

Hobart High School



Student Handbook 2016 / 2017



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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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SCHOOL CITY OF HOBART PERSONNEL

BOARD OF SCHOOL TRUSTEES

Terry D. Butler President
Rikki Guthrie Vice President
Michael Rogers Secretary
Dave Bigler Member
Karen Robbins Member
Stuart Schultz Member
Don Rogers..... Member

ADMINISTRATIVE STAFF

Dr. Peggy Buffington Superintendent
Mrs. Debbie Matthys..... Director of Curriculum and Instruction
Mr. Ted Zembala Business Manager
Mr. Jonathan Mock..... Director of Human Resources and Compliance

SPECIAL PERSONNEL

Mrs. Regina Guarnero Coordinator of Student Health Services
Mr. Greg Bialata..... Director of Transportation and School Safety
Mr. Larry Juzwicky..... Director of School Safety
Mr. Felix Perry Director of Support Services

HOBART HIGH SCHOOL ADMINISTRATIVE STAFF

Mrs. Angela Patrick Principal
Mrs. Colleen Newell Assistant Principal
Mr. Jacob Rodriguez Assistant Principal
Mrs. Tracy Brumley Dean of Students
Mr. Robert Glover Athletic Director

HIGH SCHOOL OFFICE PERSONNEL

Mrs. Main Office/Principal's Secretary (942-8521)
Ms. Tiffeni Taylor Main Office/Financial Secretary (942-8521)
Mrs. JoAnn Schinella..... Student Services/Asst. Principal's Secretary (942-7312)
Mrs. Nichole Reppert..... Student Services/Asst. Principal's Secretary (942-7312)
Mrs. Cindy Carter..... Athletic Office Secretary (942-3100/5983)
Mrs. Cathy Fugate Guidance Office Secretary (942-8521)
Mrs. Fran Hamilton Library Secretary (942-8521)
Cpl. Simon Gresser School Resource Officer (942-8521)

HOBART HIGH SCHOOL FACULTY

HIGH SCHOOL STAFF

Danielle Adams.....	Guidance	Alicia Lasky	Special Education
Ty Artherhults	Social Studies	Mark Leto	PE/Health
Sharon Auttersson.....	Special Education	Katrina Lucas	Math
Steve Balash.....	PE	Kathy Lute	Special Education/LD
Madeline Bartsch.....	English	Drew Martin.....	Math/PLTW
Kriste Bell.....	Special Education	Leo Marshall.....	JROTC
Mike Black.....	Science	Colin May	Social Studies
Jon Brumley.....	Science/Math	John McDaniel	Math
Kim Bucheit.....	Art	Cathy Nelson.....	English/Theatre
Scott Buhmann	JROTC	Jan Osika	Health
Darrin Cline	Math	Tiffany Parrish	Science
Alice Cope.....	Media Specialist	Mike Pickett.....	Social Studies
Greg Crouch	Industrial Tech	Heidi Polizotto	French
Gene Dilts	Special Education	Kaitlyn Phillips.....	History
Justine Eubank.....	Physical Education	Alex Ramos.....	Social Studies
Eike Fischer	World Language	Kari Roach	Business
Sam Ford	Science/Health	Helen Schmidt.....	Special Education/LD
Russ Mellon	Cisco	Susan Smurdon	Health
Guillermina Freytes	Spanish	Elizabeth Slough	English
Courtney Gill	Social Studies	Crystal South	Math
Bob Glover Jr.....	Social Studies	Heather Stack	ELL
Brian Grenier	Band	Amanda Stinnett.....	English
Jack Grennes.....	Law Enforcement	Lauren Swafford.....	Math
Mike James.....	English	Chris Tomsci	Math
Ann Janda.....	Math	Valentine Torres.....	College and Careers
James Kammer	Guidance	Jessica Trcka	Health / P.E.
Doug Klukken	Guidance	Brent Vermeulen	Industrial Tech/PLTW
Brittany Krieg	Spanish	Stephanie Waldron	Challenge
Tim Krieg.....	English	Dean Wolff	Music
Heidi Krouse	Science	Shaun Zoladz.....	Science

WHOM YOU SHOULD CONTACT ABOUT

Athletics	Athletic Office
Attendance.....	Student Services
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
Homework.....	942-8521 Teacher's Message
Lockers, Combination.....	Student Services
Lost and Found.....	Student Services
Make-up Lessons	Teacher(s) Concerned
News Stories.....	<u>411 Staff</u> , Journalism Instructor, Principal
Parent/Teacher Conference	Teacher Concerned, Main Office
Personal Problems	Guidance Office
Scholarships	Guidance Office
Scholastic Problems	Teacher(s), Guidance Office
Swimming Pool.....	Athletic Office
Transfers	Main Office
Transcripts	Guidance Office
Custody/Residency.....	Main Office Secretary, Superintendent's Office
Use of Building.....	Student Services, Assistant Principal
Withdrawal from School.....	Main Office

HOBART HIGH SCHOOL

Dear Students and Parents:

As another great school year at Hobart High School is about to begin, I would like to take this opportunity to welcome you into the Hobart High School family. There are many varied opportunities for students to be involved both academically and in extra-curricular activities. We encourage students to get involved and build a solid foundation for a successful future!

This school year will begin with a continued focus on College and Career Readiness and an emphasis on work ethic and employer expectations. As a school community, preparing students for life after high school means more than just earning a high school diploma. It means students are equipped with the necessary skills to be successful in the workplace. It means students have a plan for the future. It means that students have found their purpose and are ready to make this world a better place.

I am enthusiastic about this school year and thrilled to be a part of a school community with so many opportunities for students. I am a firm believer in the importance of building positive relationships with students, helping them find their purpose, and guiding them to reach their full potential. I am confident that the staff at Hobart High School will work hard to provide all students with a solid foundation for the future.

Angela Patrick
Principal

HHS SCHEDULE

Hobart High School is on a modified block schedule. Classes meet 4 times per week. The schedule is listed below:

Monday		Tuesday		Wednesday (Late Start)		Thursday		Friday	
1 (7:45-8:35)	50	1 (7:45-8:35)	50	LATE START		1 (7:45-9:15)	90	1 (7:45-8:35)	50
2 (8:40-9:30)	50	2 (8:40-9:30)	50	2 (8:15-9:45)	90			2 (8:40-9:30)	50
3 (9:35-10:25)	50	3 (9:35-10:25)	50	RESOURCE (9:50-10:50)		3 (9:20-10:50)	90	3 (9:35-10:25)	50
4 (11:00-11:50)	50	4 (11:00-11:50)	50	4 (10:55-1:00)	90			4 (11:00-11:50)	50
5 (11:55-12:45)	50	5 (11:55-12:45)	50	6 (1:05-2:36)		5 (10:55-1:00)	90	5 (11:55-12:45)	50
6 (12:50-1:40)	50	6 (12:50-1:40)	50	6 (1:05-2:36)	91			6 (12:50-1:40)	50
7 (1:45-2:36)	51	7 (1:45-2:36)	51			7 (1:05-2:36)	91	7 (1:45-2:36)	51

SCHEDULE TIMES WITH LUNCH HOURS

Monday/Tuesday/Friday Schedule					
1 (7:45-8:35)	50	1 (7:45-8:35)	50	1 (7:45-8:35)	50
2 (8:40-9:30)	50	2 (8:40-9:30)	50	2 (8:40-9:30)	50
3 (9:35-10:25)	50	3 (9:35-10:25)	50	3 (9:35-10:25)	50
A Lunch (10:25-11:00)	35	4 (10:30-11:20)	50	4 (10:30-11:20)	50
4 (11:00-11:50)	50	B Lunch (11:20-11:55)	35	5 (11:25-12:15)	50
5 (11:55-12:45)	50	5 (11:55-12:45)	50	C Lunch (12:15-12:50)	35
6 (12:50-1:40)	50	6 (12:50-1:40)	50	6 (12:50-1:40)	50
7 (1:45-2:36)	51	7 (1:45-2:36)	51	7 (1:45-2:36)	51

Thursday Schedule					
1 (7:45-9:15)	90	1 (7:45-9:15)	90	1 (7:45-9:15)	90
3 (9:20-10:50)	90	3 (9:20-10:50)	90	3 (9:20-10:50)	90
A Lunch (10:50-11:25)	35	5 (10:55-11:40)	45	5 (10:55-12:25)	90
5 (11:30-1:00)	90	B Lunch (11:40-12:15)	35	C Lunch (12:25-1:00)	35
7 (1:05-2:36)	91	5 (12:15-1:00)	45	7 (1:05-2:36)	91
		7 (1:05-2:36)	91		

Wednesday Schedule					
2 (8:15-9:45)	90	2 (8:15-9:45)	90	2 (8:15-9:45)	90
RESOURCE (9:50-10:50)	60	RESOURCE (9:50-10:50)	60	RESOURCE (9:50-10:50)	60
A Lunch (10:55-11:30)	35	4 (10:55-11:40)	45	4 (10:55-12:25)	90
4 (11:30-1:00)	90	B Lunch (11:40-12:15)	35	C Lunch (12:25-1:00)	35
6 (1:05-2:36)	91	4 (12:15-1:00)	45	6 (1:05-2:36)	91
		6 (1:05-2:36)	91		

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 2014. If any of the policies or administrative guidelines referenced herein are revised after June 2015, 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 2, 2015.

MISSION STATEMENT

The primary mission of Hobart High School is to provide a positive, safe learning environment in which all students have the opportunity to acquire skills, knowledge, and behaviors needed to be productive citizens in an ever-changing world.

The educational program will enable students to:

- Gather information and communicate effectively
- Solve problems through critical thinking and cooperation
- Incorporate technology into daily living and learning
- Develop a responsible work ethic
- Develop career awareness in a global economy
- Respect others and develop social skills

Hobart High School, in partnership with the home and community, is committed to helping students reach their potential in the areas of social growth, education, and employment.

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 programmas 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 School Safety, 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 School Safety 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 of 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 Support Services 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 Support Services
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; or
2. The parent coming to the School office to personally request the release of their student.

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

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 Papillomavirus (HPV) infection and that an immunization against the HPV infection is available.

