# Hobart High School

## Student Handbook
## 2026-2027

Property of: _____

Address:_____

Phone #:_____ Email: _____

In case of emergency, please notify:

Name: _____ Phone #: _____

The information in this book was the best available at press time. Watch for additional information and changes.

School Datebooks
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# YOHAN

Since there are quite a few new students in Hobart High School each year who are unacquainted with Yohan, we would like to explain who Yohan is. The following excerpt is taken from an interview between Yohan and a reporter for the Ho-Hi Life:

"Yohan Petrovich...that's me. I'm what some people might call a genie, but I'm not really, I'm just an unattached spirit that floats around school.

I've been here for quite a while; in fact, I've been here since 1910. That's when the school was built.

I wasn't discovered until 1942, when I projected myself into George Zupko's subconscious mind and coaxed him to write my name on a study hall list. That was the first time I was heard of but, of course, I was here all the time.

You know that little character that's layin' brick, well that's me. No one realized it until I planted the idea of using the little Brickie as my earthly self. Later they honored me by using my picture in the box, "Yohan Says." You can imagine how proud I was. Look for me. I'll be waiting for you."

# HOBART FIGHT SONG

OH, OUR TEAM WILL SHINE TONIGHT
OUR TEAM WILL SHINE
OUR TEAM WILL SHINE TONIGHT
OUR TEAM WILL SHINE
OUR TEAM WILL SHINE TONIGHT
OUR TEAM WILL SHINE
WHEN THE SUN GOES DOWN
AND THE MOON COMES UP
OUR TEAM WILL SHINE - GO TEAM GO
OH, WHEN THE HOBART BRICKIES
FALL IN LINE
WE'RE GONNA WIN THIS GAME
ANOTHER TIME
AND FOR THAT DEAR OLD SCHOOL
WE LOVE SO WELL
AND FOR THAT OLD BALL TEAM
WE'LL YELL AND YELL AND YELL
WE'RE GONNA FIGHT, FIGHT, FIGHT
FOR EVERY SCORE
WE'RE GONNA WIN THIS GAME AND
THEN SOME MORE
WE'RE GONNA ROLL THOSE (opponent)
ON THE SIDE, ON THE SIDE...
RO-O-O-LL HEY!

## SCHOOL COLORS

PURPLE AND GOLD

## SCHOOL NICKNAME

BRICKIES

## ALMA MATER

HAIL ALL HAIL
HOBART HIGH
WE STUDENTS TRUE
PLEDGE THEE OUR LOVE
AND GIVE SUPPORT TO YOU
IN LOSS OR VICTORY WE
SING YOUR PRAISES HIGH
OUR ALMA MATER,
DEAR HOBART HIGH

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**LET US DO THE WORK FOR YOU!**

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**LET US DO THE WORK FOR YOU!**

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# SCHOOL CITY OF HOBART PERSONNEL

## BOARD OF SCHOOL TRUSTEES

Rikki Guthrie ..... President
Sandra Hillan ..... Vice President
Frank Porras ..... Secretary
Bradley Keehn ..... Member
David Kostbade ..... Member
Don Rogers ..... Member
Stuart Schultz ..... Member

## ADMINISTRATIVE STAFF

Dr. Peggy Buffington ..... Superintendent
Mrs. Lori Anderson ..... Director of Elementary Curriculum & Instruction
Mr. Robert Glover, Jr. ..... Business Manager
Dr. Tim Krieg ..... Director of Secondary Curriculum & Instruction
Mrs. Debbie Matthys ..... Director of Social Emotional Learning
Mr. Jonathan Mock ..... Director of Human Resources and Compliance
Ms. Brooke Paschen ..... Director of Early College & Careers
Mr. Matt Whiteman ..... Director of Student Services

## SPECIAL PERSONNEL

Mr. Ryan Snedecor ..... Director of Facilities
Mrs. Becky Rosenbaum ..... Director of Transportation
Mr. Patrick Ryba-King ..... Director of School Nutrition
Mr. Greg Bialata ..... Director of Safety
Mrs. Jamie Noel ..... Coordinator of Student Health Services

## HOBART HIGH SCHOOL ADMINISTRATIVE STAFF

Mrs. Colleen Newell ..... Co-Principal
Mr. Craig Osika ..... Co-Principal
Mr. Ty Artherhults ..... Assistant Principal
Ms. Brandi Krolak ..... Assistant Principal
Mr. Shaun Zoladz ..... Dean of Students
Mr. Keith Kilmer ..... Athletic Director
Mrs. Danielle Adams ..... Director of School Counselors
Sgt. Monte White ..... School Resource Officer

## HIGH SCHOOL OFFICE PERSONNEL

Ms. Shirley Kosich ..... Main Office/Principal's Secretary ..... (942-8521)
Ms. Sarah Harness ..... Main Office/Financial Secretary ..... (942-8521)
Mrs. Wendy Howatt ..... Student Services/Asst. Principal's Secretary ..... (942-7312)
Mrs. Pam Freimuth ..... Athletic Office Secretary ..... (942-8521)
Mrs. Penny Guerra ..... Guidance Office Secretary ..... (942-8521)

# HOBART HIGH SCHOOL FACULTY

## HIGH SCHOOL STAFF

Eden Alexander ..... Science
Sharon Autterson ..... Special Education
Jayden Green ..... Physical Education/Health
John Boyd ..... Business
Kim Bucheit ..... Art
Teresa Camacho ..... Special Education
Randi Candiano ..... Health Careers / Nurse
Brian Carroll ..... JROTC
Jill Cawthon ..... Health Careers
Vanessa Chandler ..... Science
Sarah Collins ..... ERTA
Jeffrey Cook ..... JROTC
Cheryl Cornett ..... Preschool
Greg Crouch ..... Industrial Tech
Brandon Dinkins ..... Band
Nicole Drapac ..... English
Ellie Eisses ..... Math
Guillermina Freytes ..... Spanish
Jayden Green ..... Physical Education
Janice Hamady ..... Math
Victoria Hamilton ..... Guidance
Theresa Haus ..... English
Amanda Hensley ..... Guidance
Melissa Higgason ..... Science
Ben Horjus ..... English
Alexandria Howard ..... English
Mike James ..... English
Shannon Jancich ..... Education Professions
Ann Janda ..... Math
Zack Johansen ..... Social Studies
Mark Leto ..... PE/Health
Alice Lounges ..... Media Specialist
Hannah Lucas ..... Guidance
Katrina Lucas ..... Math
Jill MacDonald ..... Math
Marissa Madrigal ..... Spanish
Shelby Morgan ..... Guidance
Kristen Musall ..... Math
Cathy Nelson ..... English/Theatre
Dorothy Parrish ..... Science
Tiffany Parrish ..... Science
Jackie Pickett ..... Special Education
Alex Pickett ..... Physical Education
Mike Pickett ..... Social Studies
Sarah Pratt ..... PLTW
Madison Price ..... Social Studies
Andrew Rapata ..... Band
Katie Rinas ..... Social Studies
Darren Sandilla ..... Law Enforcement
Eric Schreiber ..... Social Studies
Jake Scott ..... Special Education
Nathan Sloan ..... English
Susan Smurdon ..... Science
Gabriela Soriano ..... Spanish
Carrie Spencer ..... Math
Rachel Storer ..... MTSS Interventionist
Madeline Sullivan ..... English
Harley Teer ..... English
Valentine Torres ..... Business
Dawn Vidt ..... Science
Stephanie Waldron ..... Aspire
Brian Wesley ..... Health /PE
Tomas Westberg ..... Math
Dean Wolff ..... Music

# WHOM YOU SHOULD CONTACT ABOUT

| | |
|---|---|
| Athletics | Athletic Office |
| Attendance | Student Services |
| Aquatic Center | Athletic Office |
| Behavior Problems | Student Services, Assistant Principal, Dean of Students |
| Class Activities | Teacher |
| Clubs | Sponsor |
| Colleges | Guidance Office |
| Curriculum | Principal, Guidance Office |
| Dances | Sponsor |
| Employment | Guidance Office |
| Enrollment | Main Office Secretary, Principal |
| Finance | Financial Secretary, Principal |
| Grades | Teacher(s) Concerned |
| Graduation Requirements | Guidance Office, Principal |
| Lockers, Combination | Student Services |
| Lost and Found | Student Services |
| Make-up Lessons | Teacher(s) Concerned |
| News Stories | Journalism Instructor, Principal |
| Parent/Teacher Conference | Teacher Concerned, Main Office |
| Personal Problems | Guidance Office |
| Scholarships | Guidance Office |
| Scholastic Problems | Teacher(s), Guidance Office |
| Transfers | Main Office |
| Transcripts | Guidance Office |
| Custody/Residency | Main Office Secretary, Superintendent's Office |
| Use of Building | Main Office Secretary |
| Withdrawal from School | Main Office |

# HHS SCHEDULE

Hobart High School is on a modified block schedule. Classes meet 3 times per week. The schedule is listed below:

# HOBART HIGH SCHOOL

## Bell Schedule

### MONDAY

| | | | | | |
|---|---|---|---|---|---|
| Period 2 | 7:45-9:00 | Period 2 | 7:45-9:00 | Period 2 | 7:45-9:00 |
| Period 4 | 9:05-10:20 | Period 4 | 9:05-10:20 | Period 4 | 9:05-10:20 |
| Power Hour | 10:25-11:15 | Power Hour | 10:25-11:15 | Power Hour | 10:25-11:15 |
| A Lunch | 11:20-11:55 | Period 6 | 11:20-11:55 | Period 6 | 11:20-12:35 |
| Period 6 | 12:00-1:15 | B Lunch | 12:00-12:35 | C Lunch | 12:40-1:15 |
| Period 8 | 1:20-2:36 | Period 6 | 12:35-1:15 | Period 8 | 1:20-2:36 |
| | | Period 8 | 1:20-2:36 | | |

### TUESDAY

| | | | | | |
|---|---|---|---|---|---|
| Period 1 | 7:45-9:00 | Period 1 | 7:45-9:00 | Period 1 | 7:45-9:00 |
| Period 3 | 9:05-10:20 | Period 3 | 9:05-10:20 | Period 3 | 9:05-10:20 |
| Power Hour | 10:25-11:15 | Power Hour | 10:25-11:15 | Power Hour | 10:25-11:15 |
| A Lunch | 11:20-11:55 | Period 5 | 11:20-11:55 | Period 5 | 11:20-12:35 |
| Period 5 | 12:00-1:15 | B Lunch | 12:00-12:35 | C Lunch | 12:40-1:15 |
| Period 7 | 1:20-2:36 | Period 5 | 12:35-1:15 | Period 7 | 1:20-2:36 |
| | | Period 7 | 1:20-2:36 | | |

### WEDNESDAY

| | | | | | |
|---|---|---|---|---|---|
| Period 2 | 8:15-9:30 | Period 2 | 8:15-9:30 | Period 2 | 8:15-9:30 |
| Period 4 | 9:35-10:50 | Period 4 | 9:35-10:50 | Period 4 | 9:35-10:50 |
| Power Hour | 10:55-11:15 | Power Hour | 10:55-11:15 | Power Hour | 10:55-11:15 |
| A Lunch | 11:20-11:55 | Period 6 | 11:20-11:55 | Period 6 | 11:20-12:35 |
| Period 6 | 12:00-1:15 | B Lunch | 12:00-12:35 | C Lunch | 12:40-1:15 |
| Period 8 | 1:20-2:36 | Period 6 | 12:35-1:15 | Period 8 | 1:20-2:36 |
| | | Period 8 | 1:20-2:36 | | |

### THURSDAY

| | | | | | |
|---|---|---|---|---|---|
| Period 1 | 7:45-9:00 | Period 1 | 7:45-9:00 | Period 1 | 7:45-9:00 |
| Period 3 | 9:05-10:20 | Period 3 | 9:05-10:20 | Period 3 | 9:05-10:20 |
| Power Hour | 10:25-11:15 | Power Hour | 10:25-11:15 | Power Hour | 10:25-11:15 |
| A Lunch | 11:20-11:55 | Period 5 | 11:20-11:55 | Period 5 | 11:20-12:35 |
| Period 5 | 12:00-1:15 | B Lunch | 12:00-12:35 | C Lunch | 12:40-1:15 |
| Period 7 | 1:20-2:36 | Period 5 | 12:35-1:15 | Period 7 | 1:20-2:36 |
| | | Period 7 | 1:20-2:36 | | |

