

Principal: Mrs. Nikki Neeley
 Assistant Principal: Mrs. Misty Scheuneman
 Assistant Principal: Mr. Brett Munden
 Dean of Students: Mr. Matthew Whiteman
 Dean of Students- Academy of Success: Mr. Mathew McKee

Main Office: 219-942-8541
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 Fax: 219-947-7194

This planner belongs to:

Name: _____
 Address: _____
 Phone #: _____
 Year I Graduate from College: _____

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HMS DAILY SCHEDULE

6TH GRADE SCHEDULE		
7:35-8:25	1	Core
8:30-9:20	2	RA
9:25-10:15	3	Core/ R180
10:15-10:50	Lunch	
10:55-11:45	4	CCR/ R180
11:50-12:45	5	RA
12:50-1:40	6	Core
1:45-2:35	7	Core

7TH GRADE SCHEDULE A			7TH GRADE SCHEDULE B		
7:35-8:25	1	RA	7:35-8:25	1	RA
8:30-9:20	2	Core	8:30-9:20	2	Core
9:25-10:15	3	Core	9:25-10:15	3	Core
10:20-11:10	4	Core / R180	10:20-11:10	4	Core / R180
11:10-11:37	Lunch		11:15-11:40	5	CCR/ R180
11:37-11:45	CREW		11:40-12:07	Lunch	
11:50-12:45	5	CCR / R180	12:07-12:15	CREW	
12:50-1:40	6	RA	12:20-12:45	5	CCR / R180
1:45-2:35	7	Core	12:50-1:40	6	RA
			1:45-2:35	7	Core

8TH GRADE SCHEDULE A			8TH GRADE SCHEDULE B		
7:35-8:25	1	Core	7:35-8:25	1	Core
8:30-9:20	2	Core	8:30-9:20	2	Core
9:25-10:15	3	RA	9:25-10:15	3	RA
10:20-11:10	4	Core	10:20-11:10	4	Core
11:15-12:10	5	Core / R180	11:15-12:10	5	Core / R180
12:10-12:37	Lunch		12:15-12:40	6	CCR / R180
12:37-12:45	CREW		12:40-1:07	Lunch	
12:50-1:40	6	CCR / R180	1:07-1:15	CREW	
1:45-2:35	7	RA	1:20-1:40	6	CCR / R180
			1:45-2:35	7	RA

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HANDBOOK COMMITTEE

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Maggie Kreag, Teacher
Katherine Rinas, Teacher
Tracy Pickett, Teacher
Marissa Madrigal, Teacher

Donald Rogers, School Board Member
Kelli Koritko, Home School Coordinator
Mathew McKee, Dean of Students
Peggy Orchard, Guidance Counselor
Nikki Neeley, Principal-Chair

BOARD OF SCHOOL TRUSTEES

Terry ButlerPresident
Rikki GuthrieVice President
Mike RogersSecretary
Dave BiglerMember
Karen RobbinsMember
Stuart SchultzMember
Don Rogers.....Member

ADMINISTRATIVE STAFF

Dr. Peggy Buffington Superintendent
Mrs. Nikki Neeley Principal
Mrs. Misty Scheuneman Assistant Principal
Mr. Brett Munden Assistant Principal
Mr. Matthew Whiteman Dean of Students
Mr. Mathew McKee Dean of Students- Academy
Mr. Larry Juzwicky Director of School Safety
Mrs. Debbie Matthys Director of Curriculum
Mr. Ted Zembala Business Manager
Mr. Jonathan Mock Director of HR & Compliance

SCHOOL STAFF

Hobart Middle School Administrative Staff

Nikki Neeley Principal
 Misty Scheuneman Asst. Principal
 Brett Munden Asst. Principal
 Matthew Whiteman Dean of Students
 Mathew McKee Dean of Students
 Deb Glass Athletic Director
 Officer Adam Zormier SRO

Middle School Office Personnel

Darcy Schammert Main Office Secretary
 Courtney Gabriel Financial Secretary
 Robin Black Student Services Secretary
 Cathy Shaw Guidance Secretary
 Laurie Ellenberger Media Center Secretary
 Gabriella Soriano Clerk/Supervision