USE OF MEDICATIONS

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

- A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Authorization to Administer Prescription/Non-Prescription Medication form must be filed with the respective building 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. Nonprescribed (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.

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.

CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES

The Corporation has an obligation to protect staff and students from noncasual-contact communicable diseases. When a noncasual-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 "least restrictive environment." The School provides a variety of special education programs for students identified as having a disability as defined by the Individuals with Disabilities Education Act (IDEA).

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

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

PROTECTION AND PRIVACY OF STUDENT RECORDS

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

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

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.
Parents or eligible students should submit to the School principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education record that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
Parents or eligible students who wish to ask the School to amend a record should write the School principal and clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving 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 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 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.

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

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent and/or Receive notice and an opportunity to opt a student out of* – 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 –
 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 parents; 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 obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect*, upon request and before administration or use –
 1. Protected information surveys of students;
 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 to from the parents to a student who is 18 years old or an emancipated minor under State law.

Parents will be provided reasonable notification of planned activities and surveys listed below as well as 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. The following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information 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:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave, SW
Washington, D.C. 20202-5901

FOOD SERVICE

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 Food Service 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. CLOSED CAMPUS LUNCH

Hobart High School operates on a closed campus policy. This means that students are not allowed to leave the school or campus at any time during their lunch. Students are to remain in the designated lunch area.

C. MEAL CHARGING GUIDELINES

The National School Lunch Program requires school fund authorities to establish written guidelines and policy for meal charges. School City of Hobart will adhere to the following meal charge policy:

Purchases are encouraged to be prepaid by either check or credit card through on line payment system in Skyward on our school website. Parents can also view the students account balance online in Skyward.

Students will be allowed to charge one meal if funds are not available in their meal account. Charges will only be allowed for a reimbursable meal. No Ala carte items can be charged. (Milk is considered an Ala Carte item.)

All charges will be recorded in the point of sale system. The deposit into the students account will first satisfy all meal purchases and the remainder will be posted to the students account for future use.

All accounts must be settled at the end of a school year. Letters will be sent home approximately five business days before the last day of school to students who have negative balances. Negative balances of more than \$1.00 not paid in full thirty days prior to the start of the following school year may cause the District to take action to collect unpaid funds by means of collection agencies. Under the National School Lunch Program the Food and Nutrition Program is not allowed to write-off debt.

If the student is no longer enrolled in the school corporation and has a balance in their meal account, the following options are available for reimbursements:

- Transfer of funds to another students account
- Cash reimbursement by check for amounts of (5) dollars or more
- Donation of funds to the School City of Hobart School Lunch Fund

It is the responsibility of students and their parents to be aware of any remaining balances. The Food Department will mail a notification letter of remaining balances after the student has become inactive. Thirty days after mailing of the notification, if no response has been received, the Department of Food Services will absorb the remaining amount into the School Lunch Fund.

We encourage any family to fill out a Free & Reduced Meal application on line at the district website www.hobart.k12.in.us in Skyward, or one can be mailed to you from the Food service office: contact the Food Service Secretary at 219-947-2413 ext. 8952. If approved for free or reduced meals the parent is still responsible for any debt previously incurred.

If a parent or guardian refuses to provide lunch money or a lunch from home or apply for assistance, the school principle or counselor will be informed and could take further course of action.

D. NON-SUFFICIENT FUND CHECKS

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

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

Please include the following on your check:

- Full name
- Street address
- Phone number

EMERGENCY CLOSINGS AND DELAYS

If the School must be closed or the opening delayed because of inclement weather or other conditions, the School will notify the following radio and television stations:

1. The school corporation web site www.hobart.k12.in.us.
2. School City of Hobart Facebook page and School City Hobart @scohrickies on Twitter.
3. Please be sure to have updated contact information in Skyward Family Access to be contacted by the School Messenger calling system.
4. 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.

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 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 we're now using SafeSchools Alert, a tip reporting system that allows students, staff, and parents to submit safety concerns to our administration four different ways:

1. Phone: 219-942-TIPS (219-942-8477)
2. Text: 219-942-TIPS (219-942-8477)
3. Email: 1190@alert1.us
4. Web: <http://1190.alert1.us>

Easily report tips on bullying, intimidation, harassment, weapons, drugs, dating violence, vandalism or any safety issue you're concerned about. You can submit a tip anonymously online or by telephone. More information, including the SafeSchools Alert Terms of Use and Privacy Policy, is available online at <http://1190.alert1.us>. 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 by athletics. Students must go to Student Services, and they will call a custodian to meet the student at the Lost and Found; lost books 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.) now or in the future 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 at the school. The identification information will be checked against the sex offender registry, and a limited criminal history check will be conducted. **This process must be completed two (2) weeks in advance**, so please plan accordingly. You will be informed if your volunteer application is denied. Volunteer applications must be submitted each school year. If you have students in several schools, you will only complete one 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.

LOCKERS

All Hobart High School lockers are subject to the control of the School City of Hobart. All 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, beverage 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 20-33-8-19 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 by Student Services.

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 must obtain and display a pass from a staff member and present the pass to the media personnel.
2. After the student hands his/her pass to the media personnel, he/she 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. Students may not use their cell phones in the Media Center.
6. 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.
7. 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 consists of three full-time counselors. The department offers all students an opportunity to receive assistance in various areas - college and vocational planning, personal situations, employment programs, etc. A reading room and a conference room are 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.

GRADE POINT AVERAGE

To calculate a grade point average (GPA), assign a weighted point value to each course grade and divide by the total number of credits. For partial-credit courses use the fractional value of the grade. For example, a half credit course with an earned grade of

C would be $.5 \times 2 = 1$. Then add this to the other grades earned for total points earned. This total is then divided by the total credits earned to determine the G.P.A. This can be done by grading period, semester, year or for a series of school years.

GRADING PERIODS

Students shall receive a report card at the end of each 9-week period indicating their grades for each course of study for that portion of the academic term. Hobart High School will continue to employ a 4 point scale for figuring grade point average; however, the manner in which an overall grade will now be figured for a semester grade will be by the method described below.

GRADING SYSTEM

98.000	-	100.00+	A+	4.33
92.000	-	97.999	A	4.00
90.000	-	91.999	A-	3.67
88.000	-	89.999	B+	3.33
82.000	-	87.999	B	3.00
80.000	-	81.999	B-	2.67
78.000	-	79.999	C+	2.33
72.000	-	77.999	C	2.00
70.000	-	71.999	C-	1.67
68.000	-	69.999	D+	1.33
62.000	-	67.999	D	1.00
60.000	-	61.999	D-	0.67
59.999	-	0	F	0

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+.

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

Highest Distinction (4.30 and above)

High Distinction (4.10 - 4.29)

Distinction (4.00 - 4.09)

ACADEMIC LETTER

To receive an academic letter, a sophomore, junior, or senior student must earn a 3.8 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.

ACADEMIC LETTER- PERFECT ATTENDANCE

Students may earn an academic letter for two full consecutive years of perfect attendance. A student who meets this criteria will be awarded an academic letter in the spring of the following year. A student with three consecutive years of perfect attendance will earn a subsequent academic pin thereafter.

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 courses per semester (8 Block Schedule). 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 Algebra 1 and English 10 End of Course Assessments (ECA) 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.

Beginning with the class of students who expect to graduate in the 2013-2014 school year, 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.

HONORS DIPLOMA

Hobart High School shall award the Diploma with Honors to any student who has fulfilled the following requirements:

For the Core 40 with Academic Honors diploma, students must also:

- Earn 2 additional Core 40 math credits, and
- Earn 6-8 Core 40 world languages credits, and
- Earn 2 Core 40 fine arts credits, and
- Earn a grade of "C" or above in courses that will count toward the diploma, and
- Have a grade point average of "B" or above, and
- Complete one of the following:
 - Two Advanced Placement courses and corresponding AP exams
 - Academic, transferable dual high school/college courses resulting in 6 college credits
 - One Advanced Placement course and corresponding AP exam and academic transferable dual high school/college courses (s) resulting in 3 college credits
 - Score 1200 or higher combined SAT math and verbal
 - Score a 26 composite ACT

It is the student's responsibility to maintain contact with his/her Counselor to ensure that his/her graduation requirements are being met.

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. In addition to the first semester of senior year, students must have attended Hobart High School for an additional three (3) full semesters.

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.

HOME SCHOOL TRANSFERS

Home school credits will be recorded on the student's transcript but will not 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 June 1st.

Schedule changes will be made only under the following circumstances:

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

Administrative approval is necessary for all other schedule changes.

Students who are withdrawn from a class will receive a *withdrawn F*.

GRADE REPLACEMENT POLICY:

A student may repeat a class if he/she attained a grade of D+ or lower. When a student retakes any course, only the higher grade will be calculated in the student's grade point average and the lower grade will be treated as an audit. All grades will remain on the transcript.

For Academic Honors Diploma and NCAA purposes, the course must be taken during the traditional school year with a teacher or through the Indiana Virtual Academy.

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 Gold or Purple 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 sent home every nine weeks. This will indicate the student's academic status at that time.

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 Great Hall until the beginning of third or seventh period.

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 consequences 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 42 credits
2. passing grade in all state and local course requirements

COMMENCEMENT REQUIREMENTS

Commencement requirements are listed in the Career Pathways guide.

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. Students are NOT permitted to bring backpacks to assemblies.

BOOK RENTAL

Book rental for all grade levels is payable to Hobart High School. Students and parents are encouraged to pay book rental on a yearly basis. Students are responsible for all lost and/or damaged textbooks and school issued electronic devices. Book rental costs are determined by student course selection.

III. STUDENT CONDUCT

A. SCHOOL ATTENDANCE POLICY

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 child 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 child 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 child. If a parent or emergency contact cannot be reached by phone, a note will be sent home with the child.

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 child's attendance.