### FRIDAY

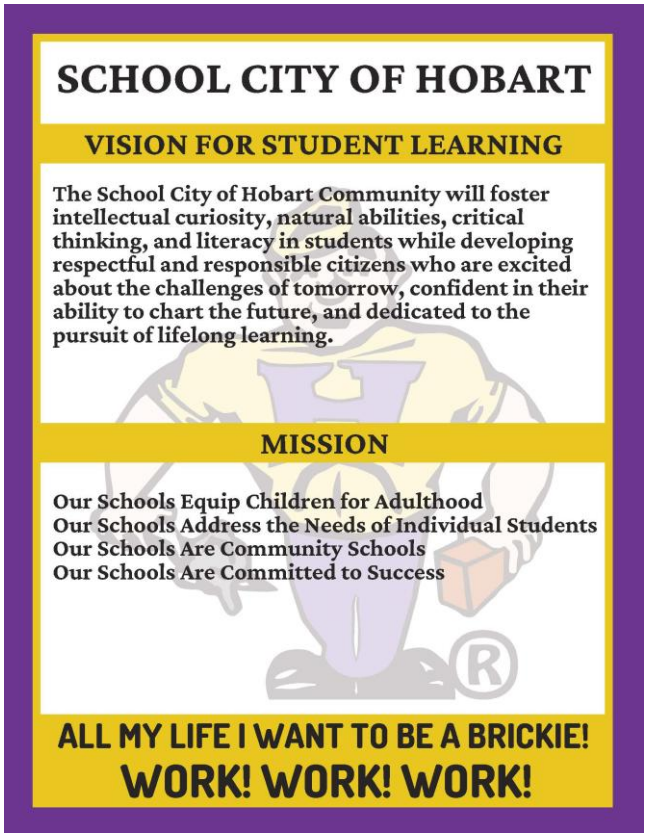
| | | | | | |
|---|---|---|---|---|---|
| Period 1 | 7:45-8:32 | Period 1 | 7:45-8:32 | Period 1 | 7:45-8:32 |
| Period 2 | 8:37-9:19 | Period 2 | 8:37-9:19 | Period 2 | 8:37-9:19 |
| Period 3 | 9:24-10:06 | Period 3 | 9:24-10:06 | Period 3 | 9:24-10:06 |
| Period 4 | 10:11-10:53 | Period 4 | 10:11-10:53 | Period 4 | 10:11-10:53 |
| A Lunch | 10:53-11:28 | Period 5a | 10:58-11:40 | Period 5a | 10:58-11:40 |
| Period 5b | 11:33-12:15 | B Lunch | 11:45-12:20 | Period 6a | 11:45-12:27 |
| Period 6b | 12:20-1:02 | Period 6b | 12:20-1:02 | C Lunch | 12:27-1:02 |
| Period 7 | 1:07-1:49 | Period 7 | 1:07-1:49 | Period 7 | 1:07-1:49 |
| Period 8 | 1:54-2:36 | Period 8 | 1:54-2:36 | Period 8 | 1:54-2:36 |

# I. GENERAL INFORMATION

## 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. Adopted June 18, 2026.

## MISSION STATEMENT




## 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 at School City of Hobart, 32 East Seventh Street, Hobart, IN 46342 or call 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 Title IX compliance: Questions regarding the procedures and implementation strategies of the school corporation should be addressed to the designated official for Equal Opportunity compliance: Director of Human Resources & Compliance, Civil Rights Officer, 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 CORPORATION

If a student plans to transfer out of the School City of Hobart, the parent must notify the Principal. 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.

## WITHDRAWAL FROM SCHOOL

No student under the age of eighteen (18) will be allowed to withdraw from School without an exit interview with the Principal who must agree to the withdrawal. The Principal is also required to provide to the Bureau of Motor Vehicles the name of any student under the age of eighteen (18) who withdraws from School for revocation of the student's driver's license. The student also may not be able to obtain an employment certificate needed to obtain a job.

## CIVILITY POLICY

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 and 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 s/he will not be allowed on school property for an amount of time determined by the administration.

## 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, and/or 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

## 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;
2. The parent coming to the School office to personally request the release of their student; or
3. A phone call from the parent/guardian requesting the release of their student.

No student will be released to a person other than a custodial parent(s) or guardian(s) or individual(s) listed in Skyward as an emergency contact. Any of the above listed individuals must scan their ID at the student services entrance prior to a student being released to them.

## 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 and 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.

## 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 Papillomarvirus (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 Principal before the student will be allowed to begin taking any medication during School hours.
C. All medications must be registered with the Principal's office.
D. Medication that is brought to the 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.
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. A school may send home medication that is possessed by the school for administration during school hours or at school functions with a student in grades 9 - 12, if the student's parent provides written permission for the student 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. 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.

# SCHOOL NURSE

If you wish to see the nurse, you must be given a pass by your teacher. At no time are you to visit the nurse without the proper pass except in the case of an emergency. The nurse and office personnel are the only people who have the authority to send students home for sickness or injury. The nurse should be seen only for injury or illness occurring at school.

# 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

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 an impairment; or
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 who are 18 years of age or older ("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 after the day the school receives a request for access.

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

2. The right to request the amendment of the student's education records that the parent or eligible student believes are 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 their child's or their education record should write the school principal, 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 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 name and address of the Office that administers FERPA are:

   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. 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. 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. LUNCH PERIOD**

Three lunch periods have been scheduled; courtyard available weather permitting. Classes will be held during lunch periods so students are asked to pass quickly and quietly through hallways.

**B. INSUFFICIENT FUND CHECKS**

Due to the volume of uncollectible checks that the food services department receives, the School City of Hobart Department of School Nutrition has contracted 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

**C. 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.

## 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. The 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 and staff 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 (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.

# LOST AND FOUND

Lost and Found is located in the hallway east of the pool locker rooms. Students must go to Student Services, and they will be given permission to search the lost and found. Electronic lost and found items are kept in Student Services. Lost books and Chromebooks are returned to the media center.

# I. D. CARDS

All students are to have their school identification card on them. They must be able to present their ID when asked by a faculty member. ID's are to be carried during the school day and at all school functions. Failure to carry an ID may result in school discipline. Replacement ID's will cost $5.00.

# 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.

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 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. Volunteer applications must be submitted each school year. If you have students in several schools, you will only complete application.

# DELIVERIES

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

# LOCKERS

All Hobart High School lockers are subject to the control of the School City of Hobart. Most locks are combination type. Students may not switch lockers and should not give their combination to anyone.

1. Lockers Statement of Policy
   All lockers made available for student use on the school premises, including but not limited to lockers located in the hallways, physical education, and athletic dressing rooms, vocational education, and the art classroom, are the property of the school corporation. These lockers are made available for student use in storing school supplies and personal items necessary for use at school, but the lockers are not to be used to store items which cause, or can reasonably be foreseen to cause an interference with school purposes or an educational function, or which are forbidden by state law or school rules.
   The student's use of the locker does not diminish the school corporation's ownership or control of the locker. The school corporation retains the right to inspect the locker and its contents to insure that the locker is being used in accordance with its intended purpose, and

to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen material and to prevent use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs or alcohol, or any other material forbidden by school rules.

2. Locker Rules

   In order to implement the school corporation's policy concerning student lockers, the school board adopts the following rules and regulations:

   a. LOCKS - The school corporation will retain access to student lockers by keeping a master list of combinations and retaining a master key. Students may not use their own locks to prevent access to lockers by school officials and any unauthorized locks may be removed without notice and destroyed.
   b. USE OF LOCKERS - Lockers are to be used to store school supplies and personal items necessary for use at school. Lockers shall not be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules, such as drugs, drug paraphernalia, beverages containing alcohol, weapon, any flammable substance, bomb or explosive device, any pungent acid or nauseous chemical, any library book not properly checked out or overdue, unreturned gym or athletic equipment, any stolen items, any obscene material, or tobacco products that are banned by school rules or regulations. Students will be expected to keep their lockers in a clean and orderly manner.
   c. AUTHORITY TO INSPECT - The school corporation retains the right to inspect lockers to insure they are being maintained in accordance with the conditions of Rule No. 2. All inspections of student lockers shall be conducted by the principal, his/her designee, or a member of the administrative staff designated in writing by the principal.
   d. INSPECTION OF INDIVIDUAL STUDENT'S LOCKERS
      (1) The inspection of a particular student's locker will not be conducted unless the principal or his/her designee has a reasonable suspicion to believe that the locker to be inspected contains items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, which are forbidden by state law or school rules, or which pose an imminent and serious threat to health and safety necessitating the general search of part or all of the lockers, as set forth in section 5 of this policy.
      Factors that will be considered in determining the reasonableness of a search are:
      (a) the student's history and record in school
      (b) the seriousness and prevalence of the problem to which the search is directed; and
      (c) the situation presented as to the need to search expeditiously.
      (2) Whenever an individual student's locker has been inspected without the student's presence, the principal or his/her designee shall notify the student of such inspection as soon as practicable thereafter.
   e. INSPECTION OF ALL LOCKERS
      (1) An inspection of all lockers in the school, or all lockers in a particular area of the school, may be conducted if the principal, superintendent, or assistant superintendent reasonably believe that such an inspection is necessary to prevent, impede, or substantially reduce the risk of
         a. an interference with school purposes or an educational function,
         b. a physical injury or illness to any person,
         c. damage to personal or school property, or
         d. a violation of state law or school rules.
      (2) Examples of circumstances justifying a general inspection of a number of lockers are:
         a. when the school corporation receives a bomb threat,
         b. when evidence of student drug or alcohol use creates a reasonable belief of an unusually high level of student use,
         c. at mid-term end of grading period, and before school holidays to check for missing library books, lab chemicals, or school equipment,
         d. when there is a reasonable belief that weapons are stored in the lockers.
      (3) If a general inspection of a number of lockers is necessary, then all lockers in the defined inspection area will be examined. Students will not necessarily be given the opportunity to be present while a general inspection is being conducted.

3. Student Material

   When conducting an inspection pursuant to these rules, the inspector shall take care to avoid unduly disrupting the contents of the locker or intruding unnecessarily into any student's written material located in the locker. In addition, as to written material, the inspection will be kept to the minimum level necessary to determine that such material is not in itself, or being used to conceal contraband.

4. Disposal of Confiscated Contraband

   All contraband confiscated from lockers may be disposed of by the principal or his designee as he or she deems appropriate, including
   1. return to the proper owner or place; unless it poses a threat to health or safety,
   2. use as evidence in a student discipline proceeding if possession of the contraband constitutes a ground for suspension or expulsion under IC 20-33-8 and/or this handbook,
   3. delivery to the appropriate law enforcement officials for prosecution purposes if possession of contraband constitutes evidence of a crime, or

4. destruction.

5. Involvement of Law Enforcement Officials
   a. The principal, superintendent or assistant superintendent may request the assistance of law enforcement officials to assist the school administrators in inspecting lockers of their contents for purposes of enforcing school policies only if such assistance is required.
      1. to identify substances which may be found in the lockers, or
      2. to protect the health and safety of persons or property, such as to aid in the discovery and disarming of bombs which may be located in the lockers.
   b. The principal may cause a locker inspection to be performed for school purposes if information supplied by law enforcement officials gives rise to a reasonable suspicion that a locker contains contraband.
6. Locker Cleaning
   Nothing in these rules shall affect members of the custodial staff who, at the direction of a supervisor, clean out
   1. lockers from time to time in accordance with a general housekeeping schedule, or
   2. the locker of the student no longer enrolled in the school. Further, the custodial staff may open a student's locker during any vacation period if they have reason to believe such locker contains rotting, spoiling or mildewing items such as food, wet clothing, etc.
7. Publication of Rules
   A copy of these rules shall be provided to each student and his parents or guardian at the start of each school year or as soon as practicable after the student's enrollment in the school. Copies of the rules shall be posted in the principal's office and other prominent places generally used for announcements to students.

## 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.

## 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.

## STUDENT SALES

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

## COMMUNICATION

Telephone Calls and Messages to Students- Guidance office and Student Service office phones may be used by students before school, during lunch hours, and after school but NOT during classroom time. Messages to students are to be avoided unless they are of an emergency nature.

## POSTERS

All posters displayed in Hobart High School must be approved and stamped by Administration.

## ELEVATOR

Hobart High School has an elevator located near the Main Office that may be used by students with physical limitations. Students provided with a note from a doctor or parent and approved by the Student Services office will be issued an elevator pass. Specific instructions will be issued at that time. Violation of this policy will lead to disciplinary action.

## MEDIA CENTER

The Media Center is available to all students. In order for everyone to benefit from and utilize the Media Center, the following expectations should be followed:

1. All students who wish to use the media center during class time must obtain an eHall pass from a staff member prior to use of the media center.
2. The student must sign in on the sheet located at the checkout counter.
3. Students can checkout materials after presenting their student I.D. card. They are responsible for returning materials according to the time frame allotted (two weeks for books & one week for magazines). Students who return materials late will be fined ten cents per day. If materials are returned in a damaged state, students will be fined accordingly. If a student loses a book, he/she must pay to replace that book. Checkout privileges will be revoked according to the media specialist discretion.
4. All students will follow the guidelines for Internet and technology usage on all Media Center equipment as defined in the handbook.
5. Drinks and snacks are allowed in the lounge area of the media center as long as trash is being disposed of in the proper garbage/recycling containers.
6. The Media Center Staff has the right to remove any student who is not following school and Media Center rules.

