the amount and of the type specified by the school

corporation where the student is enrolled that is sufficient to cover liabilities that may be incurred by a student who performs service under this subdivision.

(d) Assignment of service under this subdivision suspends the implementation of a student's suspension or expulsion. A student's completion of service assigned under this subdivision to the satisfaction of the Principal and the nonprofit organization terminates the student's suspension or expulsion. (20-33-8 *et seq*.)

11. The Principal or administrator who has students under his/her care may refer a student to juvenile court when the student physically assaults a person having authority over the student. As used in this subsection, "physical assault" means the knowing or intentional touching of another person in a rude, insolent, or angry manner. When a student physically assaults a person having authority over the student, the Principal of the school where the student is enrolled shall make a referral of the student to the juvenile court having jurisdiction over the student. However, a student with disabilities (as defined in IC 20-35-7-7) who physically assaults a person having authority over the student is subject to procedural safeguards under 20 U.S.C. 1415.

C. Parental Involvement

When in the judgment of a school administrator who has the responsibility for student discipline or who has the duty of conducting an expulsion meeting, it is necessary for the parents to attend a conference or a hearing, the following rules, per the authority granted in [IC 20-33-8-19], shall apply:

1. The administrator shall notify the parents by certified or registered mail or personal service that they are directed to attend a school conference or hearing.

2. The parent shall be given at least twenty-four hours notice prior to such conference or hearing unless an emergency situation necessitates less than such notice.

3. The student who is the subject of the conference will also be given written notice of such conference or hearing and the direction of parental attendance.

4. The foregoing rules will not be construed to interfere with the powers of the Superintendent or a person designated by him/her to issue subpoenas or to compel the attendance of witnesses.

5. Non-compliance of the responsible person(s) with the provisions of this policy shall be considered educational neglect and the child shall be considered a "child in need of services" in accordance with IC 31-6-4-3(a) (7), and the matter shall be referred to the Child

Protective Services Division of Public Welfare. Such complaint process will be terminated in the event that the parents are willing to subsequently attend a re-scheduled meeting unless the required meeting has been required to be held. The foregoing provisions shall not apply to expulsion meetings where non-attendance will constitute waiver.

6. In the event that a parent fails or refuses to attend a conference or meeting, notice will also be given to the Superintendent or his/her designee.

7. In those instances where it appears the custodial parents of a student are not fulfilling their legal obligation with regard to their children's school attendance, referral to the county prosecuting attorney for investigation of possible criminal charges against said parents may be made.

V. DEFINITIONS

A. "Principal" includes a Principal's designee.

B. "Superintendent" includes a Superintendent's designee.

C. "Member of the administrative staff" or comparable language means a school corporation employee who:

(1) is certificated under the statutes relating to the licensing of teachers and administrators; and

(2) "has supervisory authority."

D. "School purposes" refers to the purposes for which a school corporation operates, including the following:

(1) To promote knowledge and learning generally.

(2) To maintain an orderly and effective educational system.

(3) To take any action under the authority granted to school corporations and their governing bodies by IC 20-26-5 or by any other statute.

E. "Expulsion" means a disciplinary or other action whereby a student:

(1) is separated from school attendance for a period in excess of ten (10) school days; or

(2) is separated from school attendance for the balance of the current semester or current year unless a student is permitted to complete required examinations in order to receive credit for courses taken in the current semester or current year.

(3) is separated from school attendance under IC 20-33-8-16 and 20-33-8-20, which may include an assignment to attend an alternative school, an alternative educational program, or a homebound educational program.

"Expulsion" does not include situations where a student is:

(1) disciplined under IC 20-33-8-25 [general discipline]; or

(2) removed from school in accordance with IC 20-34-3-9 [illness, communicable disease, parasites]; or

F. "Suspension" means any disciplinary action that does not constitute an expulsion under Section 3 above, whereby a student is separated from school attendance for a period of not more than ten (10) school days.

Suspension does not include situations where a student is:

(1) disciplined under section 25 IC 20-33-8-25 [general discipline]:

(2) removed from school in accordance with IC 20-34-3-9 [illness, communicable disease]; or

(3) removed from school for failure to comply with the immunization requirements of IC 20-34-4-5.

G. Detention is defined as the requirement that a student remain in school after the end of the regular school day, attend school on a day when regular classes are not in session, or arrive at school prior to the beginning of the regular school day, as a result of a minor violation of school rules or regulations.

H. Firearm is defined as any weapon that is capable of or designed to or that may readily be converted to expel a projectile by means of an explosion.

I. Deadly weapon is defined as:

1. a loaded or unloaded firearm; or

2. a weapon, device, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury, as defined in IC 35-41-1 and IC 35-47-8.

3. an animal (as defined in IC 35-46-3-3) that is:

(a) readily capable of causing serious bodily harm; and

(b) used in the commission or attempted commission of a crime.