Guidance Counselors

Mrs. Peggy Orchard
 Mrs. Kelli Koritko

Health Services

Regina Guarnero

Middle School Staff

Deb Shurr ISS/Student Supervisor
 Mary Locke Student Supervisor
 Gerda Menard Student Supervisor
 Jennifer James Student Supervisor

Hobart Middle School Faculty

Katie Albertin Social Studies
 Nathan Albertin Science
 Kathleen Arney Social Studies
 Dianne Bali PLTW
 Rachel Bolz Language Arts
 Lindsey Chamberlain Language Arts
 Jane Clemmons Language Arts
 Tony Curatolo LA/SS
 Darrin Davis Social Studies
 Rosanne Doege 7th LRE
 Mickey Ellis Physical Ed.
 Kenneth Evans Math/Science
 Matt Frankowski Language Arts
 Kellie Fugate Math/Science

Betty Funkhouser Physical Ed.
 Jody Gawthrop 8th LRE
 Debbie Glass Physical Ed.
 Dave Grabczak Alt. School
 Leticia Gray Language Arts
 Desa Halstead Social Studies
 Sallie Hanson FACS
 Janice Hamady Math
 Tiffany Henderson 6th LRE
 Becky Hughes Science
 Shari Hughes Science
 Amy Hill Language Arts
 Leanne Johnson Math
 Pam Kanich EH
 Crystal Kistler Science
 Maggie Kreag Exploring College & Careers
 Kristine Loos Band
 Jill MacDonald Math
 Marissa Madrigal Art
 Greg Marsh PLTW
 Josh Mehay Physical Ed.
 Diana Morin MiMh, LD
 Steven Moss Math
 Liz Nelissen Math
 Heather Phillips EL Coordinator
 Tracy Pickett L.A./S.S.
 Jim Rappold Science
 Kelly Rehlander Band/Music
 Joshua Reno Social Studies
 Katharine Rinas L.A./S.S.
 Kristine Stelzner World Language
 Eric Stoelb Science
 Tom Swafford Math
 Scott Swanson Social Studies
 Lauren Teykl Band/Music
 Maureen Tobin Math
 Chris Wells Math
 Ryan Williams Math
 Amanda Winland Language Arts
 Amy Wolfe Physical Ed.
 Dean Wolff Choir

SECTION I GENERAL INFORMATION

Welcome to Hobart Middle School. The staff and I are pleased to have you as a student and will do our best to help make your experience as productive and successful as you wish to make it. To help provide a safe and productive learning environment for students, staff, parents, and visitors, the Board of School Trustee publishes this updated Student/Parent handbook annually to explain students' rights, responsibilities and consequences for misbehavior.

Parents are encouraged to take a few minutes to review and discuss the information in this Handbook with their school-age children. Teachers will also review this Handbook with students at the beginning of the school year.

Thank you for taking the time to become familiar with the important information in this Handbook.

If you have any questions, please contact:

Hobart Middle School Main Office.....(219) 942-8541

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 your Guidance Counselor or principal, whom you will find listed in the Staff Directory section of the handbook. 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 May 2016. If any of the policies or administrative guidelines referenced herein are revised after May 2016, 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 May 31, 2016.

MISSION STATEMENT

Our daily commitment at Hobart Middle School is to reach our personal best by applying Lifeskills, achieving academic success, and demonstrating a strong work ethic to become lifelong learners and responsible citizens.

LANGUAGE ASSISTANCE

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 Dr. Peggy Buffington, Superintendent, School City of Hobart, 32 East Seventh Street, Hobart, IN, 46342. She may also be reached by calling 942-8885.

Si usted necesita un intérprete o un traductor para comprender mejor los programas o las actividades escolares o si usted tiene algunas preguntas sobre los programas de ayuda con la lengua, favor de informarle a la superintendente en la siguiente dirección:

Dr. Peggy Buffington

Superintendent

32 East Seventh Street

Hobart, Indiana 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: Civil Rights Officer, Director of School Safety, 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 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. Detailed information is available on the School City of Hobart district website.

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.

CIVILITY

Civility does not deprive any person of his/her right to freedom of expression, but serves only to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for students and staff. The School City of Hobart encourages positive communication, but will not tolerate volatile or hostile actions and /or abusive language by any student, parent, or guardian.

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

SCHOOL LIABILITY AND STUDENT ACCIDENTS

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

PUBLICATION OF STUDENT INFORMATION

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

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

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 or other violent attack, accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately.