# II. ACADEMICS

## COUNSELING AND GUIDANCE SERVICES AND OFFICE OF STUDENT PLACEMENT

The guidance department offers all students an opportunity to receive assistance in various areas - college and vocational planning, personal situations, employment programs, etc. The guidance office is maintained with information regarding the world of work, college and vocational schools and military career opportunities. Representatives from educational institutions, business and industry, and the military visit Hobart High School throughout the year and are available for student resources.

## GRADING SYSTEM

### 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.

### DETERMINING A SEMESTER GRADE:

A semester grade will be calculated by using a 12 point system for grades listed below. The system will count each individual quarter's grade as 40% of the overall grade (thus comprising 80% of the semester grade) and the final exam as 20% of the overall grade. The second quarter grades will be kept separately from the first quarter grades. The table used for calculations is listed below.

| GRADE | POINT |
|---|---|
| A+ | 12 |
| A | 11 |
| A- | 10 |
| B+ | 9 |
| B | 8 |
| B- | 7 |
| C+ | 6 |
| C | 5 |
| C- | 4 |
| D+ | 3 |
| D | 2 |
| D- | 1 |
| F | 0 |
| I | Incomplete |

The easiest method to calculate your overall grade is to:

1. Multiply your first quarter's point value by 2.
2. Multiply your second quarter's point value by 2.
3. Multiply your final exam's point value by 1.
4. Add the totals from steps one through three and then divide that total by five.
5. Round the grade to the nearest point value. Values of .5 or higher are rounded up, .4 or lower are rounded down.
   The accompanying grade to the point value is the semester grade.
6. EXCEPTION: A student MUST pass either both quarters or one quarter and the final in order to receive credit; a student who receives two F's of the three grades (two quarter grades and final exam) will receive an F for the course.

## EXAMPLE CALCULATION:

A student earns a B for first quarter, a C- for second quarter, and a B- for the final exam. Using the above procedure:

Step 1: a B is worth 8 points; multiplied by 2 yields 16 points.

Step 2: a C- is worth 4 points; multiplied by 2 yields 8 points.

Step 3: a B- is worth 7 points; multiplied by 1 yields 7 points.

Step 4: adding the values from the previous 3 steps yields a score of 31 points.

Step 5: dividing the total by 5 yields a 6.2. This rounds to a 6, which is an equivalent of a C+, so the semester grade is a C+.

Most Honors or Advanced Placement courses are given the following additional weight:

One additional point for any passing grade

## 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. Vocational and interest surveys may be given to identify particular areas of student interest or talent. These are often given by the guidance staff.

College entrance testing information can be obtained from the guidance office. Depending on the type of testing, specific information and/or parent consent may need to be obtained. The school will not violate the rights of consent and privacy of a student participating in any form of evaluation.

## ACADEMIC ACHIEVEMENT

Letter grades are used to identify levels of academic achievement.

TOTAL HONORS
Summa Cum Laude (4.5 and above)
Magna Cum Laude (4.25-4.49)
Cum Laude (4.00 - 4.24)

Academic Letter
To receive an academic letter, a sophomore, junior, or senior student must earn a 4.0 GPA for 2 terms of the school year. Students will receive a pin for each subsequent year they earn an academic letter. Letters will be awarded every spring at the Honors Convocation.

## HONOR ROLL

Hobart High School recognizes students at the end of each semester in three different categories for their academic accomplishments. In order to qualify for the honor roll, students must be enrolled in at least 6 for-credit courses per semester. Additionally, students cannot have any failing grades. The three categories / requirements are below:

1. Honor Roll of Excellence: 4.0 GPA or above
2. High Honor Roll : 3.67- 3.99 GPA
3. Honor Roll: 3.0- 3.66

# GRADUATION

## GRADUATION REQUIREMENTS

**CORE 40 DIPLOMA**

Normally, students will complete graduation requirements in four (4) years. In order to receive a diploma and graduate, a student must pass the state assessments required by the Indiana Department of Education for graduation, meet the school requirements for basic coursework, and earn the total number of minimum credits. For students enrolled in special education, the criteria for graduation and the extent of participation in the State-mandated assessment tests will be determined by their IEP team.

The graduation requirements each student is required to meet are:

A. The academic standards tested in the graduation examination;
B. The core 40 course and credit requirements adopted by the State Department of Education;
C. Additional graduation requirements established by the Board of School Trustees.

Upon the request of the student's parents, the student may be exempted from the Core 40 curriculum requirements and be required to complete the general curriculum to graduate as required by State law.

**CLASSES OF 2026 - 2028**

IN CORE 40 Course and Credit Requirements

Students must complete 40 total Indiana credits, as defined in the table below, to qualify for high school graduation. Schools may have additional graduation requirements that apply to all students. Exceptions to additional graduation requirements would apply to students with Individualized Education Programs.

| Subject | Credits | Course Requirements |
|---|---|---|
| English/Language Arts | 8 credits | Includes a balance of literature, composition, and speech. |
| Mathematics | 6 credits | Algebra I, Geometry, Algebra II (Analytical Algebra II) **OR** Integrated I, Integrated II, Integrated III **AND** Ensure students complete six credits in grades 9-12.* |
| Science | 6 credits | 2 credits: Biology |
| | | 2 credits: Chemistry, Physics, or Integrated Chemistry-Physics |
| | | 2 credits: Any Core 40 science course |
| Social Studies | 6 credits | 2 credits: World History/Civilization or Geography/History of the World |
| | | 2 credits: U.S. History |
| | | 1 credit: Economics |
| | | 1 credit: U.S. Government |
| Directed Electives | 5 credits | Career and Technical Education |
| | | Fine Arts |
| | | World Languages |
| Physical Education | 2 credits | 1 credit: PE I |
| | | 1 credit: PE II |
| Health and Wellness | 1 credit | Students may earn health and wellness credit from the health education area of study or alternate options. |
| Electives | Minimum of 6 credits | All students are strongly encouraged to complete a College and Career pathway by selecting electives in a deliberate manner. |

* Students must take a math or quantitative reasoning course each year in high school, regardless of credit completion.

*The Class of 2028 also must earn 1 credit in Personal Finance as required by Indiana Code.

# IN CORE 40 with Academic Honors Requirements

For the Core 40 with Academic Honors designation, students must complete 47 credits according to the following guidelines:

- Complete all requirements for Core 40, as outlined on the previous page;
- Earn two additional Core 40 math credits;
- Earn six to eight Core 40 world language credits, including six credits in one language or four credits each in two languages;
- Earn two Core 40 fine arts credits;
- Earn a grade of "C" or better in coures that count towards the diploma;
- Have a grade point average of "B" or better; and
- Complete <u>one</u> of the following:
  - A. Earn four credits in two or more courses within the following programs and take the corresponding exams:
    - Advanced Placement (AP);
    - International Baccalaureate (IB);
    - Cambridge International courses;
  - B. Earn six verifiable transcripted college credits in dual credit courses from the approved dual credit list;
  - C. Earn two of the following:
    - A minimum of three verifiable transcripted college credits from the approved dual credit list;
    - Two credits in AP courses and take the corresponding exams;
    - Two credits in IB standard level courses and take the corresponding exams;
    - Two credits in Cambridge International courses and take the corresponding exams;
  - D. Earn a composite score of 1250 or higher on the SAT and a minmum on 560 on math and 590 on the evidence-based reading and writing section;
  - E. Earn an ACT composite score of 26 or higher and complete the written section; or
  - F. Complete a work-based learning experience/program or career and technology education experience/ program approved by the Indiana State Board of Education to replace the coursework above.

# IN CORE 40 with Technical Honors Requirements

For the Core 40 with Technical Honors designation, students must complete 47 credits according to the following guidelines:

- Complete all requirements for Core 40, as outlined on the previous page;
- Earn six credits in the college and career preparation courses in a state-approved College and Career Pathway and one of the following:
  - Pathway designated industry-based certification or credential; or
  - Pathway dual credits from the approved dual credit list resulting in six transcripted college credits.
- Earn a grade of "C" or better in courses that count toward the diploma;
- Earn a grade point average of "B" or better;
- Complete <u>one</u> of the following:
  - A. Any one of the options (A-F) for the Core 40 with Academic Honors;
  - B. Earn the following minimum score on WorkKeys:
    - Workplace Documents: Level 6
    - Applied Math: Level 6
    - Graphic Literacy: Level 5
  - C. Earn the following minimum scores on Accuplacer:
    - Writing: 80
    - Reading: 90
    - Math: 75
  - D. Earn the following minimum scores on Compass:
    - Algebra: 66
    - Writing: 70
    - Reading: 80

**GRADUATION PATHWAYS**

Students in the graduating classes of 2026-2028 must satisfy all three of the following Graduation Pathway Requirements by completing one of the associated Pathway Options. Students in the graduating class of 2029 and beyond may utilize these three graduation pathways as an alternative to a graduation seal.

| Graduation Requirements | Graduation Pathway Options |
|---|---|
| **1) High School Diploma** | Meet the statutorily defined diploma credit and curricular requirements. |
| **2) Learn and Demonstrate Employability Skills**<br><br>(Students must complete *at least one* of the following.) | Learn employability skills standards through locally developed programs. Employability skills are demonstrated by one the following:<br>• **Project-Based Learning Experience**; OR<br>• **Service-Based Learning Experience**; OR<br>• **Work-Based Learning Experience.** |
| **3) Postsecondary-Ready Competencies**<br><br>(Students must complete *at least one* of the following.) | • **Honors Diploma**: Fulfill all requirements of either the Academic or Technical Honors diploma; OR<br>• **ACT**: College-ready benchmarks; OR<br>• **SAT**: College-ready benchmarks; OR<br>• **ASVAB**: Earn at least a minimum AFQT score to qualify for placement into one of the branches of the US military; OR<br>• **State- and Industry-recognized Credential or Certification;** OR<br>• **Federally-recognized Apprenticeship**; OR<br>• **Career-Technical Education Concentrator4:** Must earn a C average in at least two non-duplicative advanced courses (courses beyond an introductory course) within a particular program or program of study; OR<br>• **AP/IB/Dual Credit/Cambridge International courses5 or CLEP Exams:** Must earn a C average or higher in at least three courses; OR<br>• **Locally created pathway** that meets the framework from and earns the approval of the State Board of Education. |

INDIANA DEPARTMENT of EDUCATION

# THE NEW INDIANA DIPLOMA: ELIGIBLE COURSES

The new Indiana diploma, effective for all students beginning with the class of 2029, includes a base (minimum requirements) for every student, plus the opportunity to earn readiness seals aligned with their unique path. Students are encouraged to seize this flexibility by personalizing their high school experience. The new seals provide additional intentionality to maximize readiness and are designed to be permeable, allowing students to update their graduation plan and pivot if their original interests and goals change. Students who do not earn a seal must still complete components 2 and 3 of Graduation Pathways.

| | | REQUIRED CREDITS | FLEXIBLE CREDITS |
|---|---|---|---|
| ENGLISH | 8 CREDITS | • 2 credits: English 9 | • 1 credit: Communications-focused course<br>  ○ Ex. Speech, Journalism, Visual Communications, etc.<br>• 5 additional English credits<br>  ○ Ex.: English 10-12, American Literature, World Literature, Expository Writing, etc. |
| MATH | 7 CREDITS | • 2 credits: Algebra I<br>• 1 credit: Personal Finance | • 4 additional math credits<br>  ○ Ex. Geometry, Algebra II, Pre-Calculus, Probability and Statistics, Business Math, etc. |
| SCIENCE, TECHNOLOGY, AND ENGINEERING | 7 CREDITS | • 2 credits: Biology I<br>• 1 credit: Computer Science | • 2 additional science credits<br>  ○ Ex. Biology II, Chemistry I, Physics I, etc.<br>• 2 STEM-focused credits<br>  ○ Ex. Plant and Soil Science, Principles of Engineering, Software Development, etc. |
| SOCIAL STUDIES | 5 CREDITS | • 2 credits: U.S. History<br>• 1 credit: U.S. Government | • 2 credits: World Perspectives<br>  ○ Ex. Geography and History of the World, AP World History, French III, etc. |
| PE/HEALTH | 2 CREDITS | • 1 credit: Physical Education<br>• 1 credit: Health & Wellness | |
| PERSONALIZED ELECTIVES | 12 CREDITS | Students are encouraged to utilize the new readiness seals to align these personalized electives with their unique goals. Personalized electives can include a variety of courses, such as Career and Technical Education (CTE), Performing or Fine Arts, and World Languages. | |
| COLLEGE & CAREERS | 1 CREDIT | • 1 credit: Preparing for College & Careers | Preparing for College and Careers can be offered in middle school to provide additional flexibility in a student's high school schedule. |

**A complete list of eligible courses can be found in this linked document.**

**Note: The federally-required alternate diploma for students in special education with a significant cognitive disability is still available.**

INDIANA DEPARTMENT of EDUCATION

# BLUEPRINT FOR SUCCESS: READINESS SEALS

Readiness seals are designed to be permeable, allowing students to update their graduation plan and pivot, if their original interests and goals change. Although seals are optional, students are encouraged to utilize the blueprints below to focus their flexible credits into a connected pathway that aligns with their future goals. Students may earn one or multiple seals. Graduation Pathways requirements will be satisfied through completion of any seal.