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

ATTENDANCE PROCEDURES

1. The Student Services Office will be open 7:00 a.m.- 3:00 p.m. during school days.
2. A phone answering machine is utilized during off-hours, weekends, and holidays.
3. Parents are required to notify the Student Services Office when a student is absent by calling 942-7312.
4. Student absences may be excused if a parent/guardian has called off the absence by 7:20 a.m. of the next school day. Parent notes, if used, must be turned in to Student Services by 7:50 a.m. of the next school day.
5. Students eligible to complete make-up work must do so within a period of time not to exceed the period of absences.
6. Parents are encouraged to schedule medical appointments outside school hours. Students who must leave school for an appointment must sign out in Student Services. Students are expected to be in school prior to and immediately after an appointment unless otherwise directed by a doctor/dentist.
7. Porter County Career class attendance is updated on a weekly basis. If a student is going to be absent from Porter County, parents must follow the same attendance procedures and contact Student Services.
8. Students who report to school after 7:55 a.m. must sign-in with Student Services. Being more than ten (10) minutes to the first hour of the day or 5 minutes late to the rest of the rest of the day's classes without a pass will constitute an unexcused absence for that period.
9. Notification of excused, exempt absences:
4th Excused, Exempt: Student Services will attempt to notify parents by phone or mail.
5th Excused absence (exempt or non-exempt): the student will meet with his/her assistant principal for possible loss of credit for that class or for an appeal to the Attendance Appeal Board.
10. Notification of non-exempt absences:
2nd Excused, non-exempt absence: Student Services will attempt to notify parents by phone or mail.
5th Excused, non-exempt absence: the students will meet their assistant principal for loss of credit for the class or for an appeal to the Attendance Appeal Board.
11. Notification of truancy absences: Student Services will make attempts through phone or mail to notify parents of each truancy absence. Second and subsequent truancy absence: the student will meet with his/her principal to discuss the habitual truancy policy and loss of credit for the class.
12. Students can earn back a credit due to excessive absences by attending Saturday School from 8:00 to 11:00 on a designated date. If a credit is re-earned and student has another absence, he/she will need to attend Saturday School once again to regain credit. Truancies do not fall under the excessive absence guidelines that allow for regaining credits.

ABSENCES PER SEMESTER POLICY

1. Students are allowed up to six (6) excused, non-exempt absences per class per semester, **OR**
2. Students are allowed up to eight (8) excused, exempt absences per class per semester.
3. Students are allowed a combination of up to eight (8) excused, non-exempt and exempt absences per class per semester.
4. All unexcused absences count against the totals above. As stated in the Attendance Appeals section, unexcused absences may not be appealed and can disqualify the student from an Attendance Appeal; three or more truancies can disqualify the student from credit.

ABSENCE CLASSIFICATION

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. personal illness but not illness in the family unless the circumstances are approved by the principal
2. death in the immediate family
3. bona-fide religious holiday
4. professional appointments that cannot be scheduled at non-school times
5. absence approved by the principal for good cause, etc.

Students with a health condition that causes repeated absence are to provide the school office with an explanation of the condition from a licensed physician. Parents must provide an explanation for their child's absence when they return to school. They are to also call the school office and explain the reason for the absence. Students who are excusably absent for more than five (5) days in a semester, regardless of the reasons, will be considered "frequently absent". If there is a pattern of frequent 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 "frequent unexplained absence".

During the next grading period, a “frequently-absent” student will be placed on “attendance watch” to monitor whether or not the pattern continues. If it continues, the student may be denied the opportunity to participate in extra-curricular school activities and events and a notation made on his/her record concerning his/her frequent absence from School.

1. **EXEMPT ABSENCES** are those that are necessary, usually out of the control of the student or parent, and the parent has properly called off the student as described in Attendance Procedures. Make up of missed work is allowed. Examples include but are not limited to:

- Being under the care of a medical professional (with a letter from the doctor/dentist).
- Family funeral (with acceptable documentation).
- College Visits (with acceptable documentation)

2. **NON-EXEMPT ABSENCES** are those in which the parent or student typically have control, and the parent has properly called off as described in Attendance Procedures. Make up of missed work is allowed. Examples include, but are not limited to:

- Pre-approved family vacation should not exceed 5 days per school year (forms can be obtained in Student Services).
- Sick Days (while not under doctor’s care).
- Non-family Funeral.

UNEXCUSED ABSENCES/TRUANT ABSENCES

Excused Absences include those absences that have not been properly called off as described in Attendance Procedures. Credit of missed work is not allowed. Examples include, but are not limited to:

- Absences called off after 7:20 a.m. the next school day.
- Being more than ten (10) minutes late to the first class of the day and five (5) minutes late to the rest of day’s classes.

Truant Absences include those absences that have not been verified by the parent/guardian. No make-up of missed work is allowed. Truancies will have additional consequence as illustrated by the Truancy Policy. Truancies do not fall under the excessive absence guidelines that allow for regaining credits.

Examples include but are not limited to:

- Skipping class or school.
- Leaving class or school without permission.

TRUANCY

Unexcused absence from school (truancy) is not acceptable. A student shall be considered a “habitual truant” when the student is chronically absent by having unexcused absences from school for more than ten (10) school days in one (1) school year. Students who are truant will receive no credit for schoolwork that is missed. Truancies accumulate throughout the school year. Please see TRUANCY POLICY for resulting disciplinary action.

Habitual truancy can result in:

- assignment to an alternative placement with loss of participation in school activities and events;
- a poor work-ethic grade which will become a part of the student’s permanent record which may be sent to employers and postsecondary schools;
- a loss of driver’s license through the Bureau of Motor Vehicles;
- a report to juvenile authorities;
- a report to local authorities concerning lack of parental responsibility in providing proper care and supervision of a child;
- a home visit by the SRO.

TRUANCY POLICY

1. Truancy

- a. Truancy is any student absence without the consent of the parents and/or Teacher and/or Administration for any portion of a school day.
- b. Students found in an area of the school without permission will be considered truant.
- c. A student who is found to be truant will have loss of assignment credit for the period(s) of truancy.
- d. Participation in extra-curricular activities is prohibited on the day of the truancy.
- e. A student who is truant 4 times to Work Based Learning, student assistants, etc. will be removed from the class.
- f. 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. 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.
- g. Truancy results in loss of daily credit.

2. The school will take the appropriate disciplinary action for students who are considered truant.

VACATIONS DURING THE SCHOOL YEAR

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the Principal to make necessary arrangements. If a student is absent from school because of vacation, the absence will not be considered a truancy, and s/he may be given the opportunity to make-up the school work that is missed. It may be possible for the student to receive certain assignments that are to be completed during the trip. **Vacation days count toward the student's eight (8) maximum days allowed.**

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 obtaining and making up school work lost due to suspension. Make up of missed tests and work may be scheduled when the student returns to school. The student will be given credit for properly-completed assignments and a grade on any made-up tests.

MAKE UP OF TESTS AND OTHER SCHOOL WORK

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

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 20 tardies in ONE semester, they must forfeit their dance /Talent Show / other Admin approved social function privileges for the remainder of the semester. In addition, at 20 tardies, a parent conference will be held with the parent, student, and one of the principals. Furthermore, at 20 tardies, a referral to the LCJC will be submitted.

After 10 total tardies, every additional four (4) tardies will result in a Saturday School Detention.

When a student reaches 12 tardies in any one class, the student will lose credit for the semester. Students may regain the credit by attending Saturday School from 8:00-11:00 on a designated date. If a credit is re-earned and student has another tardy, he/she will need to attend Saturday School once again to regain credit. If a student has a Saturday School scheduled for discipline, it will not also count for credit recovery. All attempts to earn back credit must be completed within the same semester of the potential lost credit.

5. A letter will be mailed home after each tardy violation resulting in student discipline.

TARDY SWEEP

Tardy Sweeps are conducted at random. As soon as the bell rings for students to be in class, an announcement is made for teachers to lock their doors. At that time, any student who is in the hallway without a pass shall be considered tardy. All students are sent to the Great Hall where they will receive the appropriate discipline (based on their total number of tardies). Additionally, these students all receive one (1) lunch detention. Failure to attend the lunch detention will result in a Friday School detention.

ATTENDANCE APPEALS

A student who violates either the Exempt or Non-Exempt attendance policy by reaching more absences than allowed may request an exception to the loss of credit rule. The student or parent may request to appeal the situation. Appeal forms can be obtained from the Student Services Office. The form must be signed by a parent/guardian, and returned to the Student Services Office by the date listed on the appeal form.

Students may not appeal absences that result from truanancies.

When an appeal is heard, the Attendance Appeals Board will set a time and date for the hearing. The student will be notified of his/her scheduled hearing. The student must be present at his/her own appeal hearing. Failure to appear will result in automatic denial of Appeal. Parents/guardians are strongly encouraged to attend. At the hearing, reasons and/or evidence for all previous absences must be provided. An explanation of extenuating circumstances as to why an exemption should be made may be presented at that time. The burden of proof/documentation will rest with the student and parent/guardian.

After hearing the appeal, the Attendance Appeals Board will inform the student and parent whether or not an exemption has been granted and whether or not any conditions apply. The student should be notified of the Appeals Board's decision by the administration.

The final decision of the Attendance Appeals Board is subject to administrative review.

The Attendance Appeals Board will consist of a high school administrator and three (3) teachers. All members will be voting members. Two (2) members and an administrator will constitute a quorum.

EXTRA CURRICULAR PARTICIPATION AND SCHOOL ATTENDANCE

All student activities are carried out under the basic rules and regulations of the high 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 or practice, 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. Any duration 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

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 18 (Athletic Office). 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, the following disciplinary action will follow:

1st Offense-Friday School

2nd Offense- Saturday School

3rd Offense and beyond- Out of School Suspension

STUDENT BEHAVIOR STANDARDS

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

EXPECTED BEHAVIORS

Students are expected to:

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

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.