All students must have an emergency medical card completed, signed by a parent or guardian, and filed in 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 Nurse'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. Medication that is possessed by a school for administration during school hours or at school functions, for students in grades K-8 may be released only to the student's parent or to an individual who is eighteen (18) years of age or older and who has been designated, in writing, by the student's parent to receive the medication.
- G. Any unused medication unclaimed by the parent will be destroyed by School personnel when a prescription is no longer to be administered or at the end of the school year.
- H. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.
- I. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.

A. Self-Administered Medication

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

The physician's statement must include the following information:

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

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

B. Non-prescribed (Over the Counter) Medications

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

Parents may authorize the School to administer a non-prescribed medication using a form which is available at the School Office. A physician does not have to authorize such medication but all of the other conditions described above under Prescribed Medications will also apply to non-prescribed medications. The student may be authorized on the request form by his/her parent to self-administer the medication in the presence of a School staff member. No other exceptions will be made to these requirements.

If a student is found using or possessing a non-prescribed medication without parent authorization, s/he will be brought to the School office and the parents will be contacted for authorization. The medication will be confiscated until written authorization is received.

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. Students are not permitted to call home before seeing the nurse. Students who utilize their cell phone to contact a parent in order to leave school will be subject to disciplinary action. 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 NON CASUAL-CONTACT COMMUNICABLE DISEASES

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

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

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

SPECIAL EDUCATION

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

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

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

Students are entitled to a free appropriate public education in the "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.
- 2. 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.
- 3. 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.

- 4. The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- 5. 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

STUDENT VALUABLES

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

FOOD SERVICE

The School City of Hobart participates in the National School Lunch Program and makes breakfasts and lunches available to students. Please see the charges listed below. A la carte or individual items are available. Students may also bring their own lunch to school to be eaten in the school's cafeteria. No Student shall be allowed to leave school premises during the lunch period without specific written permission granted by the Principal.

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.

1. 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.

Any student in K-8 will be allowed to charge the cost of four (4) meals 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.)

After the limit of four meals is reached an alternate meal consisting of a cheese sandwich and milk will be given to the student as their meal. After two alternate meals, the parents will receive a phone call from the Café manager reminding the parents that their child's account needs to be replenished.

Auto generated phone calls will be made three times a week on Monday, Wednesday, and Friday for any negative balances.

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.

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 Family Access, 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.

2. 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 either 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 on file with your school to be contacted by the Skyward Family Access calling system.**
4. You may listen to WAKE (1500am), INDIANA (105.5fm), WZVN (107.1fm), WGN (720am), WBBM (780am), or you can watch channels 2, 5, 7, 9, Fox, Lakeshore Public TV & 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. Teachers will provide specific instruction on the appropriate procedure to follow in 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 have a State ID or State Driver's License and report to the office when they arrive at school and must make an appointment to speak with a teacher or administrator.**
- B. All visitors are given and required to wear a building pass while they are in the building.
- C. Staff is expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging around" the building after hours.
- D. Students are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- E. All outside doors are locked during the school day; please utilize the buzzer system to gain entry to the school.
- F. Portions of the building that will not be needed after the regular school days are closed off.
- G. If a person wishes to confer with a member of the staff s/he should call for an appointment prior to coming to the School in order to prevent any inconvenience.
- H. **Students may not bring visitors to school without first obtaining written permission from a principal; Student visitors are discouraged except in very rare circumstances.**
- I. All Corporation employees are encouraged 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

The lost and found area is located in the auditorium lobby. Students who have lost items should check during his/her lunch or before and after school with the Safety and Security officers or Administrators to retrieve lost items. Unclaimed items will be given to charity.

STUDENT I.D.'s

Student identification cards are purchased at the beginning of the school year. Students may be required to have and show their ID's for various services.

VISITORS AND VOLUNTEERS

Visitors, particularly parents, are welcomed at school and are also welcomed to volunteer 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, 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 check 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.

LOCKERS

All Hobart Middle School lockers, including but not limited to lockers in the hallways, physical education, band lockers, and athletic dressing rooms, are the property of the school corporation and 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 Policy

All lockers made available for student use on the school premises, including but not limited to lockers located in the hallways, physical education, band lockers, and athletic dressing rooms, 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 reasonable 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 of 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 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 this 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 of 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 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 parent 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 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.