## HONORS SEAL

### ENROLLMENT

- Complete at least 4 World Language and 6 Social Studies credits
- Complete at least 8 Math credits
  - Algebra I and Geometry, plus Algebra II and/or any advanced math credits aligned to their course of study
- Complete at least 6 Science credits
  - Biology I and Chemistry, plus Physics or any advanced lab science aligned to their course of study
- Earn a C or higher in all courses and earn a cumulative B average
- Complete one of the following:
  - Earn 4 credits in AP, IB, or Cambridge courses and take corresponding exams
  - Earn 6 college credits
  - Score a 1250 on the SAT or a 26 on the ACT
  - Earn two of the following:
    - At least 3 college credits
    - 2 credits in AP courses and take corresponding exams
    - 2 credits in IB courses and take corresponding exams
    - 2 credits in Cambridge courses and take corresponding exams

### EMPLOYMENT

- Complete one of the following:
  - A market-driven credential of value aligned to a specific occupation
  - 3 courses in a Career and Technical Education (CTE) pathway
  - An approved career preparation experience aligned to Indiana's CSA program, or
  - An approved, locally-created pathway
- Complete 150 hours of work-based learning (may include up to 3 experiences that are paid, unpaid, on-site, or simulated)
- Demonstrate skill development in Communication, Collaboration, and Work Ethic
- Meet attendance goal:
  - At least 1 school year with no more than 3 days of unexcused absences; or
  - At least 150 hours of work-based learning experience with no more than 3 unexcused absences.

### ENLISTMENT & SERVICE

- Complete one of the following:
  - Introduction to Public Service course or approved locally-created equivalent
    - Emphasis on developing an awareness of the physical standards and character required for service
  - One year of JROTC or Civil Air Patrol in high school
- Achieve a score of 31 on the ASVAB and complete one of the following:
  - All three components of the Career Exploration Program
  - A career exploration tool approved by IDOE
- Meet attendance goal:
  - At least 1 school year with no more than 3 days of unexcused absences
- Demonstrate skill development in Communication, Collaboration, and Work Ethic
  - Externally verified through a mentorship experience with current military personnel, veterans, or other public safety professionals

## HONORS PLUS SEAL

### ENROLLMENT

Earn the Honors Enrollment Seal, **plus**:

- Earn an eligible market-driven credential of value* that may include:
  - Associate degree
  - Technical Certificate
  - Indiana College Core
  - AP Scholar with Distinction
  - Cambridge AICE Diploma
  - IB Diploma

*See CoV list linked below for all options

- Complete at least 75 hours of work-based learning (may include multiple experiences that are paid, unpaid, on-site, or simulated)
- Demonstrate skill development in the following areas: Communication, Collaboration, and Work Ethic

### EMPLOYMENT

Earn the Honors Employment Seal, **plus**:

- Earn a market-driven credential of value that may include, for example:
  - Associate degree;
  - Technical Certificate;
  - Indiana College Core; or
  - An industry certification
- Complete additional work-based learning (total of 650 hours in one or more experiences) that may include, for example:
  - Pre-Apprenticeship
  - Youth Apprenticeship (E.g., INCAP)
- Demonstrate skill development in Communication, Collaboration, Work Ethic, and any additional skills determined locally

### ENLISTMENT & SERVICE

Earn the Honors Enlistment Seal, **plus**:

- Complete one of the following:
  - Achieve a score of 50 or higher on the ASVAB
  - Enrollment in ROTC at the collegiate level
  - Acceptance to a service academy
- Demonstrate excellence in leadership through one of the following:
  - Completion of at least 100 hours of public service;
  - Holding a leadership role in a co/extracurricular activity;
  - Completion of two seasons of a team-based physical sport or activity

**The complete Credentials of Value list for readiness seals can be found in this linked document.**

## HALL OF SCHOLARS

Hall of Scholars is calculated after the first semester of senior year. In order for a student to qualify for Hobart High School's Hall of Scholars recognition, the student must have been in attendance the entire first semester of senior year.

## CREDIT REQUIREMENTS FOR TRANSFER STUDENTS

1. Hobart High School reserves the right to review and evaluate all transcripts of transferring students to determine credits, G.P.A., courses of study and ranking.
2. Transfer students must meet all Hobart High School and Indiana state commencement requirements.

Students transferring into Hobart High School will have their GPAs configured in the following manner: A quality point will be added to all honors courses that are offered within the HHS course pathway guide. For example: A student who took Honors Biology at another school would have a quality point applied to this course because the course is weighted at HHS. A student who took an Honors Economics would not be issued a quality point because this course is not offered at HHS.

### TRANSFER EARLY COLLEGE CREDITS

Students wishing to take courses through an institution like Ivy Tech Community College can only add courses to the high school transcript if the courses are FREE for all students, OR if the course meets a high school graduation requirement that is equivalent to a course at HHS. Students may not exceed eight weighted credits per semester.

Courses taken in the summer through Ivy Tech must also be offered through Hobart High School's summer school to be added to the high school transcript.

Approval from the Director of Early College and the Director of School Counselors is required and must be obtained prior to registering for courses through Ivy Tech Community College.

## HOME SCHOOL TRANSFERS

Home school credits will be recorded on the student's transcript but <u>will not</u> be figured in the student's GPA or class rank.

## CORRESPONDENCE COURSE TRANSFER POLICY

Correspondence courses must be approved by high school administration prior to enrolling in the course. A meeting with guidance counselor is required. Prior approval is needed in order to assure credits will be posted to transcript.

## PROGRAM CHANGES AND DROPPING SUBJECTS

Students have the opportunity to change their schedule until the last day of the previous school year.
Schedule changes will be made <u>only under the following circumstances:</u>

a. computer error
b. failure to meet prerequisite for course
c. course needed for graduation

<u>Administrative approval is necessary for all other schedule changes.</u>

### WITHDRAWAL/REMOVAL

In the event of administration removal, students will receive a *withdrawn F.*

## GRADE REPLACEMENT POLICY:

Students who fail a class required for graduation must repeat the course in Summer School or through the HHS Credit Recovery program. When a student retakes a failed course, both the failed grade and the new grade will be calculated in the student's grade point average. All grades will remain on the transcript.

For students pursuing NCAA eligibility, the course must be taken during the traditional school year with a teacher or through an accredited credit recovery program approved by HHS Administration.

For students wanting to repeat a class to improve their grade for the Academic Honors Diploma, Technical Honors Diploma, or the Enrollment Honors (Plus) Seal, the class must be taken in the building with a teacher during the regular school year or through an approved program such as Indiana Online Academy. Students cannot use Credit Recovery to recover these grades. Both grades will remain on the high school transcript; however, only the higher grade will count toward the GPA.

## INCOMPLETE

It is necessary for the benefit of both the student and teacher to take care of incomplete grades. Normally, students are given only one day to make up incomplete grades for each day of absence. The responsibility for making up the incomplete rests with the student. If the work is not made up in the allotted time, an "F" will be recorded for the missing work. If at the end of a grading period there still remains incomplete work, the teacher may record an "F" on the report card. If absence occurs at the end of the quarter, arrangements will have to be made with the teacher for making up work. Incomplete at the end of the quarter should be made up in one week.

## SEMESTER CREDIT

At the end of each (18) week semester, grades will be issued for credits. These are the credits that accumulate toward commencement. A report card will be posted in Skyward every nine weeks. This will indicate the student's academic status at that time.

## EXIT INTERVIEWS

This section applies to an individual who attends or last attended a public school, is at least seventeen (17) years of age but less than eighteen (18) years of age, has not completed the requirement for graduation, wishes to withdraw from school before graduation, fails to return at the beginning of a semester, or stops attending school during a semester and has no record of transfer to another school. An individual to whom this section applies may withdraw from school only if all of the following conditions are met:

1. An exit interview is conducted.
2. The individual's parent approves of the withdrawal.
3. The school principal approves of the withdrawal.

During the interview, the school principal shall provide to the student and the student's parent a copy of statistics compiled by the Indiana Department of Education (IDOE) concerning the likely consequences of life without a high school diploma. The statistics must include, but are not limited to, statistics that show the likelihood of an individual's:

1. unemployment or employment in a lower paying job; and
2. involvement in criminal activity as a consequence of not obtaining a high school diploma.

For purposes of this section, the following must be in written form (Parent will sign forms when withdrawing from HHS).

1. an individual's request to withdraw from school.
2. a parent's consent to a withdrawal.
3. a principal's consent to a withdrawal.

If the individual's principal does not consent to the individual's withdrawal under this section, the individual's parent may appeal the denial of consent to the governing body of the public school that the individual last attended.

If an individual to which this section applies has **not** received consent to withdraw from school under this section and fails to return to school at the beginning of a semester or during the semester, the principal of the school that the individual last attended shall deliver by certified mail or personal delivery to the bureau of child labor a record of the individual's failure to return to school so that the bureau of child labor revokes any employment certificates issued to the individual and does not issue any additional employment certificates to the individual. **The individual shall be considered a dropout.**

At the same time that a school principal delivers the record to the bureau of child labor, the principal shall deliver by certified mail or personal delivery to the bureau of motor vehicles a record of the individual's failure to return to school so that the bureau of motor vehicles revokes any driver's license or learner's permit issued to the individual and does not issue any additional driver's licenses or learner's permits to the individual before the individual is at least eighteen (18) years of age. **The individual shall be considered a dropout.**

If a principal has delivered the records to the bureau of child labor, the bureau of motor vehicles or both; and the school subsequently gives consent to the individual to withdraw from school under this section; the principal of the school shall send a notice of withdrawal to the bureau of child labor and the bureau of motor vehicles by certified mail or personal delivery and **the individual shall no longer be considered a dropout.**

## ATTENDANCE AT COMMENCEMENT CEREMONY

To participate in the commencement ceremony the following criteria must be met:

1. minimum of 40 credits
2. passing grade in all state and local course requirements

Students are required to dress in Hobart High School graduation regalia (purple/gold cap and gown) during the commencement ceremony. Students who are active or reserve members of the armed forces of the United States or the National Guard are permitted to wear a dress uniform issued to the student.

## COMMENCEMENT REQUIREMENTS

Commencement requirements are listed in the Career Pathways guide.

## PORTER COUNTY CAREER CENTER

The career center offers one-year and two-year vocational programs beginning in the junior year. Once a student is accepted and begins attending the career center, it is the student's obligation to follow the center's rules and regulations as well as those at Hobart High School. If School City of Hobart is on vacation, but the career center is not, the student must still attend the career center or make arrangements to be excused for that period of time. Students who are removed from career center programs will be assigned to the in-school suspension room for the remainder of the term. Students returning from morning session of PCC must report to the Media Center until the beginning of fourth period.

### HOBART UNIVERSITY

The School City of Hobart prides itself on our rich tradition of offering dynamic and comprehensive graduation pathways. Since 1999, the SCOH has been a statewide leader in this initiative to align student interests with potential college and/or career interests. Within these pathways, we provide rigorous courses that include dual credit and dual enrollment programs. Dual credit classes are college-level courses that are identified and accepted by the high school as meeting high school graduation requirements and are completed during "regular" school hours.

Hobart University (HU) was founded in 2018 and is part of the Early College High School Initiative in the United States. This initiative allows students to meet the high school graduation requirements while also earning college credits.

All Brickies are encouraged to be a part of Hobart University! To do so, however, our Brickies need to build their personal brands one brick at a time by ensuring they can meet the requirements to academically participate in our early college initiative through HU. Factors such as attendance, grades, good behavior, and qualifying test scores will all assist Brickies in making sure they are able to partake in HU!

## CAREER AND TECHNICAL EDUCATION RELEASE OF INFORMATION

The School City of Hobart may release information regarding a student's enrollment in a career and technical education course to potential employers that contact the school to recruit students with particular career and technical skills. The school will also provide enrollment information to the Department of Workforce Development (DWD) through the InTERS reporting system. The DWD may provide the enrollment information to potential employers that contact the DWD to recruit students with particular career and technical education skills. The information may be released orally or in the form of written enrollment information. To refuse the release of this information, please contact the Hobart High School Main Office.

## SCHOOL-SPONSORED STUDY TRIPS

Field/Study 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 without parental consent.