DRESS AND GROOMING REGULATION

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

Does my clothing expose too much? (no)

Do my clothes fit appropriately? (yes)

Does my clothing advertise something that is prohibited to minors? (no)

Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (no)

Would I interview for a job in this outfit? (yes)

Am I dressed appropriately for the weather? (yes)

Do I feel comfortable with my appearance? (yes)

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 committee of students, parents, faculty and administration established the following guidelines:

1. Hats, sweat bands, hoods, combs/pics, bandanas, and the like on all parts of their person are not allowed during school hours or at school events. Students are not allowed to carry such items around with them during the school day.
2. No article of clothing will be allowed that has profanity (including communication with double meaning), racial slurs, satanic references, sexual connotations (e.g. Big Johnson, Co-Ed Naked, Hooter's, Nookie Patrol, etc...), or apparel that promotes or advertises alcohol, drugs or tobacco products. In addition, any apparel that promotes or portrays graphic violence, extremes in anti-social behavior, or that may be detrimental to promoting the orderly function of the school is not allowed.
 - The shirt must cover the waistband of pants and skirts at all times. Pants and skirts must be worn at waistline.
 - Tank tops with less than 2" straps must have a tee shirt underneath-Halter tops, tube tops, or low cuts are not acceptable.
 - Muscle shirts are not acceptable.
 - No mesh or see-through shirts allowed, unless worn over an appropriate blouse or shirt.
 - Shorts and skirts must be at least mid-thigh length in the front and in the back at all times, even when worn with tights or see-through leggings.
 - Tights and see-through leggings are not to be worn in place of pants, shorts, or skirts.
 - Undergarments should not be visible at any time. Undergarments include but are not limited to boxers, briefs, and brassieres.
 - Clothing must not have holes that would attract attention and cause a distraction to the education process. Holes in jeans must be below mid-thigh.
 - Backs and shoulders must be covered (i.e. no racer-back tops).
 - * No blankets, capes, or stuffed animals will be allowed at school.
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. i.e. No cleavage.
4. Outer wear such as heavy winter jackets and trench coats are not allowed during school hours.
5. Sunglasses, goggles, and the like are not allowed during school hours.
6. Any items that may potentially be harmful, or cause a disruption to the educational process i.e. grills, chains, spiked jewelry are not allowed.
7. Slippers and pajamas are not allowed.

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 grooming 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 determined to be in violation of the dress code and is sent to the office to correct his/her dress or grooming will be subject to disciplinary action. Students who choose not to correct a clothing violation with the clothing provided by Hobart High School 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.

BOOK BAGS

Students are only permitted to bring the clear backpacks provided by the school into the classrooms. All other book bags may be brought to school and stored in student lockers. Book bags, other than the clear ones, will not be allowed during school hours. Purses must not be large enough to hold a standard size textbook.

HALL PASSES

Students who are out of their scheduled class must have a pass signed by the teacher who is responsible for them that class period. All students must have a pass to leave the classroom for any reason.

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. Suspension and/or expulsion may result for repeated offenses.

FOOD AND DRINK

Food and/or drinks are not to be brought into or stored in the school building 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.

ENERGY DRINKS/BARS

Students cannot possess or consume energy drinks/ caffeine bars on school grounds.

UNLAWFUL ACTIVITY

Engaging in unlawful activity on or off school grounds including during holidays, weekends, or summers, if the unlawful activity may cause or reasonably be considered to be an interference with school purposes or an educational function, is prohibited. (IC. 20-33-8-15)

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, 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.

CARE OF THE BUILDING AND SCHOOL PROPERTY

Students are expected to exhibit pride in the appearance of and accept the responsibility for maintenance of their educational facility. Receptacles placed in halls and outside the building should be used for litter. Students involved in the damage of School City of Hobart Property may be required to pay all costs for repair, cleaning, or replacement. 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.

CARE OF PERSONAL PROPERTY

Students are responsible for the care of their own personal property. The School will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to School. The School may confiscate such items and return them to the student's parents.

INSUBORDINATION

Examples of Insubordination include but are not limited to the following:

- Committing an act of defiance against or failing to cooperate with any school authority.
- Failing to identify himself/herself to any school authority.
- Failing to observe reasonable and specific written or verbal directions of school authorities.
- Failing to serve any assigned detention or makeup time assigned by a teacher or administrator.

EMERGENCY SYSTEMS

Giving or setting false fire alarms, bomb threats, or false smoke alarms, or tampering with fire equipment or emergency system is prohibited. Possessing and/or igniting explosives or incendiary devices of any type is prohibited.

STUDENT PARKING AND REGULATIONS

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 for \$10 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 following:
 - 1st offense- Friday School
 - 2nd offense- Saturday School
 - 3rd offense and beyond- Suspension
- Student Drivers must participate in the random drug testing program in order to drive.
- 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 #23 or #18. PCC and Challenge 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 the main entrance door #1. Signs are posted to assist with directions to enter and exit the school. We ask for all parent's/guardian's cooperation to ensure the safety of all our students and staff.

CODE OF CONDUCT

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

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

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

1. Knowingly interfering with school purposes or inducing another student to do so
2. Stealing or damaging school property or property of another person
3. Knowingly causing bodily harm to another person or acting in a manner that can be foreseen to cause injury
4. Threatening another person with bodily injury
5. Possessing a firearm or any other object that is readily usable as a weapon or is dangerous to others (such as fireworks)
6. Possessing, providing or using a drug or any type of drug-related paraphernalia except as authorized by prescription
7. Possessing, providing or using any substance or any type of paraphernalia represented to be a drug or drug-related paraphernalia
8. Possessing or providing an alcoholic beverage
9. Consuming or being under the influence of a drug or alcohol except as authorized by prescription
10. Possessing, providing, or using tobacco or any tobacco product
11. Knowingly failing to report to scheduled assignment without permission or acceptable excuse
12. Failing or refusing to comply with directions of an adult supervising a class or school activity
13. Directing unwelcome statements, communications, or conduct of a sexual nature to another person (See Harassment below)
14. Materially altering any school document such as a hall pass
15. Violating Indiana or Federal law; committing an unlawful act that interferes with school purposes
16. Leaving a school activity or School property without prior approval of a teacher or supervising adult
17. Cheating on an academic assignment such as a test or homework, or knowingly assisting another student in cheating
18. Attempting or conspiring with another person to violate any student behavior standard.

****The following sections are a continuation of the Code of Conduct****

ANTI-HARASSMENT

The school prohibits the harassment, intimidation, or bullying of any student 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. A meeting between all concerned parties will be held within 5 work days after receipt of a complaint. Any findings based on this meeting will be reduced to writing. 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 HARRASSMENT

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 HARRASSMENT

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 one of two or three staff members selected by each building principal with whom the students would most likely be comfortable in discussing a matter of this kind.

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). A written summary of each such report is to be prepared promptly on Form 5517 F1 and a copy forwarded to the building principal.

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

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. Intentional injury to another individual may result in a report to the police as well as discipline by the school. This violation may subject a student to expulsion.

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.

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.

CRIMINAL GANG ACTIVITY

The Corporation prohibits criminal gang 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 gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about an act of criminal gang activity and similar destructive or illegal group behavior.

Definitions:

- A. "Criminal gang," as used in this policy, means a group with at least three (3) members that specifically:
 1. either:
 - a. promotes, sponsors, or assists in, or
 - b. participates in, or
 2. requires as a condition of membership or continued membership the commission of a felony or an act that would be felony if committed by an adult or the offense of battery (I.C. 35-42-2-1).
- B. "Criminal gang activity," as used in this policy, means to:
 1. actively participate in a criminal gang;
 2. knowingly or intentionally commit an act:
 - a. with the intent to benefit, promote, or further the interests of a criminal gang; 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 gang; or
 - c. for the purpose of increasing the person's own standing or position within a criminal gang;
 3. knowingly or intentionally solicit, recruit, entice, or intimidate another person to join a criminal gang or remain in a criminal gang;

4. threaten another person because the other person:
 - a. refuses to join a criminal gang;
 - b. has withdrawn from a criminal gang; or
 - c. wishes to withdraw from a criminal gang;when engaged in by a student who attends a Corporation school.

Procedures for Reporting Suspected Criminal Gang Activity

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

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.

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

DISCIPLINE

It is important to remember that the School's rules apply going to and from School, at School, on School property, at School-sponsored events, and on School transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules. The Board has also extended the authority for school administrators to impose discipline for unlawful activity by students that occurs on or off School property if the activity interferes with School purposes or the educational function of the School. This authority applies to unlawful activity that may occur on weekends, holidays, and other School breaks including summer recess.

Ultimately, it is the Principal's responsibility to keep things orderly. In all cases, the

School shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Two types of discipline are possible, informal and formal.

INFORMAL DISCIPLINE

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

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

REMOVAL

The teacher in charge of that class or activity when s/he poses a threat to a safe, orderly, and effective educational environment may remove a student from a classroom or an activity.

DETENTION

1. Teacher Assigned
 - 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 a Friday school.
- The student or his/her parents are responsible for transportation.

2. Administrative Assigned

- Lunch detention
- Friday school
- Saturday School

FRIDAY SCHOOL

Friday School is a class which meets after school Friday afternoon. The class is a consequence of unacceptable behavior and is an alternative to suspension. Friday School provides the student with an opportunity to continue in the educational process. Failure to attend the class will result in further disciplinary action. Removal from Friday School for failure to comply with rules may lead to an out-of-school suspension from school. Any such suspension shall be in accordance with Corporation guidelines on suspension and expulsion.

In addition, any student who fails to attend a Friday School will NOT be eligible to attend any after school social events for the remainder of the semester (i.e. Homecoming, Semi, Prom, talent show, or any other Administrative approved social function.) For example, a student who has a scheduled Friday School in February, but fails to attend, will not be allowed to attend Prom or participate in the Talent Show.

If a student cannot attend a Friday School for any reason, his / her parent MUST contact a building principal prior to the Friday School and have the absence excused / rescheduled.

Friday School Rules and Regulations:

1. The Friday class meets from 2:45 to 4:15 p.m.
2. Students assigned to this class will be in the room on time; tardiness will not be tolerated.
3. Students may not leave the class for any reason.
4. Students may not speak to any person other than school personnel unless permission is granted.
5. Students must bring with them their handbook and all necessary materials to study during the assigned time. Failure to do so may result in dismissal and suspension. Students are not permitted to go to their lockers.
6. Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
7. Students shall not be allowed to put their heads down or sleep.
8. No electronic devices, cards, magazines, or other recreational articles shall be allowed in the room.
9. No food or beverages shall be consumed.
10. Students shall not be allowed to use the telephone or to go to their lockers.
11. Transportation to and from Friday School is the responsibility of the student and/or the student's parents.
12. Students who fail to show for Friday class or who exhibit inappropriate or uncooperative behavior will be assigned a Saturday School on a designated date.