TEXTBOOKS

Students are responsible for the textbooks issued to them. Names should be written in ink on the space provided inside the front cover. Books are to be covered and free from markings or drawings. Books are to be treated with care. Students will be required to pay for books that are lost or damaged.

USE OF OFFICE TELEPHONES

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call. Telephones are available in the School for students to use when they are not in class. Students are not to use telephones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

USE OF THE MEDIA CENTER

The media center is available to students throughout the School day from 7:45 to 2:25 for research work and reading. Passes may be obtained from a student's teacher. Magazines, reference books, fiction books, nonfiction books, graphic novels, and other genre are available to all patrons. All items leaving the Media Center must be checked out at the circulation desk. Material may be checked out for a period of two weeks. It is the student's responsibility to care for the materials while in his/her possession. Should anything happen to the materials, the student will cover the cost of repair or replacement of the item. Also, late fees are assessed for books coming back after the due date. However, book renewals are allowed. In order to avoid late fees, all materials checked out of the media center must be returned to the Media Center within two weeks.

SECTION II ACADEMICS

GUIDANCE

The purpose of the guidance service is to help you to grow in your social, educational, career, and personal development. The counselors are available daily from the beginning of school to the close of the day. Students may request a conference with a counselor by signing in with the guidance secretary.

The counselors will assist you in:

- Improving your study habits
- Planning your schedule and program
- Helping you to set goals for the future
- Offering assistance in problems of adjustment
- Discussing grades and test scores with you and your parents
- Testing groups of students or individuals to determine strengths or weaknesses and to discuss results with you
- Developing appropriate social skills and the ability to make appropriate decisions

GRADES

Hobart Middle 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.

Grading System:

98.000	-	100.00+	A+	4.33
92.000	-	99.999	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

GRADING PERIOD

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. When a student appears to be at risk of failure, notification will be provided to the parents so they can talk with the teacher about what actions can be taken to improve poor grades.

COURSE CREDIT

A student can earn 24 credits for each academic school year. This breaks down to 6 credits per 9-week term. If a student does not earn all 6 credits in a term they may have one or more of the following occur:

- Student's schedule will be changed removing them from a Related Arts class and placing them in a Credit Protection Class for a minimum of 1 term.
- Student will be required to attend an after school Credit Recovery Session, at additional costs to parents/guardians, giving them a second chance at earning the missed credit(s).
- Student will be assigned to Summer School to make up credit(s) needed to move on to the next grade level for the following school year.
- Student will be retained.
- Failure to satisfy one of the above you may be subjected to retention.

HONOR ROLL

Scholarship is recognized and encouraged through an academic honor roll. The honor roll is compiled at the end of each grading period. The "Principal's Honor Roll" includes only those students who have a maintained all A's for the term. The "Honor Roll" includes those students who have obtained at least a 3.00 grade point average.

HOMEWORK

Homework should be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the assessment tests and graduation. Parents should provide a suitable atmosphere for work completion nightly and maintain awareness of their child's grades online.

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.

STUDY/FIELD TRIPS

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

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

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

A. Study/Field Trip Chaperone Guidelines

1. Parents should arrive at school at least 15 minutes prior to a trip's scheduled time of departure.
2. Chaperones should register in the office before going to a classroom.
3. The teachers/chaperones are responsible for the conduct of the students. All bus rules listed for regular routes shall be followed.
4. Chaperones are to be dispersed throughout the bus. Chaperones are requested to assist the teachers in maintaining order and discipline while on the bus and at the designated study trip site.

5. Chaperones must remain with their students at all times. A child or group of children must never be left unattended under any circumstances. Some discretion is permissible at the secondary level with permission of the teacher in charge.
6. Chaperones should follow the specific instructions the teacher has set for the study trip.
7. Food and drinks cannot be consumed on the bus. Should it be necessary to give students the opportunity to eat on the bus due to emergency circumstances, students, chaperones, and teachers should properly dispose of all refuse before leaving the bus.
8. Emergency doors and aisles must be kept clear.
9. Chaperones should be the parent or legal guardian of the child. Any other adult of legal age would need to receive permission from the principal.
10. The use or possession by chaperones of alcohol, tobacco, illegal drugs or weapons of any kind is not permitted at any time during the study trip.
11. Chaperones should dress appropriately for the particular study trip. Dress code guidelines from the school handbook should be followed.
12. The use of cell phones should be kept to a minimum so that the chaperone can remain focused on chaperoning the students. Students should not be allowed to use a cell phone except in an emergency.
13. Chaperones should set a good example at all times for our Hobart students.
14. Students in the classroom are the only children allowed on the trip.