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

It is the policy of the Board of School Trustees that if a class or organization wishes to take a study trip and the trip necessitates out of state travel or begins and ends outside of the time limits of a regular school day, it must have approval from the Board of School Trustees. All study trips must be recommended by the classroom teacher or activity advisor. All students going on study trips are required to complete parental permission slips. These are available from your teacher or advisor. Chaperones for study trips must be on the approved School City of Hobart Volunteer list.

## ASSEMBLY PROGRAMS

Students at Hobart High School are fortunate in having a state-of-the-art attractive auditorium for assembly programs. These programs are a privilege and should be treated as such. Participants in the programs appreciate cooperation and interest. Good student conduct helps to establish a good reputation for the student body and school. Students will be accompanied by teachers to the programs and should sit in designated areas.

### NATIONAL HONOR SOCIETY

The National Honor Society chapter of Hobart High School is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to those students who meet the required standards in four areas of evaluation: scholarship, service, leadership, and character. Students are selected for membership by majority vote of a five-member principal-appointed faculty council, which bestows this honor upon qualified students on behalf of the faculty of our school each spring.

Students in grades 10th and 11th are eligible for membership. For the scholarship criterion, a student must have a cumulative GPA of 4.0 or better on a weighted 4.0 scale. Each spring, students who meet this criterion are invited to complete a Candidate Form that provides the faculty council with information regarding the candidate's leadership and service. Students are asked to include documentation of leadership roles in two or more extracurricular or community organizations, as well as a minimum of 10 hours of community service.

To evaluate a candidate's character, the faculty council uses two forms of input. First, school disciplinary records are reviewed. Second, members of the faculty are solicited for input regarding their professional reflections on a candidate's service activities, character, and leadership. Candidates also choose two faculty, staff, or coaches who are able to give a more detailed evaluation of their service, leadership and character.

Any solicited faculty input and all Candidate Forms are carefully reviewed by the faculty council to determine membership. A majority vote of the council is necessary for selection. Candidates are notified regarding selection or non-selection via mail according to a predetermined schedule.

Following notification, a formal induction ceremony is held at the school to recognize all the newly selected members. Once inducted, new members are required to maintain the same level of performance (or better) in all four criteria that led to their selection.

# III. STUDENT CONDUCT

## 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.

### NOTIFICATION OF ABSENCE

If a student is going to be absent, the parents must contact the school office (219) 942-8521 within 24 hours and provide an explanation. 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 student'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 will 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

## 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

## 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 absences are to provide the school office with an explanation of the condition from a licensed physician. Parents must provide an explanation for their student'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.

## UNEXCUSED ABSENCE

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.

## TRUANCY

Truancy from school 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. In addition, an individual who is defined as a habitual truant and is at least (13) years of age but less than fifteen (15) years of age may not be issued an operator's license or a learner's permit to drive a motor vehicle under IC 9-24 until the individual is at least eighteen (18) years of age.

**STUDENT VACATIONS DURING THE SCHOOL YEAR**

Students are permitted to go on vacation during the school year without penalty (except the week ending each quarter). The purpose of this administrative guideline is to accommodate parents who need to take their vacations during the school year and the desire to enjoy that time as a family.

Whenever a proposed absence-for-vacation is requested, parents must discuss it with the building principal. The length of absence should be made clear, and those involved should have an opportunity to express their views on the potential effects of the absence.

A. The corporation will only approve a student's absence for a vacation when s/he will be in the company of his/her own parent or other family relatives but not other students' parents, unless there are extenuating circumstances deemed appropriate by the principal. If a student is absent for any other type of vacation, s/he will be considered absent from school and the absence will be considered unexcused. The student will be subject to truancy regulations.
B. The student may be given approximate assignments and materials for completion.
C. Separate daily assignments may be given.
D. The time missed will be counted as an authorized, unexcused absence, but shall not be a factor in determining grades unless make-up-work is not completed.
E. Vacation days shall not exceed five (5) days in any given school year.
F. Vacation form should be approved prior to the vacation. Any days beyond five (5) will be considered unexcused.
G. Vacation absences for students with more than ten (10) absences will be considered unexcused.
H. Vacation is strongly discouraged during state-wide testing.

**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 obtaining and making up school work lost due to suspension. Make up of missed tests and work must be completed immediately upon return to school. The student will be given credit for properly-completed assignments and a grade on any made-up tests as long as they completed on time.

**MAKE UP OF TESTS AND OTHER SCHOOL WORK**

Students who have an 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 absence within which to make-up work. Daily work that was due at the time of the absence is due at the beginning of the next scheduled class period. If a student misses a teacher's test due to an absence, s/he may make arrangements with the teacher to take the test. In the event that a student will miss final exams, they must pre-arrange to take them prior to leaving.

**TARDY POLICY**

In order to avoid being tardy to class, the student must be in designated location when the bell rings. Physical education students must be in the main gym when the bell rings. The following procedure will be followed:

1. After the first ten (10) minutes of the first hour of the day or five (5) minutes late to the rest of the day's classes, the student will be marked truant, and truant policies will apply.
2. Tardies accumulate per semester.
3. Tardies are calculated in a cumulative manner. Instead of calculating tardies strictly by period, tardies are counted as a whole per semester. The school will take appropriate disciplinary action related to tardiness to be determined by the administration.
4. If a student accumulates 15 tardies in ONE semester, they can forfeit their dance /Talent Show / other Admin approved social function privileges for the remainder of the semester. In addition, at 15 tardies, a parent conference can be held with the parent, student, and one of the principals.
5. A letter will be mailed home after each tardy violation resulting in student discipline.

## 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.

### LEAVING THE BUILDING DURING SCHOOL HOURS

Any student who must leave the building during the school day **must report to the Student Services Office for permission to do so.** If this procedure is not followed, the student may be counted as truant. Permission will be granted through Student Services after parents or emergency contacts are contacted for verification.

Any student who must leave the building for classes such as Cadet Teaching or Internships must sign out in Student Services.

### ENTERING / LEAVING THE BUILDING

Students entering the building after school has begun, must enter through Door 2 (Students Services) or Door 20/21 (Performing Arts Entrance). Due to safety concerns, students are not permitted to open doors and allow others to enter the building. Additionally, propping doors open is another safety issue. If students are caught opening a door to let someone into the building or propping a door open, it will result in the appropriate disciplinary action.

## STUDENT BEHAVIOR STANDARDS

### THE RESPONSIBILITIES OF STUDENTS AS SCHOOL CITIZENS

Students, as citizens of the United States, are guaranteed certain individual rights and have corresponding individual responsibilities. Parents, teachers, and administrators have a responsibility, indeed a duty, to protect the rights of students while maintaining an educational atmosphere conducive to the teaching and learning process. The concept of balancing the rights of the individual with the rights of society is as valid in the educational community as in the larger community.

There are certain special responsibilities required of citizens who are students in school:

1. To become informed of and adhere to the policies and regulations of Hobart High School.
2. To respect the rights and individuality of other students and the school staff, administrators, and teachers.
3. To refrain from libel, slanderous remarks, discriminatory remarks, and obscenity in verbal, written, and electronic expression.
4. To dress and groom in a manner that meets reasonable standards of decorum, health, cleanliness, and safety.
5. To be punctual, present, and prepared in the regular or assigned school program.
6. To refrain from disobedience or misconduct or behavior that disrupts the educational process.
7. To maintain the best possible level of academic achievement.
8. To respect the reasonable exercise of authority by school administrators and teachers in maintaining discipline in the school and at school-sponsored activities.

### EXPECTED BEHAVIORS

Students are expected to:

1. Act respectfully and courteously to adults and fellow students in both words and actions
2. Remain awake and avoid the impression that you are asleep
3. Be prompt and arrive on time to both school and classes
4. Come prepared to class by bringing:
    - Pencil or pen
    - Notebook or paper as appropriate
    - Book(s) as directed
    - Charged chromebook
    - Other materials as directed
5. Work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background
6. Complete assigned tasks on time and as directed
7. Help maintain a school environment that is safe, friendly, and productive
8. Solve problems in a peaceful manner and/or get adult assistance if necessary
9. Sit in your assigned seat
10. Work only on assignments from the class you are in unless otherwise directed by the teacher
11. Remain in your seat and continue to work until the bell rings—the class will be dismissed by the teacher after the bell has rung
12. Participate in class

## 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.

## RESTROOM EXPECTATIONS

Students are expected to utilize restroom facilities in a proper manner. Only one individual is permitted in a stall at one time. Students found in a restroom stall with any other student may be subject to a safety search. Students shall not loiter in the restroom for any reason.

## 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.

Clothing must be deemed appropriate by teachers, staff, and administrators. Students must use good judgment and dress appropriately while at school and school functions the following guidelines have been established:

1. Hoods are not permitted to be worn throughout the school day. Hats that cause a disruption to the educational process may not be worn.
2. No article of clothing will be allowed that has profanity (including communication with double meaning), racial slurs, satanic references, sexual connotations or apparel that promotes or advertises alcohol, drugs or tobacco products. In addition, any apparel that promotes or portrays violence, extremes in anti-social behavior, or that may be detrimental to promoting the orderly function of the school is not allowed.
3. A student shall wear no item which, because of its fit, texture, or design, is openly provocative or suggestive and which exceeds acceptable standards of decency.
4. All shirts must have straps.
4. Sunglasses, goggles, masks, and other facial coverings are not allowed during school hours unless they are being used for approved medical reasons.
5. Any items that may potentially be harmful, or cause a disruption to the educational process.
6. Blankets, capes, pillows, or stuffed animals are not permitted at 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.

Students will not be permitted to wear any type of apparel or style that will cause an interference with or a disruption of the educational process, create an actual or potential health or safety hazard, or cause or threaten to cause damage to school property, or that would constitute a violation of state law.

A student who is in violation of the dress code and is sent to the office to correct his/her dress or appearance will be subject to disciplinary action. Students who choose not to correct a clothing violation will be sent home for the remainder of the day (OSS).

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

Students who are representing Hobart High School at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups. Additionally, students in Porter County Career and Technical Education and/or Ivy Tech programs may be required to follow specific dress regulations.

**The administration reserves the right to use its discretion in determining the type of clothing appropriate for the school setting.

## HALL PASSES

Students who are out of their scheduled class must have an e-hallpass issued by the teacher or staff member who is responsible for them that class period. All students must have a pass to leave the classroom for any reason, and no more than one student may be out of the same class at a time. All passes are at the discretion of the teacher. Leaving without permission from the teacher will result in an office referral.

## FOOD AND DRINK

Food and/or drinks are not to be brought into or stored in the school building for the purpose of selling or distributing without the approval of the school administration or the supervisor of any event. Repeated offenses may result in suspension or expulsion. Food and drinks are allowed in the classroom upon teacher discretion.

## 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.

## STUDENT PARKING AND REGULATIONS

Hobart High School requires student drivers to park in the designated student parking area. Students driving to school are not permitted to park in designated subdivisions surrounding Hobart High School. Students driving to school who violate this regulation are subject to disciplinary action.

Students are not permitted to drive during school hours without proper approval.

- All Student Drivers are required to purchase a parking permit for any motorized vehicle before being allowed to park on school property.
- All Student Drivers shall obtain their parking permit no later than two (2) weeks after the start of the school year or within two weeks of receiving a driver's license. Failure to obtain a parking permit will result in the appropriate disciplinary action.
- Student Drivers must register and obtain a parking permit each year.
- Parking lot rules:
  a. All students must park in the East parking lot off of Union Street and enter through door 20 and 21. PCC and Aspire students must park in the northeast corner of the front lot.
  b. All parking permits must be displayed in the vehicle where easily seen.
  c. Five miles per hour is the speed limit on all school property and lot areas.
  d. All vehicles must be kept locked. The school is not responsible for any articles/items that are lost or stolen.
  e. No loitering in cars before, during, or after school.
  f. All student drivers are to leave their vehicles and parking lot area immediately upon arrival at school.
  g. Student drivers shall not be allowed to go to their vehicle during the school day without permission from an administrator.
  h. All traffic laws shall apply to all student drivers while on school property.
  i. Remember, driving & parking on school property is a privilege, not a right.
- Administration shall possess the authority to examine the contents of any student's vehicle located on school property when he/she has reasonable suspicion to believe that the contents of the vehicle may include elements which:
  a. Present an immediate threat to the health, safety and welfare of students and staff
  b. Are illegal to possess
  c. Have been stolen or lost

**The school is not responsible for any damages to any student driver's vehicle while parked on school property.

## MORNING DROP OFF AND AFTER SCHOOL PICK UP

All parents/guardians will be dropping off and picking up at door #1. Signs are posted to assist with directions to enter and exit the school. Morning drop offs and after school pick-ups are not permitted in the east or west lots. We ask for all parent's/guardian's cooperation to ensure the safety of all our students and staff.