Failure on the part of the student to attend Saturday School or exhibit appropriate behavior will result in Out-of-School Suspension and may result in recommendation for expulsion from school.

13. An unexcused absence the day of an assigned Friday School will result in corresponding discipline as cited above.

SATUDAY SCHOOL

Saturday School is a class that meets on Saturday mornings from 8:00 a.m. to 11:00 a.m. The class is a consequence of unacceptable behavior and / or a missed Friday School. Saturday School provides the student with an opportunity to continue in the educational process. Failure to attend the Saturday Class will result in a full day of In-School-Suspension (ISS) or Out of School Suspension (OSS) depending on the frequency of the missed detention. Removal from Saturday School will result in an Out- Of- School suspension (OSS) day. In addition, any student who fails to attend a Saturday School will NOT be eligible to attend any after school social events for the remainder of the semester (i.e. Homecoming, Semi, Prom, talent show, or any other Administrative approved social function)

If a student cannot attend a Saturday School for any reason, his / her parent MUST contact a building principal prior to the scheduled Saturday School and have the absence excused / rescheduled.

SATURDAY SCHOOL RULES

Students are expected to be on time, to bring textbooks and other study materials; to remain on task; and to exhibit proper classroom behavior.

- No eating or drinking
- No talking
- No electronic devices

- No note passing
- No sleeping
- Remain on task

Students must arrive on-time to Saturday School and bring materials. Students will not be permitted to go to their lockers.

ALTERNATIVE SETTING (ISS)

- Will result in loss of instruction.
- Student will attend school but in a designated location during the school day.
- The location will be supervised.
- Assignments may be turned in by original due dates for full credit.

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)

- Student will attend school but in a designated location during the school day.
- The suspension location will be supervised.
- In-school suspension will result in loss of instruction.
- Student must forfeit all school activities during the period of suspension.
- In-school suspension will not count as an absence.

The In-School Suspension will be in session from the beginning to the end of the assigned class period. 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 hour 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.
- No electronic devices, 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.

2. Out-Of-School (OSS)

- Student will NOT attend school.
- 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.
- Students on school property during suspension will be trespassing.
- Loss of instruction for the period of suspension will occur.
- OSS will suspend participation in career centers during the term of suspension.
- Out-of-school suspension will not count as an absence.
- Students are not in good standing during period of out of school suspension.

3. Loss of assignment credit for ISS/OSS:

- 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 before the beginning of the school day on the day of ISS/OSS.
- 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 if the student has obtained the work prior to the suspension and has the work completed upon their return.

- 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.
- 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 eligible for a license or permit because the student has not 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. 20-33-8-3) (I.C. 20-33-8-19)

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 alternative 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 a 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 IN 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)

*All suspension days listed are school days.

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

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.

CONTROLLED SUBSTANCES

Promoting a healthful lifestyle is an important part of education. Keeping the student's health in mind, the use or possession of tobacco products during school hours or at any school event will be prohibited on or within sight of school property including bus stops. The penalty for smoking or using smokeless tobacco products must be severe enough to relay to the student body the seriousness of the effects of smoking.

STUDENT RIGHT OF EXPRESSION

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do so appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material, buttons, badges, or other insignia; and the like. All items must meet school guidelines.

A. A material cannot be displayed or distributed if it:

1. is obscene to minors, libelous, indecent, or vulgar,
2. advertises any product or service not permitted to minors by law,
3. intends to be insulting or harassing,
4. intends to incite fighting; or
5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it will cause or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the principal twenty-four (24) hours prior to display.

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.

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 AND STUDENT DRIVER DRUG AND/OR ALCOHOL TESTING PROGRAM

The School City of Hobart is committed to providing a safe and orderly learning environment. Concerted effort has been taken to secure the facilities and manage the behavior of the student population. However, an ominous intruder, substance abuse, also presents a serious risk to the safety and well being of the school community.

In an effort to address this growing concern, a program of deterrence will be instituted as a pro-active approach to the maintenance of a drug-free school. Because substance abuse poses such an immediate threat to student drivers and because students involved in extra-curricular activities and athletics represent School City of Hobart and are expected to set positive examples for their peers, a program of deterrence will be instituted as a pro-active approach to a drug-free school and student well-being. Extra-curricular activities are those activities NOT falling within the scope of the regular curriculum (i.e. clubs, dance group, cheerleaders). Band and choir are part of the regular curriculum and, therefore, are not extra-curricular but are co-curricular.

Purpose

The purpose of this program is threefold: (1) to provide for the health and safety of student; (2) to undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use drugs and/or alcohol detrimental to their health; (3) to encourage students who use drugs and/or alcohol to participate in drug treatment programs.

Introduction

The effective date of this program is October 1, 2008. The program does not affect the current policies, practices or rights of the School City of Hobart regarding student drug and/or alcohol possession or use, where reasonable suspicion is established by means other than drug testing through this policy. It applies only to extra-curricular activities, athletics, and student drivers and is designed to create a safe, drug free environment for students and assist them in getting help when needed. No student shall be expelled or suspended from school as a result of any certified "positive" test conducted by his/her school under this program.

No student will be penalized academically for testing positive for banned substances. The results of drug tests pursuant to this policy will not be documented in any student's academic records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities in the absence of legal compulsion by valid and binding subpoena or other legal processes, which the School City of Hobart Board of School Trustees will not solicit. In the event of service of any such subpoena or legal process, the student and the student's custodial parent, legal guardian, or custodian will be notified before response is made by the Superintendent, to the extent permitted by such subpoena or legal process.

Supporting Data

In June 2002, the U.S. Supreme Court ruled to allow random drug tests for all middle and high school students participating in competitive extra-curricular activities. Congressional findings in the Safe and Drug-Free Schools and Communities Act of 1994 (20 United States Code 7101 et seq.) Indiana Code 20-1-1-4-9.2 that directs this to plan for and maintain drug-free schools.

Indiana Code 20-1-04-9.1 that directs this to provide instruction concerning the harmful effects of illegal drugs.

Indian code 20-43-3 sets forth health measures to be governed by school officials. Most specifically, Indiana Code 20-34-3-9 establishes the responsibility of schools to assist children found to be ill or in need of treatment.

Lake County, Indiana, due to its demographic advantage, is the home of a crossroad of major thoroughfares connecting all parts of the US and, thus, is an important vein for drug transport.

On an annual basis, School City of Hobart students are put up for expulsion for drug-related offenses. It is irresponsible for the School Board to not be proactive in deterring drug use among students.

The School City of Hobart has implemented various programs to prevent substance abuse among its students and is committed to a proactive philosophy.

Neighboring schools have enacted drug testing policies that have resulted in a reduction of cases of drug abuse and fostering a school culture that resists drug abuse.

Students who participate in athletics and other voluntary extra-curricular activities are representatives of the school system and are role models for other students.

The opportunity for a student to drive to school and park on school grounds is a privilege and carries with it responsibilities to assure the safety of other students as well as himself/herself.

Drug use increases the risk of sport-related injuries to the athlete, his/her teammates and opponents.

Scope

This policy applies to all School City of Hobart students in grades 7-12 who are issued student parking permits and/or who participate in school sponsored extra-curricular activities and/or athletics. These programs are privileges afforded to our students.

Drug Education

Each prospective participant shall receive a copy of this policy and the policy will be explained to him/her at that time. Educational information will be provided to the students about the harmful effects and consequences of alcohol and other drug abuse. Students will receive information as to where they can seek professional help, if needed, for a use or abuse problem.

Consent Form

It is mandatory that each student in grades 7-12, prior to being issued a parking permit or allowed to participate in extra-curricular activities or athletics, sign and return the "consent form". Failure to comply will result in non-participation.

Such students shall be provided with a "consent form", a copy of which is attached hereto, which shall be dated and signed by the participant and by the parent/guardian. In doing so, the student is consenting to participate in the drug testing program at School City of Hobart.

Banned Substances

For the purpose of this Policy, the following substances or their metabolites that can be tested are considered illicit or banned for School City of Hobart students.

Alcohol	Amphetamines/Methamphetamines/Ecstasy	Anabolic Steroids*
Barbiturates	Benzodiazepines	Cocaine Metabolites
LSD	Marijuana Metabolites	Methadone
Methaqualone	Opiates	Hydrocodones

Phencyclidine	Propoxyphene	Oxycodones
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Testing Standards

<u>Substance</u>	<u>Screen/Initial Level</u>	<u>Confirmation Level</u>
AMPHETAMINES (CLASS)	500 ng/ml	250 ng/ml
ECSTASY SCREEN	500 ng/ml	250 ng/ml
COCAINE METABOLITES	150 ng/ml	100 ng/ml
MARIJUANA METABOLITE	20 ng/ml	15 ng/ml
OPIATES	300 ng/ml	300 ng/ml
PCP	25 ng/ml	25 ng/ml
BARBITURATES	300 ng/ml	300 ng/ml
BENZODIAZEPINES	300 ng/ml	300 ng/ml
METHADONE	300 ng/ml	300 ng/ml
PROPOXYPHENE	300 ng/ml	300 ng/ml
OXYCODONE/OXY-MORPHONE	100 ng/ml	100 ng/ml
ALCOHOL, ETHYL	0.02 ng/ml	0.02 ng/ml
ALCOHOL, ETG/ETS	500 ng/ml	500 ng/ml

Procedures for Random Urine Drug Testing of School City of Hobart Students

A. LIST OF ELIGIBLE STUDENTS

The Designated Official will prepare a list of eligible students. This list will be forwarded to the Vendor for the random selection of students who will submit urine specimens for testing.

B. RANDOM SELECTION OF STUDENTS FOR TESTING

The Vendor will use a system to assure that students are selected in a random fashion. This system will utilize a computer-based system designed specifically for the purpose of randomly selecting individuals for drug testing.