SECTION III STUDENT CONDUCT

ATTENDANCE

A. School Attendance

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. Please call 219-942-SICK if your child is absent from school.

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.

B. Notification of Absence

Promoting and fostering desired student attendance habits requires a commitment from the administration, faculty, and parents. No single individual or group can- in and of itself- successfully accomplish this task.

A professional staff member's responsibility must include, but not be limited to:

- A. Providing meaningful learning experience **every day**; Therefore, a student who is absent from any given class period would be missing a significant component of the course.
- B. Speaking frequently of the importance of students being in class, on time, ready to participate.
- C. Keeping accurate attendance records (excused vs. unexcused)
- D. Incorporating defined, daily participation as part of the teaching/learning process and each grading period (see AG 2220).
- E. Requiring students to make up missed quizzes, tests, and other pertinent assignments before or after the regular school day and not permitting students to use instructional time to do make-up work.

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 4 days per 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.

UNEXCUSED ABSENCES

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State.

If a student, under the age of eighteen (18), is truant for more than 10 days, s/he will be considered a "habitual" truant and will be reported to the proper authorities.

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 school work that is missed.

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

Habitual Truant according to IC 20-33-8-12, a child is designated as a habitual truant, who is chronically absent, by having unexcused absences from school for more than ten (10) days of school in one (1) school year. In addition, an individual who is defined as a habitual truant and is at least (13) years of age but less than fifteen (15) years of age may not be issued an operator's license or a learner's permit to drive a motor vehicle under IC 9-24 until the individual is at least eighteen (18) years of age.

STUDENT VACATIONS DURING THE SCHOOL YEAR

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

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

A. The corporation will only approve a student's absence for a vacation when s/he will be in the company of his/her own parent or other family relatives but not other students' parents, unless there are extenuating circumstances deemed appropriate by the principal.

If a student is absent for any other type of vacation, s/he will be considered absent from school and the absence will be considered unexcused. The student will be subject to truancy regulations.

B. The student may be given approximate assignments and materials for completion.

C. Separate daily assignments may be given.

D. The time missed will be counted as an authorized, unexcused absence, but shall not be a factor in determining grades unless make-up-work is not completed.

E. Vacation days shall not exceed five (5) days in any given school year.

F. Vacation form should be approved prior to the vacation. Any days beyond 5 will be considered unexcused.

G. Vacation is strongly discouraged during state-wide testing.

SUSPENSION FROM SCHOOL

Absence from school due to suspension shall be considered an authorized absence, neither excused nor unexcused. A suspended student will be responsible to obtain the work from his/her teacher to make up and for making up school work lost due to suspension. Assignments may be obtained from the school office beginning with the first day of a suspension. Make up of missed tests may be scheduled when the student returns to school. It is the student's responsibility to schedule the make-up test with the teacher. The student will be given credit for properly-completed assignments and a grade on any made-up tests.

MAKE-UP OPPORTUNITIES

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 one day for each day absent 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. Students who miss two (2) or more days may have parent request homework.

TARDINESS

Each student is expected to be in his/her assigned location throughout the school day. If a student is more than 5 minutes late in arriving at school, s/he is to report to Student Services before going to his/her first assigned location. Students who are more than 5 minutes late

to class will be considered truant for that instructional period.

The school administration will take appropriate disciplinary action related to tardiness.

STUDENT ATTENDANCE AT SCHOOL EVENTS

The School encourages students to attend as many School events held after School as possible, without interfering with their School work and home activities. Enthusiastic spectators help to build School spirit and encourage those students who are participating in the event. However, in order to ensure that students attending evening events as nonparticipants are properly safe-guarded, it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event. The School will continue to provide adequate supervision for all students who are participants in a School activity.

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:

- A. Act courteously to adults and fellow students
- B. Be prompt to school and attentive in class
- C. Work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background
- D. Complete assigned tasks on time and as directed
- E. Help maintain a School environment that is safe, friendly, and productive
- F. Solve problems in a peaceful manner and/or get adult assistance if necessary

CLASSROOM ENVIRONMENT

It is the responsibility of students to behave in such a way that allows 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.