# 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.***
- I can always be heard saying ***YES SIR, NO SIR, YES MA'AM, NO MA'AM*** to my parents, teachers, administrators, and support staff.
- 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, as well as 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 No Credit for the class. 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/VANDALISM**

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. Re-

peated 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:

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

## REMOVAL

A student may be removed from a classroom or activity by a teacher or administrator when s/he poses a threat to a safe, orderly, and effective educational environment.

## TEACHER ASSIGNED DETENTION

- This time is to be served with the teacher.
- Date and duration of detention is determined by the teacher.
- Teacher must give 24-hour notice to the student and parent of the assigned detention.
- Failure to serve teacher detention will result in the appropriate disciplinary action.
- The student or his/her parents are responsible for transportation.

## FORMAL DISCIPLINE

Formal discipline removes the student from school. It includes suspension for up to 10 school days pending expulsion for the remainder of a semester or longer.

## SUSPENSION BY ADMINISTRATION

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.

1. In-School (ISS)
   A. Student will attend school but in a designated location during the school day.
   B. The suspension location will be supervised.
   C. In-school suspension will result in loss of instruction.
   D. Student must forfeit all school activities during the period of suspension as long as the suspension is all day
   E. In-school suspension will <u>not</u> count as an absence.

   The In-School Suspension will be in session from the beginning to the end of the assigned class period or day. Each student shall arrive with sufficient educational materials to be busy during this In-School Suspension period. A student missing any portion of his/her assigned time in In-School Suspension may be given an additional period. Failure to timely serve In-School Suspension assignment(s) may lead to a suspension from school. 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. It is the students' responsibility to obtain class work prior to the start of the school day in which their ISS is served.
   - 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.
- 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.

* Chromebooks may only be used for educational purposes.

2. Out-Of-School (OSS)
   A. Student will NOT attend school.
   B. Student must forfeit all school activities during the period of suspension. If the OSS occurs on a Friday, the student must forfeit all extra-curricular activities for the weekend.
   C. Students on school property during suspension will be trespassing.
   D. Loss of instruction for the period of suspension will occur.
   E. OSS will suspend participation in career centers during the term of suspension.
   F. Out-of–School suspension will not count as an absence.
   G. Students are not in good standing during period of out of school suspension.
3. Loss of assignment credit for ISS/OSS:
   A. The student will be allowed to turn in an assignment given before the day of ISS/OSS if that student turns the assignment in to the teacher <u>before</u> the beginning of the school day on the day of ISS or before the beginning of the next school day in attendance for students serving OSS.
   B. The student will be allowed to turn an assignment/test/project, etc or any other form of work completed in class during the day of ISS/OSS.
   C. The student will be allowed to turn in a homework assignment made on the day the student served ISS/OSS that is due the next day if the student makes the effort to obtain the assignment.
   *All suspension days listed are school days.
4. IC 9-24-2 prohibits the Bureau of Motor Vehicles from issuing a driver's license or permit to a student younger than 18 years of age if student
   a. is given at least a second out-of-school suspension for the school year
   b. is expelled from school
   c. is a habitual truant
   d. has withdrawn from school for a reason other than financial hardship
5. The Bureau of Motor Vehicles is also required to invalidate a student's license or permit for the same reasons. The law requires school officials to report to the Bureau of Motor Vehicles that a student:
   a. is not eligible for a license or permit because the student has been suspended (at least two times) or expelled;
   b. has been suspended (at least two times) or expelled;
   c. is a habitual truant;
   d. has withdrawal from school for a reason other than financial hardship.

## 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.

## RE-ENROLLMENT FOLLOWING EXPULSION (I.C. 20-33-8-20)

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 attend an alte
rnative program.

## EXPULSION FOR FIREARM 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 (IC 35-47-8-3) or electronic stun weapon (IC 35-47-8-1), equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.

### DUE PROCESS CODE
Students are not to violate any provision of the Indiana Student Due Process Code (IC 20-33-8). See Appendix A**.**

### CONSEQUENCES
Hobart High School recognizes the importance of maintaining a proper educational environment. It is the goal of Hobart High School to help every student develop an appropriate and serious attitude toward school and education so that each student may have the opportunity to learn and develop to his/her fullest potential. In the event that inappropriate behavior occurs, we feel a responsibility to present the student with consequences that are consistent with the behavior and are fairly and equally administered to all students. The goal shall always be to help each student assume responsibility for his/her actions and make appropriate adjustments in behavior as warranted. Student discipline will be administered in accordance with the Indiana Due Process Code (IC 20-33-8).
School officials have also been given the express statutory power to mandate parent participation in any action the school takes to correct a student's inappropriate behavior. (IC 20-33-8)

## 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.

### 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.

### 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 *s/he* 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 *s/he* 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, *s/he* 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.

### 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.

### 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 RIGHT 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 expressions 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.

# IV. STUDENT ACTIVITIES

### SCHOOL SPONSORED CLUBS AND ACTIVITIES

Hobart High School provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter.

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 and the like. Involvement in these activities is limited by grades and behavior.
On any day students will be allowed to participate in an activity only if they were in school all day unless prior arrangements had been made with the principal. **Students who have been placed in all-day in-school suspension by an administrator or who are serving out-of-school suspension cannot participate in practice, athletic contests, or attend any school function during the period of their suspensions.** If a student is absent on the last day of a school week, and there is an athletic competition or other extra-curricular activity on the weekend, the student-athlete must get permission from the administration to participate.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.
The school has many student groups that are authorized by the school. It is the corporation's policy that only authorized groups are those approved by the Board of School Trustees and sponsored by a staff member.

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 Principal. The application must verify that the activity is being initiated by students, attendance is voluntary, that 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. Membership in any fraternity, sorority, or any other secret society is not permitted. All groups must comply with School rules and must provide equal opportunity to participate. No non-corporation sponsored organization may use the name of the School or School mascot.

### EXTRA-CURRICULAR ACTIVITIES & ATHLETICS

**Below is the list of current extra-curricular activities available to students at HHS. Please note: activities are subject to change each school year. The list below may not be comprehensive and some activities may not be available each year. All students who participate in an activity must meet the outlined requirements, and should reference the extra-curricular/ athletic code of conduct, and social media agreement.**

| ACTIVITY | ACTIVITY |
|---|---|
| Academic Teams | Key Club |
| Band | National Honor Society |

| | | |
|---|---|---|
| Baseball | | Newspaper |
| Basketball | | Quiz Bowl |
| Booster Club | | Senior Class |
| Brickie Book Club | | Soccer |
| Bring Change to Mind | | Softball |
| Business Professionals of America | | Sophomore Class |
| Cheerleading | | Spanish Club |
| Chess Club | | Spell Bowl |
| Cross Country | | Student Council |
| E-Sports | | Swimming / Diving |
| Football | | Tennis |
| French Club | | Theatre |
| Freshman Class | | Track |
| German Club | | Volleyball |
| Golf | | Wolffgang |
| Gymnastics | | Wrestling |
| Hobart Radio and TV | | Yearbook |
| HOSA | | Youth and Government |
| JROTC | | Writer's Club |
| Junior Class | | |

**EXTRA-CURRICULAR / ATHLETIC CODE OF CONDUCT**

A student who is a member of a Hobart High School athletic team in any capacity (athlete, cheerleader, student manager, athletic training student assistant, or statistician), or involved in an extracurricular activity/ club must be willing to assume the responsibilities that go along with being a member of a team / extra-curricular and representing the Brickies- purple & gold. The student body, the community and others often judge our school by our student athletes' conduct and attitude on and off the field, in season and out of season as well as those involved in other extra-curriculars. Student athletes, athletic support personnel, and those involved in extra-curricular activities are role models and therefore, are expected to be positive examples in school citizenship, scholastic effort, leadership, and in personal appearance. The conduct of participants in athletics and extra-curricular activities at Hobart High School, in or out of school, shall be such as not to reflect discredit upon his/her school, nor create a disruptive influence on the discipline, good order, morale or educational environment in his/her school. Areas of concern, such as, but not all inclusive are: (1) tobacco use in any form, (2) alcohol use in any form, (3) use of drugs, depressants, stimulants, or any controlled substance, (4) use of performance enhancing drugs, (5) verbal harassment, (6) sexual harassment, (7) theft, (8) vandalism, or (9) sexual violations or (10) behavior that promotes the use of tobacco, alcohol, drugs, depressants, stimulants or any controlled substance**.**

**CONDUCT, CHARACTER, DISCIPLINE & PROCEDURES**

As an athlete or extracurricular participant, you represent your school, community, sports team and club. It is critical that you behave as a leader at all times. Engaging in immoral, unethical, or unacceptable conduct contrary to state law, school rules or policies, and rules or regulations of the I.H.S.A.A. (for athletes) is prohibited.

It is expected that contestants, athletic personnel, and those involved in extra-curricular activities will display expected conduct in and out of school for 365 days, including summer months when school is not in session. Athletes / those involved in extracurricular activities understand that their behavior must:

1. Not reflect discredit upon their school or I.H.S.A.A.
2. Not materially interfere or disrupt the educational process, or an educational function. An athlete / extra-curricular participant is ineligible for competition when he / she is under suspension, expulsion, or reason to believe that he or she has violated any school, civil, state or federal regulation for any such reason.
3. Not interfere or disrupt with team / club or individual discipline. Discipline for the violation of training rules or extracurricular activity rules is under the jurisdiction of the coach / sponsor and school administrator. No student will impose hazing, either mental or physical, nor will force any students to participate in any initiation or ceremonies.

4. Students' home and personal Internet use can have an impact on the school and on other students. If students' personal Internet expression and text message-such as a threatening message to another student or a violent or inappropriate Web site-creates a likelihood of material disruption or interference with the educational process or school operations, students may face school discipline.

(Please note: signed acknowledgement of this handbook verifies the understanding of this rule from the first day of school in August until the first day of school the following year):

**RESPONSIBLE USE OF SOCIAL NETWORKING MEDIA FOR ATHLETICS & EXTRA-CURRICULAR ACTIVITIES**

Hobart High School recognizes that students do not leave their First Amendment free speech rights at the schoolhouse gate. However, students should be concerned with any behavior that might embarrass themselves, their families, their teams, their community and/or Hobart High School. This includes any activities conducted online through social networking sites (i.e. Facebook, Instagram, Friendster, pod casting, blog sites, You Tube, Twitter, Snapchat, chat rooms, etc.).

Participation in athletics and extra-curricular activities at Hobart High School is a privilege, not a right. As a student at Hobart High School, you are a representative of the school and the community, and as such, you are always in the public eye. This fact places certain additional demands upon how you must live your life. Keep the following guidelines in mind as you participate in any of the aforementioned public media:

1. Before participating in any online community, understand that anything posted online is available to anyone in the world. Any text or photo placed online is completely out of your control at the moment it is placed online, even if you limit access to your site.
2. You are not to post information, photos, or other items that could embarrass you, your family, your team or extra-curricular activity, the Athletic Department or Hobart High School. This includes items that may be posted on your page by others.
3. You should not post your address, phone numbers, birth date, or other personal information. You could be opening yourself up to predators or stalkers.
4. Exercise caution as to what information you post on your website about your whereabouts or plans. This will help prevent stalkers or other criminally minded individuals from gaining access to you.
5. Be aware of who you add as a friend to your site. Many people are looking to take advantage of students athletes or seek connection with students to give them a sense of membership on a team or with an organization.
6. Coaches, sponsors, and administrators can and do monitor these websites. Disparaging remarks about teammates, coaches, or school officials can serve as grounds for suspension from competition or dismissal from teams, as well as possible legal ramifications.
7. Students will face disciplinary measures for violation of team/activity policies, athletic department polices, school policies, state athletic association guidelines and/or state and federal laws. Any admissions of conduct in violation of any of these policies or laws found on a student's website will subject him or her to disciplinary measures. Any depictions of conduct in violation of any of these policies or laws found on a student's website will be subject to a full investigation and possible discipline based on the outcome.

Also keep in mind that local police or sheriff's offices or other law enforcement agencies may check these websites regularly. Be aware of the fact that many employers and colleges also monitor these sites. You should be aware that any information posted on these websites may prevent you from obtaining a job or prevent you from attending the college of your choice.

**EXTRA-CURRICULAR AND ATHLETIC CODE OF CONDUCT / SOCIAL MEDIA AGREEMENT VIOLATION**

The student/athlete shall be suspended from interscholastic athletics or extracurricular activities for the following:

A. Usage or possession of tobacco products in any form, consumption or possession of alcoholic beverages or intoxicants of any kind, usage or possession of drugs, controlled substances, paraphernalia, or substances represented to be or made to look like controlled substances, engaging in immoral, unethical, or unacceptable conduct contrary to state law, school rules or policies, and rules or regulations of the IHSAA.

The athlete / extra-curricular participant will obtain a cumulative discipline record for his/her entire high school career.