C. SCHEDULING OF URINE DRUG TESTING

Urine drug testing is unannounced. The day and date are selected by the Designated Official and confirmed with the Vendor. Random testing may be done up to bi-weekly, but not during holidays and spring break.

D. TESTING YEAR

The testing year begins the date the first activity for the upcoming school year commences and continues for 365 days thereafter. This testing will be accomplished on a date and time coordinated with the testing Vendor. The Designated Official is responsible for seeing that all students and their parent/guardian/custodian properly sign the **Informed Consent Agreement** prior to testing.

E. FORM COMPLETION

The Vendor is responsible for seeing that proper drug testing custody and control forms are used that satisfy the needs of the **Policy for Random Urine Drug Testing of School City of Hobart** and the testing laboratory. A student number will be used for identification with the student's name only appearing on the copies that go to the donor, Medical Review Officer (MRO), and School Official.

F. COLLECTION PROCESS/CHAIN OF CUSTODY

Selected Students are escorted from class to the collection site. A specimen of urine is collected following this process:

1. No purses, bags or containers may be taken into the collection area with the student. All extra coats, vests, jackets, sweaters, etc., are to be removed before entering the collection area.
2. The collector adds a bluing agent (food coloring) to the water in the urinal or toilet.
3. Student is asked to rinse their hands and dry them. If no water is easily accessible, a non-alcoholic wipe may be used instead.
4. The drug testing custody and control form is completed by the Student and collector.
5. The student is told to urinate directly into the provided container and should provide a sufficient amount of urine (at least 30 ml) in one (1) attempt. The student is also told they are to hand the container of urine to the collector.
6. The student enters a closed stall to collect the specimen, and then hands the container to the collector.
7. The collector checks the volume, reads and records the temperature within four (4) minutes of collection, and looks for evidence of tampering. If tampering is suspected, a second specimen will be requested. A second suspected tampered specimen will be considered **refusal to test** and the Designated Official notified.
8. With the student watching, the collector will pour the specimen into the two (2) bottles and re-cap the specimen bottles tightly.
9. The collector takes the properly signed and initialed bottle seals and places them over the caps and sides of the bottles.
10. The sealed bottles are placed inside the transport bag.
11. The top lab copies of the drug testing custody and control form are folded with the top portion visible to the outside and placed in the Requisition Pouch. The transport bag and pouch are sealed as indicated. The student is given the donor copy of the form.
12. The student may wash their hands and is then sent back to class.
13. The collector distributes the remaining copies of the form as required, being responsible for getting the appropriate copy of the form to the MRO in a timely manner.
14. The Designated Official will be notified immediately of any student who refuses to give a urine sample or is suspected of adulteration.

G. **MEDICAL REVIEW OFFICER (MRO) RESPONSIBILITIES**

The MRO will review all results of urine drug testing. Any urine specimen testing positive for illicit drugs, banned substances, or adulteration will be handled in the following manner:

1. The MRO determines if any discrepancies have occurred in the **Chain of Custody**.
2. Depending on the substances found in the urine, if necessary the parent/guardian/custodian will be contacted to determine if the student is on any prescribed medication from a physician.
3. If the student is on medication, the parent/guardian/ custodian will be asked to obtain a letter from the prescribing physician, within five (5) working days, to document what medications the student is currently taking. Failure to provide such requested information will be considered a positive result.
4. The MRO will then determine if any of the prescribed medications resulted in the positive drug screen.
 - a. For example, a drug screen positive for codeine may be ruled negative by the MRO when s/he receives a letter from the treating physician that the student has been prescribed Tylenol© with codeine as a pain medication following tooth extraction.

- b. Or, if the student has a positive drug screen for codeine and has no documented physician order for the medication (maybe a parent gave the student one of their pills), this would likely be ruled a positive drug test by the MRO.
 - c. Drug screens positive for illicit drugs (marijuana, heroin, cocaine or alcohol, etc.) would automatically be considered positive by the MRO.
5. The MRO may use quantitative results to determine if positive results on repeat tests indicate recent use of illicit or banned substances or the natural decline of levels of the illicit or banned substance from the body. If the MRO feels the quantitative levels determined to be above the established cutoffs do not reflect current use but natural decay, then a negative results may be reported.
 6. Finally, the MRO, based on the information given, will certify the drug test results as positive or negative. Positives will be reported to the building principal by phone.

Test Results

- A. This program seeks to provide needed help for students who have a certified "positive test".
- B. Counseling Requirement
Because the Random Drug Testing Program has been established as a deterrent, students are strongly urged to seek the following help:
 1. Undergo a substance abuse assessment by a licensed substance abuse professional acceptable to the Superintendent's designee. All costs for that assessment will be the financial responsibility of the student or his/her parents/guardians.
 2. Provide the school principal with written certification by the licensed substance abuse professional that the substance abuse assessment has been completed.
 3. Undergo counseling/treatment or other intervention, if any, as recommended by the licensed substance abuse professional. All costs for that counseling/treatment or other intervention will be the financial responsibility of the student or his/her parents/guardians. The Board of School Trustees will not specify requirements of any such counseling/treatment or intervention, as this will be based on the student's individual needs. The Board of School Trustees' interest is that the student receives whatever assistance is appropriate for the particular individual.
- C. The principal/principal's designee will be notified of a student testing "positive". The MRO will first notify the student and his/her parent/guardian. The student or his/her parent/guardian may submit any documented prescription, explanation, or information which will be considered in determining whether a "positive" test has been satisfactorily explained to the MRO. In addition, the student or parent/guardian may appeal by requesting that the urine specimen be tested again by the certified laboratory. The cost of a retest will be the financial responsibility of the student or his/her parents/guardians.
- D. If the test is verified "positive", the principal/principal's designee will meet with the student and his/her parent/guardian. The student and parent/guardian will be given a list of names of counseling and assistance agencies from which the family may choose. A "follow up" test will be requested by the principal/principal's designee after such an interval of time that the substance previously found would normally have been eliminated from the body.
 1. Athletics:
If the student is an athletic participant, they will be prevented from participating in athletics until the student has fully complied with the athletic code of conduct.

Once the administrator determines that the student/athlete has complied with the athletic code of conduct, the student will be allowed to resume athletic activities. The student/athlete will obtain a cumulative discipline record for his/her entire high school career.

1st Violation - The student will be suspended for forty percent (40%) of scheduled contests as well as 40% of a semester from driving or participating in extra-curricular activities. This includes club meetings, home contests, dances, loss of driving privileges, or any other non-academic extra-curricular activities. Students can reduce the suspension to twenty percent (20%) of scheduled contests as well as 20% of a semester from driving or participating in extra-curricular activities if he/she enrolls in a professional intervention program within ten (10) days of the infraction and successfully completes the program, which is appropriate for the rule violation (applicable one time only on the first violation).

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. This includes club meetings, home contests, dances, loss of driving privileges, or any other non-academic extra-curricular activities.

3rd Violation - The student/athlete will be permanently suspended from attending any extra-curricular activities for the remainder of his/her school career. This includes club meetings, home contests, dances, loss of driving privileges, or any other non-academic extra-curricular activities.

2. Extra-Curricular & Driving:

Student drivers and students in extra-curricular activities will also follow a cumulative discipline record program.

Once the administrator determines the student has completed a drug abuse intervention program, the student will be allowed to resume driving/participating. The student will obtain a cumulative discipline record for his/her entire high school career.

1st Violation - The student will be suspended for forty percent (40%) of a semester from driving or participating in extra-curricular activities. This includes club meetings, home contests, dances, loss of driving privileges, or any other non-academic extra-curricular activities. Students can reduce the suspension to twenty percent (20%) of a semester from driving or participating in extra-curricular activities if he/she enrolls in a professional intervention program within ten (10) days of the infraction and successfully completes the program, which is appropriate for the rule violation (applicable one time only on the first violation).

2nd Violation - The student will be suspended for 365 days from the date of the infraction. Students will be prohibited from attending any extra-curricular activities during the duration of their suspension. This includes club meetings, home contests, dances, loss of driving privileges, or any other non-academic extra-curricular activities.

3rd Violation - The student will be permanently suspended from attending any extra-curricular activities for the remainder of his/her school career. This includes club meetings, home contests, dances, loss of driving privileges, or any other non-academic extra-curricular activities.

- E. If a second "positive" result is obtained from the "follow up" test, or any later test of that participant, (B) and (C) (Test Results) will be followed. In addition, the School City of Hobart reserves the right to continue testing at any time during the remaining school year any participating student who tested "positive" and did not make satisfactory explanation.
- F. Information on a certified "positive" test result will be shared on a "need to know" basis with the student's principal, coach or sponsor. The results of "negative" tests will be kept confidential to protect the identity of all students being tested.
- G. MRO reports will be returned to the principal/principal's designee. Names of students tested will not be kept in open files or on any computer. MRO reports will be locked and secured in a location that is only accessible to the principal/principal's designee and separate from the student's regular file.

Financial Responsibility

- A. Under this policy, School City of Hobart will pay for all initial random drug tests and all initial "follow up" drug tests.
- B. A request on appeal for another test of a "positive" urine specimen is the financial responsibility of the student or his/her parent/guardian.
- C. Counseling and subsequent treatment by non-school agencies is the financial responsibility of the student or his/her parent/guardian.

Confidentiality

Under this drug testing program, any staff, coach, or sponsor of School City of Hobart who has knowledge of the results of a drug test will not divulge to anyone the results of the test or the disposition of the student involved unless legally subpoenaed. Once again, this will underscore the School City of Hobart's commitment to confidentiality with regard to the program.

The testing company may not release any statistics on the rate of positive drug tests to any person, organization, or media without the written consent of the School City of Hobart. However, the testing company will provide the building principal with an annual report indicating the number of tests performed, rate of positive and negative tests, and what substances were found in the positive urine specimens.

STUDENT DANCE AND SOCIAL EVENTS REGULATIONS

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 shows an I.D. card, he or she may be admitted up to 30 minutes after the dance begins. After 30 minutes, the doors will close and students will not be able to enter unless prior approval by the principal or assistant principal has been given.

- Students must have a drug testing consent form on file to attend any school-sponsored dance.
- Students who leave the building from an activity may not re-enter.
- Hobart High School students may bring outside guests to select school activities:

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 outsiders guests will not be allowed.