SUBSTITUTE TEACHERS

It is important that students treat substitute teachers with the same respect and courtesy as the regular classroom teacher. Students that do not treat substitute teachers with respect will be subject to the same disciplinary consequences as if it were a regular classroom teacher.

HALLWAY CONDUCT

Passing in the hallways should be pleasant if students remember to be courteous and cooperate with fellow students. Students will no doubt bump into someone during the course of the school day. Consequently, remember to be apologetic and considerate of everyone. It is the duty of each student to maintain cleanliness in the hall. Each student should not only refrain from dropping things, but should feel enough pride and responsibility in his / her school to pick up and dispose of any debris he / she might find littering the hallway. For the safety of staff and students, follow the procedures as outlined below at all times during the school day.

1. Go directly from one class to another. Avoid loitering.
2. Walk on the RIGHT SIDE of the hallways. Running poses a safety risk.
3. Avoid gathering in the hallways in a manner that blocks traffic.
4. Students must carry a pass signed by a teacher when in the hallway during class time.
5. Inappropriate physical contact and loud noises are prohibited.

The school will take the appropriate disciplinary action for student that fail to follow the above guidelines.

DRESS AND GROOMING

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

Does my clothing expose too much? (no)

Do my clothes fit appropriately? (yes)

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

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

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

Am I dressed appropriately for the weather? (yes)

Do I feel comfortable with my appearance? (yes)

The following styles or manners of dress should be considered when dressing for school or school events:

1. A student and his/her clothing shall be reasonably clean and free of offensive odors.
2. A student shall wear no article of clothing that contains offensive or obscene symbols. Slogans or words that degrade any gender, culture, religion, or ethnic values are not permitted. Clothing must not depict violence or death.
3. A student shall wear no item that promotes or advertises illegal products or activities.
4. A student shall wear no item, which promotes or advertises alcohol or tobacco products.
5. 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. Holes in jeans must be no higher than mid-thigh.
6. Tights and see-through leggings are not to be worn in place of pants, shorts, or skirts.
7. 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. Examples include: low cut tank tops without T-shirts underneath, tops that expose the midriff, and/or see-through tops without an acceptable shirt. **Shorts and skirts must be mid-thigh length all the way around and at all times. Tank top straps must be a minimum 2" wide.** (off the shoulder shirts require a 2inch strap underneath).
8. No flannels or pajamas of any kind may be worn including Brickie wear.
9. Clothing with phrases that do not support the Lifelong Guidelines will not be permitted. This includes put-downs of others or the wearer and phrases that do not support the value of education.
10. Undergarments are not to be seen.
11. Hat and head coverings (except for cultural/medical reasons) are not to be worn in the building at any time.
12. A student shall wear shoes in all circumstances, no slippers or wheelies.
13. Chains, chained wallets or spiked jewelry are not to be worn.
14. A student shall wear no item which may cause damage to school property or create maintenance problems.
15. Hats and coats are to be kept in lockers. Hats and bandanas are not to be clipped to pants.
16. Pencil skirts are not allowed.

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 Middle School** will be sent home for the remainder of the day (OSS). Students will not be permitted to call home for a change of clothing.

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

Students who are representing Hobart Middle 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.

RELATIONSHIPS WITH OTHERS

In order for students to be able to learn, they must feel safe. While you may have disagreements with others, it is important that you learn ways to solve problems in a peaceful way. You are to treat other people in the building with courtesy and respect. If you have a conflict, try to settle it peacefully on your own. If you need help, you may request the assistance of a staff member. You may be subject to disciplinary action if you threaten, verbally or physically harass, fight or encourage others to fight, or behave in a manner that demonstrates gang affiliation. **You are not allowed to display affection through kissing, holding hands, or like behavior as this may disrupt the learning environment at HMS.**

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 will also be responsible for the cleanup of all decorations. Mechanical devices such as light switches, fire alarms, and thermostats are not to be touched. 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.

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****

A. 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 with 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 HARASSMENT

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

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

OTHER PROTECTED FORMS OF HARASSMENT

A. Verbal

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

B. Nonverbal

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

C. Physical Contact

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

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

B. 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.

C. 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.

D. 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.

E. Criminal Gangs and 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 a 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;
- lunch-time or after-school detention;
- in-school suspension;
- removal from a class or activity.