**<u>1st Violation</u>**

The student will be suspended for forty percent (40%) of scheduled contests. Students can reduce this suspension to twenty percent (20%) of scheduled contests if he/she completes a restorative practice, which is appropriate for the rule violation (applicable one time only on the first violation). The student/athlete will be able to practice and attend contests with his/her team; however, they may not be in uniform at said contests.

Restorative Practice:

-Participation in the School City of Hobart Drug Trend Series Program and completion of 10 hours of community service at an administrative approved location.

ATHLETES: If a violation occurs at a time when the student/athlete is unable to miss the required number of contests, the remaining percentage of the suspension will be served in his/her next sport. The remaining percentage will then be figured on the number of contests for that sport. The student/athlete must finish their next sport in "good standing" in order to complete his/her suspension.

If the infraction occurs out of a sport season the athlete will then begin serving the suspension in his/her next sport season. Jamborees or scrimmages are not considered as a part of the scheduled contests for the sport season.

**2nd Violation**

The student/athlete will be suspended for 365 days from the date of the infraction. Students/Athletes will be removed from their current team and will be prohibited from attending any extra-curricular activities during the duration of their suspension.

*Students who are serving a 365-day suspension from their current team can earn back the privilege of attending dances, or attending events at Hobart High School as a spectator only by completion of a professional intervention program and completion of completing forty (40) hours of community service at an administrative approved location.

**3rd Violation**

The student/athlete will be permanently suspended from attending any extra-curricular activities for the remainder of his/her school career.

Athletes who are suspended for a violation of the athletic or school rules, shall not be permitted to dress or appear as a member of the team at an athletic contest. Since the captain or co-captain of a team is expected to lead by example, the suspension of a captain or co-captain may result in the relinquishing of such position for the remainder of the sport season. Since the coach of a sport is the immediate supervisor of an athletic team, he/she will ensure that this regulation is effectively enforced. (local)

EXTRA-CURRICULAR PARTICIPANTS: The specifics of the suspension will be determined based on the student's specific extra-curricular involvement.

**PROCEDURE**

An initial determination of an alleged violation of rules will made by the Athletic Director/Administrator setting forth in writing his/her decision, findings of fact and a conclusion as whether a rule has been violated in addition to the penalty to be Imposed.

An appeal may be taken to an Athletic/Extra-curricular Review Board within ten (10) calendar days after tender of notice to student and parent(s). The Athletic / Extra-curricular Review Board shall be composed of the principal or his/her designee, along with three other school/district staff members.

An appeal takes a minimum of five (5) calendar days to set up. Results of appeals will be provided within 24-48 hours.

The Athletic/Extracurricular Review Board shall investigate the charge, may hold hearing(s) and review the decision of the Athletic Director/Administrator. The Principal, as a corporate expulsion examiner, in this case, shall have powers as set forth in IC 20-33-8-19. After completing its investigation and fact-finding, the review board shall issue a written opinion which shall be tendered to the Athletic Director, extra-curricular sponsor, student, parent involved, and the Superintendent of Schools. (local)

## STUDENT DANCE AND SOCIAL EVENTS

In general, all school dances and other school social events will be governed by these guidelines:

- All school policies will be enforced at any school sponsored activity.
- All school activities must be scheduled and approved by the administration at least two weeks in advance of the scheduled date. An activity application must be filled out by the sponsor and a Use of Facility Permit must be obtained.
- Any school official or sponsoring organization may refuse to admit a student or guest to an activity or may ask the person to leave an activity.

### DANCES

Most dances have a scheduled time for beginning and ending. If the student has ticket and shows an I.D. card, he or she may be admitted up to one hour after the dance begins. One hour after the dance begins, the doors will close and students will not be able to enter unless prior approval by the principal or assistant principal has been given.

Dance attendees who leave the building from an activity may not re-enter.

Hobart High School students may bring outside guests to select school activities such as Prom.
An approval request form must be obtained from the principal or their designee, filled out and signed by the principal of the school where the student attends or has attended. If guests are out-of-school, the student bringing the guest must have his/her parents sign an approval. The person bringing the guest is responsible for the behavior of the guest at the activity. Hobart High School administration reserves the right to deny any person from attending a school- sponsored dance.

**HOMECOMING** (Semester 1) - This dance is only for Hobart High School Students and outside guests will not be allowed.

**PROM** (Semester 2) - This dance is reserved for Hobart High School juniors and seniors. However, HHS juniors and seniors who wish to attend with someone who is not a HHS junior or senior can bring a guest but must follow the guidelines below:

a. The student can be a sophomore if they attend Hobart High School
b. HHS juniors or seniors may also elect to bring a non-Hobart High School student but must meet the following criteria: The student is academically classified as a junior or senior (by his / her school) and is in good standing OR 20 years of age or younger on the day of the dance. The Hobart High School student must submit the guest request form by the determined deadline.

All students attending dances at HHS must follow the school dress code.

**OTHER APPROVED ADMINISTRATIVE SOCIAL EVENTS-** These events are privileges and can be included when looking at LOSS OF PRIVILEGES. Examples include but are not limited to: Powder Puff Football Game, any underclassmen dances, dodge ball tournaments.

## LOSS OF PRIVILEGES/STUDENTS IN GOOD STANDING

Athletics and extracurricular activities are a privilege. In order for a student to be eligible to participate in an extracurricular activity or practice, or use the HHS facilities, he/she must be in school the full day of the activity. Additionally, involvement in these activities is limited by grades and behavior. A student who violates school rules and/or attendance/tardy policies will not be eligible to attend extracurricular activities, field trips, and other school-sponsored social functions.

To be eligible for extracurricular activities, students must remain in good standing, not accumulating ANY of the following items:

- 15 tardies (total) in a semester
- 5 unexcused absences in a semester
- 3 in-school suspensions in a semester
- 2 out-of-school suspensions in a semester

Should you reach ANY of these thresholds in a given semester, you will forfeit your right to attend the semester's social functions listed below:

- Homecoming activities and dance
- Prom
- Administration-approved social functions
- Field Trips (not including Field Experience)

Should you reach TWO of the aforementioned thresholds in a given semester, you will forfeit your right to attend or participate in ALL school activities for the semester, including but not limited to:

- Academic Contests
- Athletics
- Clubs
- E-Sports
- Field Trips (not including Field Experience)
- Half Day Programs (excluding graduation requirements)
- Music Events (unless required for a grade)
- JROTC Raiders
- Theatrical Productions

A student is eligible academically if the student is currently enrolled in at least 70% of the maximum number of full credit subjects available, or the equivalent, and the student received a passing grade in 70% of the maximum number of full credit high school subjects available, or the equivalent, in the previous Grading Period.

# ATHLETIC GUIDELINES

**NOTE:** Following each paragraph there will be clarification as to whether it is a state or local rule.
The coach of any sport is expected to take a leadership role in the imposition of athletic discipline and to support the athletic and school administration in enforcing the athletic and school rules. A coach should never adopt the role of a disinterested third party. Winning in the School City of Hobart's program is the result or product of sound instruction of techniques of the sport, of superior organization and preparation, of stressing the growth of character and leadership, and of the imposition of an effective and consistent disciplinary system and standards. The desire for a favorable win/loss record should never be an excuse for ignoring athletic skill development, character and leadership growth, and consistency in athletic discipline.
Hobart High School is a member of the Indiana High School Athletic Association (IHSAA) and the association rules apply to all athletic teams and all sports contestants enrolled in grades 9, 10, 11 and 12. Additional IHSAA rules may be found on the IHSAA website at: www.ihsaa.org.

**A. Rule Coverage**

The School City of Hobart athletic rules apply to all athletic teams and all sport contestants enrolled in grades 9, 10, 11 and 12 participating in any School City of Hobart educational function. This will extend to cover the conduct of the athlete, manager, cheerleader and/or statistician in and out of school for 365 days, including summer months when school is not in session.

**B. Certification of Eligibility and Participation Regulations**

The eligibility of all contestants shall be certified by the principal of the school in accordance with the rules of the I.H.S.A.A. and the School City of Hobart. A record of all sport participants for each grading period shall be on file. (local)
When eligibility is in question, students shall not be permitted to participate in interschool contests. An ineligible student should not appear in athletic uniform at games, but shall be present with the team at the site of the game. A student who is ineligible in his sport at one level is also ineligible for all levels of competition in that sport. (local)
Participation in an athletic contest on any other similar team during the same season in which they represent their school in that sport, shall cause students to be ineligible to compete on their high school team in that sport for a period not to exceed 365 days. (state)
Students who participate in any interschool contest when ineligible, other than in scholarship, too many quarters, too many events, and similar oversights become ineligible only in that sport for the remainder of that sport season unless facts were purposely withheld or misrepresented. In which case they are ineligible in all sports for the remainder of the school year. (state)
Students may participate for demonstration purposes in schools, camps or clinics held in Indiana (1) during the practice/contest season when their school coach is a participating clinician or (2) out of season when their school coach is a presenter. (state)
Athletes who participate in an athletic contest during a season as an individual or on any team other than their school team become ineligible in that sport for the remainder of the season. (state)
Participation of students in an organized athletic contest with or against players not belonging to their school constitutes a game. An organized "scrimmage" or practice by students with or against teams or players not belonging to their school is considered a game. (state)
Auditions - Tryouts Students with no remaining eligibility should refer to college rules and regulations before participating. (state)
Students wishing to enroll in or participate in specialized or diversified sport camps, schools, clinics, or other similar programs, involving coaching, instruction and participation should contact the athletic department for the specific guidelines that pertain to their sport.
The coaching staff is hired for their knowledge and expertise in each particular sport. It is at the discretion of each sport's coaching staff to decide who will be members of the team. It may be necessary to cut members trying out for the team. Every athlete trying out for a team will be given time to demonstrate his/her skills and abilities. (local)
Students who are eliminated from a team or who decide not to continue participation in that sport prior to the opening contest in that sport may try out for another sport that same season. (local)
If a student quits a sport after the opening contest, the student may not participate in another sport during the sport season except with the respective approval of the coaches of the sport he/she quit and the coach of the sport he/she is beginning. (local)
If a student is eliminated after contests begin, he/she may then report for another sport if the coach of the sport he/she is beginning approves. (local)
A student may participate in two (2) sports at the same time in one season with the consent and agreement of both head coaches. (local)
The review board (see conduct section) may at any time declare ineligible, suspend from practice and/or games, or remove permanently an athlete from a sport for any violation. (local)

**C. Student/Parent Physician's Certificates**

Between April 1 and a student's first practice in preparation for athletic competition the student shall have had:

1. A physical exam or certification by a physician holding an unlimited license to practice medicine.

2. Written consent of parent or guardian for such participation unless emancipated.
3. Statement of Consent to Administer Emergency Treatment and Assumption of all Liability for Emergency Medical Treatment (state)
4. Any other forms required by the school or the IHSAA

These forms shall be on file in the athletic office and will suffice for the entire school year. (state)

A student/athlete shall attend and actively participate in regularly scheduled practice sessions to be eligible for interschool athletic competition. If, as a result of a school strike, student suspension, athletic suspension, health limitation or other similar reasons, a student shall fail to attend and actively participate in regularly scheduled practice sessions, such student shall be required to complete the following prior to participation:

(a.) attendance and active participation in preseason practices, if applicable;

(b.) attendance and active participation in two (2) school-supervised practice sessions of normal length, which shall occur on two (2) separate days prior to the day of the contest, if the student fails to attend and actively participate in more than seven (7) but less than fifteen (15) consecutive days of regularly scheduled practice. When calculating the period of days missed, Sundays shall not be included in the count.

(c.) attendance and active participation in three (3) school supervised practice sessions of normal length, which shall occur on three (3) separate days prior to the day of the contest, if the student fails to attend and actively participate in more than fourteen (14) consecutive days of regularly scheduled practice. When calculating the period of days missed, Sundays shall not be included in the count. (state)

**INTERPRETATION:**

| **Days Missed** | **#of Practices Required** |
|---|---|
| 8 to 14 | 2 |
| More than 14 consecutive | 3 |

**D. AGE**

A student who is or shall be twenty (20) years of age prior to or on the scheduled date of the I.H.S.A.A. state finals in a sport shall be ineligible as to age for interschool athletic competition in that sport. (state)

**E. Amateurism and Awards**

All athletes participating in school sponsored practices and contests must be amateurs. (state)

Students shall not play under assumed names nor accept remuneration, directly or indirectly, for athletic participation. Any member school students who directly or indirectly sign a professional contract lose their amateur standing and immediately become ineligible ONLY in the sport in which they signed a contract. (state)

Athletes shall be considered as violating their amateur standing if they participate in athletic activities, tryouts, auditions, practices and games held or sponsored by professional athletic organizations, clubs or their representatives. (state)

Giving or receiving paid instructions is not considered a violation of the aforementioned rule.