SEMI (Semester 1)- The non- Hobart High School student must be a high school student 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.

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 an 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 Dance Dress Code listed below:

GIRL'S DRESS CODE

1. Dresses may not be cut below the bust line. Plunging necklines and excessive cleavage are not allowed.
2. A dress may be backless as long as it is not cut below the navel.
3. Midriffs may not be exposed. This includes both the front and sides of the dress. (There can be no cut outs in the midriff section.)
4. Dresses must not have a slit that exceeds mid-thigh.
5. Dress length must be mid-thigh length (both in the front and back).
6. Dresses with sheer fabric or see through sections will not be permitted.

BOY'S DRESS CODE

1. Suits, tuxedos, or dress pants and shirts should be worn.
2. Canes, hats, and sunglasses will not be permitted.
3. Shirts must be buttoned up to the second button from the collar and must be worn at all times.
4. Pants should fit properly on the hip and not sag below the waistline.

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.

CLUBS

Below is the list of current clubs available to students at HHS. Please note: clubs are subject to change each school year. The list below may not be comprehensive and some clubs may not be available each year. All students involved in clubs must participate in random drug testing program and meet any other outlined requirements.

Additionally, all students who participate in a club should reference the responsible use of social networking media information under the technology section in this handbook.

CLUB	CLUB
Academic Teams	National Honor Society
Band	Newspaper
Booster Club	Psychology Club
Brickie Book Club	Quiz Bowl
Cheerleaders	RUBY
DECA	Senior Class
French Club	Sophomore Class
Freshman Class	Spanish Club
Theatre	Spell Bowl
German Club	Student Council
Hobart TV	Team Lead

JROTC	Wolffgang
Junior Class	Yearbook
Key Club	Writer's Club

ATHLETIC GUIDELINES

SPORT	SPORT
Baseball	Swimming / Diving
Boy's Basketball	Track
Boy's Soccer	Volleyball
Cheerleading	Boy' Tennis
Cross Country	Girl's Tennis
Dance Team	Gymnastics
Football	Wrestling
Girl's Basketball	Boy's Golf
Girl's Soccer	Girl's Track
Softball	

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 four school-supervised practice sessions of normal length, which shall occur on four separate days prior to the day of the contest, if the student fails to attend and actively participate in more than four but less than 11 consecutive days of regularly scheduled practice:
- (c.) attendance and active participation in six school supervised practice sessions of normal length, which shall occur on six separate days prior to the day of the contest, if the student fails to attend and actively participate in more than 10 consecutive days of regularly scheduled practice. (state)

INTERPRETATION:

<u>Days Missed</u>	<u>#of Practices Required</u>
5 to 10	4
More than 10 consecutive	6

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. Conduct, Character, Discipline & Procedure

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

Expected conduct of contestants and athletic personnel in and out of school for 365 days, including summer months when school is not in session:

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 is ineligible for competition when 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 to interfere or disrupt with team or individual discipline. Discipline for the violation of training rules is under the jurisdiction of the coach 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 of the school's operations, students may face school discipline and criminal penalties.

Additionally, all students who participate in a sport / club should reference the responsible use of social networking media information under the technology section in this handbook.

Procedure:

An initial determination of an alleged violation of training rules, athletic department rules or school rules will be made by the Athletic Director 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 Review Board within ten (10) calendar days after tender of notice to student and parent(s). The Athletic Review Board shall be composed of the principal or his/her designee, a coach of another sport other than those participated in by the student, another school administrator from within the school corporation or another staff member of the school where the student attends.

The Athletic Review Board shall investigate the charge, may hold hearing(s) and review the decision of the Athletic Director. 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, student, parent involved, and the Superintendent of Schools. (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 his or her parents and 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

On a seven (7) period schedule, a student athlete must pass five (5) solid subjects first and third quarter and first and second semester in order to be eligible to participate in athletics. As per IHSA guidelines, semester grades take precedence over quarter grades. (A solid subject is one that has full credit per quarter 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 five (5) solid 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.

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 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. Training Rules - Athletic School Term (see General Eligibility Rules, A)

The student/athlete shall be suspended from interscholastic athletics 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 IHSA.

The student/athlete will obtain a cumulative discipline record for his/her entire high school career.

1st Violation- Suspended for 20% of scheduled contests. After serving the suspension the student/athlete may petition to remove his/her 1st offense violation from their permanent record by successfully completing a professional intervention program, which is appropriate for the rule violation (applicable one time only on the first offense).

2nd Violation-If the student/athlete has not successfully completed an intervention program he/she will be suspended from all sports for 365 days from the date of the infraction.

3rd Violation-The student/athlete will be permanently suspended from all sports for the rest of his/her school career.

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. Jambores or scrimmages are not considered as a part of the scheduled contests for the sport season.

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 will 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)

M. Transportation Fee

The transportation fee will be \$20.00 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. This fee will be collected by the head coach of the sport and will be collected during the first few days of the season.

V. TECHNOLOGY

A. STUDENT TECHNOLOGY RESPONSIBLE USE AND SAFETY AGREEMENT

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 this 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.

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

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

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

I. Respect and Protect

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

a. Respect

- Follow the rules of web sites and online services when you visit or sign up.
- Only put information online that is appropriate, including pictures and videos. **Remember, posting inappropriately online CAN affect your future.**
- Only visit appropriate web sites. If you wouldn't be comfortable showing the site to your family, then it isn't appropriate.
- Act sensibly and civilly when using social media. Do not "flame" or cyberbully, and always use acceptable language.
- Do not attempt to gain access to other people's information or private profiles. Respect privacy.
- Ask others for permission before posting pictures.

b. Protect

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

II. Wireless Communication Devices

A “wireless communication device” is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. The following devices are examples of WCDs: cellular and wireless phones, pagers/beepers, personal digital assistants (PDAs), Smartphones, Wi-Fi-enabled or broadband access devices, two-way radios or video broadcasting devices, laptops, and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information.

Students may use wireless communication devices (WCDs) as long as they do not create a distraction, disruption or otherwise interfere with the educational environment. Also, the following rules apply while using WCDs:

- a. During instructional time, WCDs are solely allowed when authorized by the classroom instructor for educational purposes related directly to classroom curriculum.
- b. **All WCDs, including personal devices, must connect to the corporation network for Internet access**, which is filtered under the corporation’s technology protection measures and in compliance with laws and regulations, **even when alternative sources are available** (e.g. hotspots, cellular connectivity).
- c. Students using personal devices in school, on school property, and at school functions are required to **follow the Student Code of Conduct, and violations of this code are subject to disciplinary action.**
- d. All personal WCDs must have up-to-date antivirus protection for use on the school’s network.
- e. **Under no circumstances may personal devices contain/store or be used to share or view pornography** or any other material that is obscene, objectionable, inappropriate and/or harmful to minors or in violation of state or federal laws.
- f. Students are prohibited from using a WCD to capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using their WCDs to receive such information.
- g. Students may use WCDs while riding to and from school on a school bus or other vehicle provided by the Board or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the classroom teacher. Distracting behavior that creates an unsafe environment will not be tolerated.

Students are prohibited from using WCDs to capture, record or transmit the words (i.e. audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording or transmission of such words or images. Unless authorized by the building principal, using a WCD to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a WCD to violate the privacy rights of another person may face disciplinary actions.

WCDs, including but not limited to those with cameras, may not be possessed, activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, shower facilities, restrooms, classrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The building principal has authority to make determinations as to other specific locations and situations where possession of a WCD is absolutely prohibited.\

No expectation of confidentiality or privacy will exist in the use of WCDs on school premises/property. The School City of Hobart has the authority to access a student’s personal WCD to verify compliance with the school’s Code of Conduct and this policy.

Possession of WCD by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege. Violations of this policy may result in disciplinary action and/or confiscation of the WCD. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity (e.g. child pornography). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of the circumstances surrounding a particular violation. If the WCD is confiscated, it will be released/returned to the student’s parent/guardian after the student complies with any other disciplinary consequences that are imposed. Any WCD confiscated by Corporation staff will be marked in a removable manner with the student’s name and held in a secure location in the building’s central office until it is retrieved by the parent/guardian. WCDs in Corporation custody will not be searched or otherwise tampered with unless school officials reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a WCD to school for a designated length of time or on a permanent basis.

Students are personally and solely responsible for the care and security of their WCDs. The Board assumes no responsibility for theft, loss, damage, or vandalism to WCDs brought onto its property, or the unauthorized use of such devices.

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 WCD 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 WCD in violation of this policy, or using the Internet in a way that violates this policy, is required to report the violation to the building principal.

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

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

CELL PHONE WCD GUIDELINES

Student use of a Wireless Communication Device (WCD) during the school day is a privilege. Adherence to the guidelines below is essential to maintaining an appropriate academic environment. **Abuse of this privilege will result in the consequences outlined below.**

Guidelines:

Students may use cell WCDs (including cell phones for non-verbal communication) at the following times:

- Before and after school
- During passing periods
- At lunch in the Great Hall
- During class time for instructional purposes **ONLY** if the classroom teacher gives explicit permission. Examples of instructional use would include, but not be limited to, using the calculator function, using the calendar function to record an assignment, using a website at a teacher's request, etc.

Students must follow the continued guidelines below:

- The use of electronic communication devices is prohibited at all times in school offices.
- The Media Center and Learning Centers function as classrooms- therefore cell phones and WCDs may not be used **UNLESS** the supervising teacher has given permission.
- The use of cellular phones for any voice communication is not permitted during school hours.
- WCDs and cellular phones may not be used under any circumstance in the hallway when using a hall pass. **From the time the bell rings for class to begin, to the time the bell rings to end class, cell phone and iPod usage in the halls is prohibited.**
- Cell phones must remain on silent all day and be turned off if directed to do so by the classroom teacher.

Electronic music devices (MP3, iPod, etc.) are allowed to be used in the school building **only** during passing periods and at lunch. However, you must have the device put away before entering through the door of the classroom. **FOR SAFETY REASONS** the following guidelines must be followed:

- The earphones/earpiece must be plugged into the device.
- One, and only one, earphone/earpiece may be worn at a time.
- The music being played must not be loud enough to be heard by another person.