DETENTIONS

Teacher Assigned Detention

A student may be detained after School or asked to come to School early by a teacher, after giving the student and his/her parents one (1) days' notice. This detention takes place in the teacher's classroom. The student or his/her parents are responsible for transportation. A student missing any portion of his/her assigned time in a teacher assigned after school detention may be given an additional consequence. Failure to serve a teacher assigned after school detention after proper parent notification may lead to an office referral. If you cannot serve a teacher assigned detention on the assigned day, a parent must contact the teacher by phone or email before the detention is to be served. Failure to notify the teacher will result in further consequences.

One Hour- After School Detention

A 1 hour after school detention meets after school on Tuesday and/or Thursday, after giving the student and his/her parents one (1) days' notice. The detention meets from 2:40-3:40. The class is a consequence of unacceptable behavior and is an alternative to

suspension. A 1 Hour Detention provides the student with an opportunity to continue in the educational process. Failure to attend, will result in further disciplinary action. Removal from detention for failure to comply with rules may lead to further disciplinary action. If a student cannot attend an after school detention for any reason, his / her parent MUST contact a building administrator before 2:35 on the day of the detention and have the absence excused / rescheduled. Detentions will only be rescheduled one (1) time.

Two Hour -After School Detention

A two hour after school detention meets after school on Tuesday and/or Thursday, after giving the student and his/her parents one (1) days' notice. The detention meets from 2:40-4:40. The class is a consequence of unacceptable behavior and is an alternative to suspension. A two-hour detention provides the student with an opportunity to continue in the educational process. Failure to attend, will result in further disciplinary action. Removal from detention for failure to comply with rules may lead to further disciplinary action.

If a student cannot attend an after school detention for any reason, his / her parent MUST contact a building administrator by 2:35 on the day of the detention and have the absence excused / rescheduled. Detentions will only be rescheduled one (1) time.

One Hour / Two Hour Detention Rules

- Students assigned to a detention must be in the room on time. Tardiness will not be tolerated.
- Students may not leave for any reason.
- Students may not speak to any person other than school personnel unless permission is granted.
- Students must bring with them their handbook and all necessary materials to study during the assigned time. Failure to do so may result in removal from detention and further consequences. Students are not permitted to go to their lockers.
- Students are to remain in their designated seat 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 who fail to show for detention or are removed due to inappropriate behavior will be subject to further disciplinary action.

REMOVAL

The teacher in charge of that class or activity when a student poses a threat to a safe, orderly, and effective educational environment may remove him/her from a classroom or an activity. Such removal may be from the class or activity period for no more than 1 day.

IN-SCHOOL DISCIPLINE

Assigned students will attend a continuous hour period during which time they will be permitted one minute break each period. Each student shall arrive with sufficient educational materials to be busy during this hour study period.

The following rules shall apply to In-School Discipline

- Students are required to have class assignments with them.
- Students are not to communicate with each other unless given special permission to do so.
- Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
- Students shall not be allowed to put their heads down or sleep.
- No entertainment devices 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.
- No electronic devices or cell phones are allowed in the room.

Students who are removed from in-school detention due to failure to comply with rules will be subject to further disciplinary action.

FORMAL DISCIPLINE

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

SUSPENSION

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

EXPULSION

(I.C. 20-33-8-3) (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 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 School City of Hobart student code of

conduct and Indiana Law may be discovered following the submission of the Request for Expulsion. The School City of Hobart administration reserves the right to amend expulsion requests by adding or deleting violations to the expulsion request, without prior notice, up to the date of the expulsion hearing.

EXPULSION FOR FIREARMS POSSESSION

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

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

DUE PROCESS CODE

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

SEARCH AND SEIZURE

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

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

A. Use of Dogs

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

B. Use of Breath-Test Instruments

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.

STUDENT RIGHTS OF EXPRESSION

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it 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 and must be approved prior to distribution by the administration.

- 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.

SECTION IV STUDENT ACTIVITIES

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Hobart Middle 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 the student has a scheduled appointment or 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 coach or sponsor to participate. Coaches or sponsors may establish additional requirements if students want to participate under such circumstances.

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.