The giving and receiving of athletic awards shall:

A. be kept within reasonable bounds,
B. have symbolic value only,
C. be with the consent and under the supervision of the athletic director and principal. (state)

Awards may be accepted by schools and/or students from such local organizations as service clubs, patriotic organizations, civic groups, dads' and mothers' clubs, and the sports department of a newspaper or radio station. NO AWARDS SHALL BE ACCEPTED WHICH, IN ANY WAY, ADVERTISE ANY FIRM OR INDIVIDUAL SO FAR AS COMMERCIAL OR BUSINESS INTERESTS ARE CONCERNED. (state)

Awards, medals, recognitions, gifts and honors shall not be accepted by players or schools from colleges, universities and high institutions of learning or their alumni. (state)

No awards of any type shall be accepted by schools from any outside organization designating athletes as having "ALL STATE" or "ALL AMERICAN" status. (state)

Each coach of every sport will determine his or her requirements to earn awards in that sport at a particular level. The following are approved awards by the athletic department and principal: 1) Freshman and Junior Varsity Certificates; 2) Varsity award, chenille "H", numerals, chevron; 3) Outstanding individual award/plaque; 4) Senior award/plaque; 5) Outstanding female/male senior athlete award/plaque. (local)

**F. Personal Branding Activities**

Student-athletes may participate in personal branding activities involving the use of their name, image, likeness, social media presence, personal appearances, endorsements, or similar activities only when such participation complies with applicable School City of Hobart rules and Indiana High School Athletic Association regulations. (state/local)

A student-athlete may not use or reference the School City of Hobart, an individual school, school nickname, mascot, logo, uniform, athletic program, facility, property, team achievement, or other school identifier in connection with a compensated personal branding activity unless the activity is authorized and directed by the school. Student-athletes may not receive compensation for participating in school-sponsored athletic contests, demonstrations, or activities or for providing athletic services while representing the school. (state)

Personal branding activities may not involve products, services, companies, individuals, or industries associated with gambling, alcohol, tobacco, cannabis, illegal or banned substances, performance-enhancing substances, sexually explicit material, firearms, or weapons. Students may also not participate in personal branding collectives affiliated with or operating for the benefit of a member school or accept personal branding opportunities intended to influence their enrollment or athletic participation at a particular school. (state)

A student-athlete who enters into a personal branding agreement must provide written notification to the Athletic Director within forty-eight (48) hours of entering into the agreement. (state)

Students and their parents or guardians are encouraged to consult with the Athletic Director before entering into an agreement to determine whether the proposed activity appears consistent with applicable school and IHSAA rules. (local)

The student and the student's parent or guardian are responsible for determining whether a personal branding activity may affect NCAA, NJCAA, NAIA, or other collegiate eligibility and for complying with all applicable employment, contractual, tax, and legal obligations. (state)

Participation in a personal branding activity that violates school or IHSAA rules may result in athletic ineligibility and other consequences permitted by applicable rules. (state/local)

**G. Enrollment and Attendance**

In order to be eligible for athletic competition during any semester, a student must have entered some high school within the first 15 school days of the semester in which the contest occurs. (state)

A student who withdraws from school during the first 15 school days of any semester shall not be charged with a semester of enrollment. (state)

After being enrolled 16 or more days in each of four fall semesters, a student shall be ineligible for further participation during any fall semester. (state)

After being enrolled 16 or more days in each of four spring semesters, a student shall be ineligible for further participation during any spring semester. (state)

An athlete must be in attendance for a complete school day; otherwise, the athlete is ineligible for practice, athletic contest, or any sports activity of any type that same day. Students who are ill on Friday and/or absent from school and who wish to compete in a Saturday practice or contest must have the approval of the athletic director or principal/designee. Any exceptions must be approved by school administration.

An athlete who is serving in-school suspension of any duration or an out-of-school suspension is ineligible for practice(s) or competition(s) the day(s) of that suspension and is not allowed to be a member of that team either by participation or attendance, whether home or away. (local)

**H. Scholastic Eligibility**

To be eligible scholastically, students must have received passing grades and earned credit at the end of their last grading period in school in at least seventy percent (70%) of the maximum number of full credit subjects that a student can take and must be currently enrolled in at least seventy percent (70%) of the maximum number of full credit subjects that a student can take.

As per IHSAA guidelines, semester grades take precedence over quarter grades. (A full credit subject is one that has full credit per semester if passed, which includes physical education course.) If I.H.S.A.A tournament play occurs following the grading period, the athlete will be ineligible for such tournament play if he/she fails to meet the standard within the previous grading period. The athletic department may mandate a weekly scholastic check for any athlete with academic problems. The student athlete who fails to pass the required number of full credit courses at the end of the year has the option to attend a summer school program. If the athlete passes the failed subject(s), he/she will be eligible to compete in the fall season. Failure to pass the failed subject(s) in summer school will result in the student's ineligibility for the fall sport season.* Athletic eligibility will be determined on the dates certified with the I.H.S.A.A. in September of each year.

| If the maximum number of daily instructional periods: | 4 | 5 | 6 | 7 | 8 | 9 |
|---|---|---|---|---|---|---|
| Then the minimum number of classes student must take are: | 4 | 4 | 5 | 5 | 6 | 7 |
| And the minimum number of classes student must pass are: | 3 | 4 | 5 | 5 | 6 | 7 |

**NOTE:** The fall sports season begins prior to the opening of school; therefore, the ineligible athlete may not participate prior to the opening of school plus the first grading period. (state)

An athlete who receives an incomplete must make up that incomplete within one week of the grading period in which the incomplete was given. If the incomplete is not made up it will be recorded as a failure. (Exceptions: long term illness or emergency situations.) (local)

Students who withdraw within the first 15 days of a quarter shall not be considered ineligible as to scholarship at the beginning of their next quarter of enrollment, provided they were eligible when they withdrew. (local)

**I. Transfer**

Students who have transferred from another school shall not be certified for interschool athletics during the ensuing 365 days until the principal has on file an I.H.S.A.A. Athletic Transfer Report signed by the former school principal (exception are 7th and 8th) except when there is a delay in returning the report the necessary information may be obtained by a phone call. (state)

**J. Uniforms and Equipment**

All uniforms and equipment belonging to the school must be returned to the school. If a uniform is not returned, the student must pay the present cost plus 10% of the cost of the uniform. Should this uniform reappear, the uniform will be taken by school officials even if paid by the student. If a student fails to return or pay for a uniform or equipment he/she may be declared ineligible for further athletic participation. (local)

All lockers must be cleaned out within one week after the conclusion of a sport season. (local)

If you use a personal lock it must be a combination lock only and not a key lock. Your combination must be recorded with your coach. (local)

**K. Injuries**

No athlete is permitted to obtain medical treatment for a sports incurred injury and charge it to the athletic department.

The athletic department will furnish a licensed athletic trainer, at athletic events where his/her skills warrant his/her availability. All injuries should receive careful attention by the coach or trainer. It is also advised that you seek the aid of your doctor. If injured, the individual, with the school or team physician or family doctor will decide when a person is able to participate. If the trainer and/or team physician decide an athlete is not ready to participate following an injury, but the athlete's parents give permission then the following rules and regulations apply:

1. No parent can waive liability - the school continues to exercise its authority in determining participation.
2. The athlete must have a doctor's (M.D. or D.O. only) release. If the release is obtained, then the coach may dress the athlete but not play him or her if the trainer or team physician still object. The athlete may be brought to the trainer for a second evaluation after the athlete has obtained the release. If the trainer/team physician still says the athlete cannot play then their decision is final. (local)

**L. Athletic Fee**

The athletic fee will be $25.00 per athlete per season (fall/winter/spring). If an athlete competes in more than one sport per season, a single fee will cover both sports.

# V. TECHNOLOGY

## A. 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. Par-**

**ents/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

# SCHOOL CITY OF HOBART

*Be Excellent on Purpose*

# INDIANA'S NEW CELL PHONE LAW

*What Parents Need to Know*

**At SCOH, We are committed to creating safe, focused, and welcoming schools where every student has the opportunity to thrive.**

**Thank you for working together with us to support student success!**

## TOP QUESTIONS ANSWERED

### WHAT DOES THE LAW SAY?

Indiana's new law restricts the use of personal wireless communication devices "bell-to-bell" during the entire school day.

### WHAT DEVICES ARE INCLUDED?

Cell phones, smartwatches, tablets, gaming devices, and other personal electronic communication devices.

### ARE THERE EXCEPTIONS?

Yes. Exceptions are made for emergencies, medical needs, and approved educational or accommodatin purposes.

### HOW CAN I CONTACT MY CHILD?

Please contact the school office for urgent messages or emergencies. We will ensure your child receives the message.

### HOW WILL DEVICES BE MANAGED?

Schools will have procedures in place for storing devices during the school day (e.g.; backpacks, lockers, or secure storage).

### CAN STUDENTS USE PHONES AT LUNCH OR BETWEEN CLASSES?

No. The "bell-to-bell" rule means devices are restricted all day, including lunch and passing periods.

### CAN PHONES STILL BE USED FOR LEARNING?

Yes. School-approved instructional technology and teacher-directed activities are still allowed.

### WHAT ARE THE BENEFITS?

More focus, stronger learning, better mental well-being, and more meaningful connections at school.

## THE LAW *At a Glance*

- Bell-to-bell restriction during the school day
- Supports student focus, mental health & safety
- Allows exceptions for emergencies, medical needs & accommodations
- Schools set specific procedures
- **Effective July 1, 2026 for the 26-27 school year**

***WHEN SCHOOLS AND FAMILIES WORK TOGETHER,*** **STUDENTS ARE EMPOWERED TO STAY FOCUSED, ENGAGED, AND SUCCESSFUL BOTH IN THE CLASSROOM AND BEYOND.**

## LEARN MORE

Visit our website for the full district policy additional resources.

**www.hobart.k12.in.us**

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.

## 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.

### RESPONSIBLE USE OF SOCIAL NETWORKING MEDIA FOR ATHLETICS & EXTRA-CURRICULAR ACTIVITIES

Hobart High School recognizes that students do not leave their First Amendment free speech rights at the schoolhouse gate. However, students should be concerned with any behavior that might embarrass themselves, their families, their teams, their community and/or Hobart High School. This includes any activities conducted online through social networking sites (i.e. Facebook, Instagram, Friendster, pod casting, blog sites, You Tube, X, Snapchat, chat rooms, etc.).

Participation in athletics and extra-curricular activities at Hobart High School is a privilege, not a right. As a student at Hobart High School, you are a representative of the school and the community, and as such, you are always in the public eye. This fact places certain additional demands upon how you must live your life. Keep the following guidelines in mind as you participate in any of the aforementioned public media:

1. Before participating in any online community, understand that anything posted online is available to anyone in the world. Any text or photo placed online is completely out of your control at the moment it is placed online, even if you limit access to your site.
2. You are not to post information, photos, or other items that could embarrass you, your family, your team or extra-curricular activity, the Athletic Department or Hobart High School. This includes items that may be posted on your page by others.
3. You should not post your address, phone numbers, birth date, or other personal information. You could be opening yourself up to predators or stalkers.
4. Exercise caution as to what information you post on your website about your whereabouts or plans. This will help prevent stalkers or other criminally minded individuals from gaining access to you.
5. Be aware of who you add as a friend to your site. Many people are looking to take advantage of students athletes or seek connection with students to give them a sense of membership on a team or with an organization.
6. Coaches, sponsors, and administrators can and do monitor these websites. Disparaging remarks about teammates, coaches, or school officials can serve as grounds for suspension from competition or dismissal from teams, as well as possible legal ramifications.
7. Students will face disciplinary measures for violation of team/activity policies, athletic department polices, school policies, state athletic association guidelines and/or state and federal laws. Any admissions of conduct in violation of any of these policies or laws found on a student's website will subject him or her to disciplinary measures. Any depictions of conduct in violation of any of these policies or laws found on a student's website will be subject to a full investigation and possible discipline based on the outcome.

Also keep in mind that local police or sheriff's offices or other law enforcement agencies may check these websites regularly.
Be aware of the fact that many employers and colleges also monitor these sites. You should be aware that any information posted on these websites may prevent you from obtaining a job or prevent you from attending the college of your choice.

### 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.

## 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.

# VI. TRANSPORTATION

### BUS TRANSPORTATION TO SCHOOL

The school provides bus transportation for all students who live farther than one 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.

Students and families are encouraged to download the free 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.
12. In the afternoon, middle and high school students should get their items needed to go home as quickly as possible and head straight to the bus. Buses will pull away from the school promptly at 2:42 PM.

### B. During the Trip

Each student shall:

1. remain in one seat 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, musical instruments, 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. (Middle school/high school students can use headphones or ear buds/pods to listen to their phones. Only the person who owns the phone, or someone in their seat should see it. It should not be shown all over the bus. Phones should not be used for calling or taking photos or videos of any kind with or without a flash on the bus. 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 an administrator 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.

# APPENDIX A

## 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, s**ubject 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.