Students who are in violation of the above rule will be subject to the WCD consequences listed below.

WCDs, including but not limited to those with cameras, may not be possessed, activated or utilized at any time in any school situation where a reasonable expectation of privacy exists. These locations and circumstances include but are not limited to locker rooms, shower facilities, restrooms, classrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. A building principal has the authority to make determinations as to other specific locations and situations

where possession of a **WCD** is absolutely prohibited.

Students using cell phones/WCD or other functions on electronic devices in any manner that disrupts the educational environment, from within or from outside the classroom, or violates the rights of others, including, but not limited to, using the device in violation of our academic honesty policy, violating school conduct rules, harassing or bullying staff or students, or using their device for unlawful purposes will be subject to more severe disciplinary action, up to and including suspension and/or expulsion and may be reported to the Hobart Police Department.

Use of a Wireless Communication Device (WCD) in an unauthorized manner or in violation of these rules may result in loss of this privilege, additional disciplinary action (e.g., warnings, parental notification and conferences, suspension, expulsion), confiscation of the WCD. If a WCD is confiscated, it will only be released/returned to the student and/or the student's parent/guardian after the student complies with any other disciplinary consequence that is imposed and/ or referral to law enforcement if the violation involves an illegal activity.

Further, a parent/guardian seeking the return of confiscated property may be required to:

1. sign a waiver of further appeals of discipline of the student
2. provide identification, such as a valid Indiana drivers license or identification card, or
3. provide proof of ownership of the confiscated WCD

The Corporation is not responsible for the loss, theft, damage, or vandalism to student WCDs as well as other student property. Students and parents are strongly encouraged to take appropriate precautions, if students are permitted to have WCDs in their possession, to make sure the WCDs are not left unattended or unsecured.

Cell Phone Rule: *The respectful, non-disruptive use of cell phones is permitted when the above guidelines are followed. As soon as the threshold of the classroom or any prohibited area is crossed, during the school day, cell phones need to be put away and made undetectable (i.e., silenced without vibration).*

Violations of Cell Phone WCD Guidelines may result in appropriate disciplinary action as determined by the administration.

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

As an educational institution, Hobart High School supports and encourages the rights of individuals to free speech. 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 policies, 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.

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 Coordinator at 942-1388.

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.

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 School City of Hobart. 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 some 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. do not disrupt or harm property surrounding the bus stop in any manner
5. keep your hands, feet, and other objects to yourself
6. do not play 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

It is the parents' responsibility to inform the bus driver when their student will not be boarding the bus. The bus will not wait.

B. During the Trip

Each student shall:

1. remain seated while the bus is in motion
2. keep head, hands, arms, legs, and objects inside the bus at all times
3. not litter in the bus or throw anything from the bus
4. keep books, packages, coats, and all other objects out of the aisle
5. be courteous to the driver and to other bus riders
6. not play games, cards, etc.
7. not tamper with the bus or any of its equipment
8. not possess any opened food or drink

C. Leaving the Bus

Each student shall:

1. remain seated until the bus has stopped
2. cross the road, when necessary, at least ten (10) 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 regular stop at 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. Actual recording of the students on any particular bus will be done on a random-selection basis.

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

PENALTIES FOR INFRACTIONS

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

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, subject to the procedural requirements of IC 20-33-8-14 et seq. and as stated by school corporation policy:

1. Student misconduct. *
2. Substantial disobedience. *

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

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, urging other students to engage in such conduct, or possessing any firearm, explosive, or other weapon. The following enumeration is illustrative of the type of conduct prohibited by this subdivision:
 - (a) Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
 - (b) Blocking the entrance or exits of any school building or corridor or room in any school building with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
 - (c) Setting, or attempting to set fire to, any school building or property.
 - (d) Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or of any lawful meeting or assembly on school property.
 - (e) Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the educational function under his/her supervision. This subsection shall not, however, be construed to make any particular student conduct a ground for expulsion where such conduct is constitutionally protected as an exercise of free speech or assembly or other right under the Constitution of Indiana or the United States.
2. Trespassing, vandalizing school property, causing or attempting to cause substantial damage to school property, stealing or attempting to steal school property of substantial value, or repeatedly damaging or stealing school property. Causing or attempting to cause substantial damage to valuable private property; stealing or attempting to steal valuable private property or repeatedly damaging or stealing private property.
3. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. It is the School Board's position that students must learn to deal with conflict in a mature manner. This includes learning alternative responses to physical confrontation.

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

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

- (a) Utilizes physical force only when non-physical alternatives (e.g. retreat, or notification of supervisory personnel) are not available; or
- (b) Does not constitute the initiation of a physical confrontation.
- (c) Does not utilize excessive force.

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

- (a) Belief that no non-physical alternatives were available; and
 - (b) The student acts in a manner of a reasonably prudent person.
4. Threatening or intimidating any student for the purpose of, with the intent of, obtaining money or anything of value from the student.
 5. Knowingly possessing, handling, using, or transmitting a knife or any other object that can reasonably be considered a weapon. A student who must use a knife as part of an organized activity held by an organization that has been approved

by the Principal of the school is exempt so long as the knife is used as a part of or in accordance with the approved organized activity.

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

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

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

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

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

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

C. Attempt to Violate above Rules

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

D. Expulsion for Firearms and/or Deadly Weapons

1. Expulsion for firearms. Under IC 20-33-8-16, a student who is:
 - (a) Identified as bringing a firearm to school or on school property; or
 - (b) In possession of a firearm on school property; Notwithstanding other limitations, on suspension and expulsion in this policy, must be expelled for a period of one (1) calendar year, with the return of the student to be at the beginning of the first school semester after the end of the one (1) year period. The Superintendent will notify the prosecuting attorney of the offense. The Superintendent may on a case by case basis, modify the period of expulsion under this policy.
2. Expulsion for deadly weapon. Under IC 20-33-8-16, a student who is:
 - (a) Identified as bringing a deadly weapon to school or on school property; or
 - (b) In possession of a deadly weapon on school property; may be expelled for a period of not more than one (1) calendar year. A firearm is not considered a deadly weapon for this purpose.
3. A student with disabilities (as defined in IC 20-35-7-7) who possesses a firearm is subject to procedural safeguards of 20 U.S.C. 1415.

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

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

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

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

IV. DUE PROCESS RIGHTS

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

Suspension from School

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

Make-Up Work

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

Expulsion from School

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

Notice of Expulsion Meeting

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

Appeal of an Expulsion

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

A. Suspension Procedures:

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

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
 - (a) A written or oral statement of the charges against the student;
 - (b) If the student denies the charges, a summary of the evidence against the student will be 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:

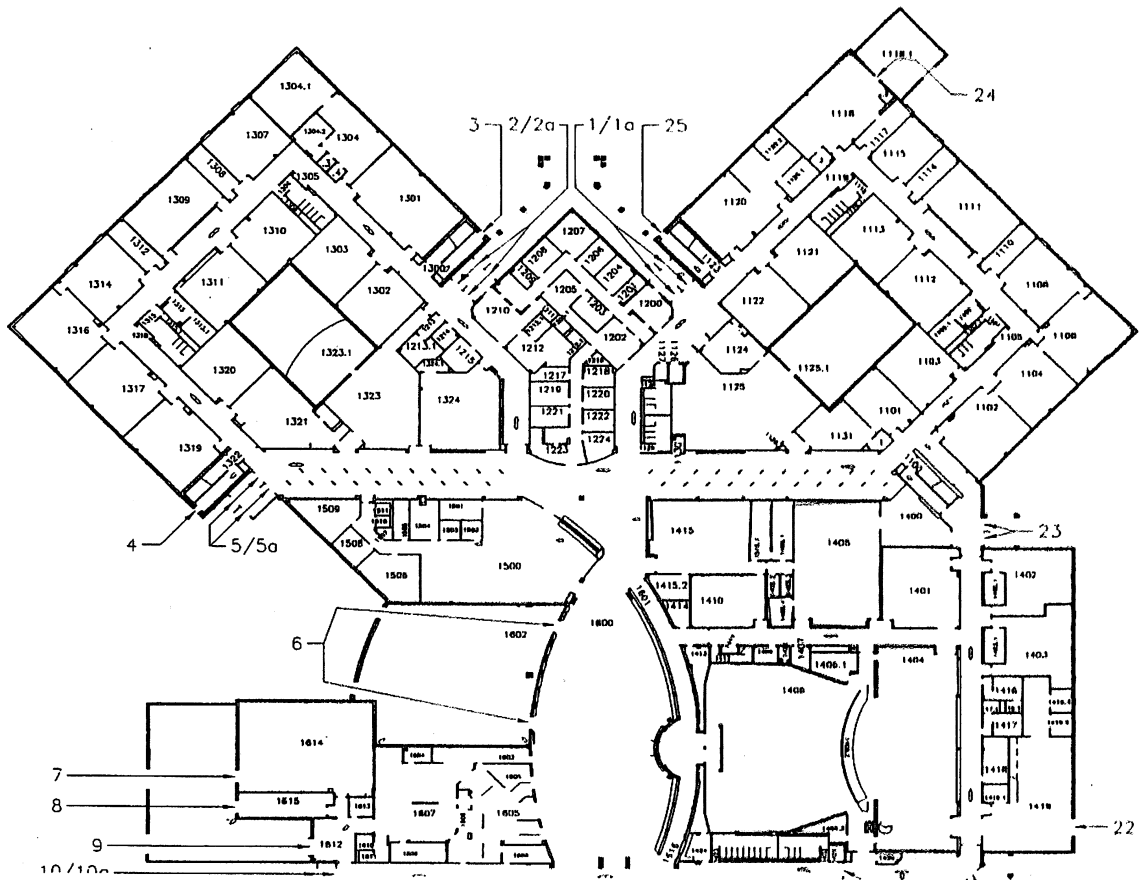
- (1) disciplined under section 25 IC 20-33-8-25 [general discipline];
- (2) removed from school in accordance with IC 20-34-3-9 [illness, communicable disease]; or

(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.



First Floor



Second Floor