DANCES

School dances are wonderful opportunities for Hobart Middle School students to be with friends and have a good time. There are rules to be followed on these occasions to insure that these events go smoothly and are happy times for all. PLEASE NOTE: Students who have lost extracurricular privileges due to discipline, attendance, tardies, etc. will not be admitted into the dance during the duration of the lost privileges.

1. Only Hobart Middle School students can attend Hobart Middle School dances.
2. Potentially dangerous and inappropriate dancing will not be permitted.
3. School dances last no more than two hours. No students will be allowed to enter 30 minutes after the dance begins. Students may not leave a dance early unless their parent/guardian picks them up **at the door**. Once a student leaves a dance, he/she will not be allowed to re-enter.
4. Students are responsible for their own valuables at school dances. Items found during or after the dances are placed in the "Lost and Found" area.
5. Students must have their rides here to pick them up promptly at the end of the dance. Failure to pick up a child promptly could result in loss of extracurricular privileges. Students are expected to behave responsibly during school dances and to cooperate with chaperones.
6. Students may be refused admission to the dance per administrative discretion.
7. The Hobart Middle School dress code applies to all dances.

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.

ATHLETICS

The major objective of the athletic program at Hobart Middle School is to help students develop good sportsmanship, a strong work ethic, leadership skills, a respect for teamwork, excellent health and fitness habits, self-discipline, and the ability to perform at peak levels under the pressures of competition. The athletic program is an extension of the educational program for the student-athlete. Participation in the program is a privilege, not a right. At Hobart Middle School, therefore, a child is first a student and secondly an athlete. If you are suspended out of school twice in one season you will be dismissed from the team, however, depending on severity of incident, 2 or less suspensions may disqualify you from participating immediately in athletics. The following sports are available to students at Hobart Middle School. Students must have a sports physical completed after April 1, on file and to be valid for the following school year, in order to try out for a team. All required athletic forms must be on file in order to try out or participate on a team.

6th, 7th & 8th grade cross- country (fall)

6th, 7th & 8th grade wrestling (winter)

6th, 7th & 8th grade gymnastics (fall)

7th & 8th grade basketball (winter)

7th & 8th grade girls' volleyball (fall)

6th, 7th & 8th grade track (spring)

7th & 8th grade boys' football (fall)

Daily practice schedules and team rules are established by coaches, who set their own attendance policies regarding these practices. It is up to the student-athletes to abide by these. A student-athlete who has sustained an injury and received medical treatment for it cannot participate in practice or competitions until the dates indicated by the student-athlete's physician.

ACADEMIC ELIGIBILITY

In order to take part in athletics and extracurricular activities, a student must qualify academically. Any student who receives more than two "F's" on his/her report card will not be allowed to participate in any sport during the following grading period. Mid-point check will determine eligibility in current sport. The last grading period in spring will determine eligibility for fall sports.

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

Testing Standards

Substance	Screen/Initial Level	Confirmation Level
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/OXYMORPHONE	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 recap 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 result 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.

SECTION V TECHNOLOGY

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 Cell Phone Wireless Communication Device (WCD) during the school day is a privilege. Adherence to the specific Cell Phone WCD guidelines below are essential to maintaining an appropriate academic environment.

Guidelines for Cell Phone WCD use include the following:

- Cell Phone WCDs must remain turned off and out of sight.
- Students may use Cell Phone WCDs with the permission of school staff.

Cell Phone 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 Cell Phone WCD is absolutely prohibited.

Students using Cell Phone WCDs 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 Cell Phone 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 Cell Phone WCD. If a Cell Phone 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 driver's license or identification card, or
3. provide proof of ownership of the confiscated Cell Phone WCD

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

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 Middle 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, MySpace, Friendster, podcasting, blog sites, You Tube, Twitter, chat rooms, etc.).

Participation in athletics and extra-curricular activities at Hobart Middle School is a privilege, not a right. As a student at Hobart Middle 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 Middle 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 student 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.

SECTION 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 219-942-1388.

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.**

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

Students who are riding to and from school on transportation provided by the school are required to follow basic safety rules. This applies to school-owned buses as well as any contracted transportation that may be provided. The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety.

The following behaviors are expected of all students:

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.

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

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 an administrator and may be used as evidence of the misbehavior. Since these recordings are considered part of a student's record, they can be reviewed only in accordance with Federal Law.

Penalties for Infractions

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

APPENDIX A

STUDENT DUE PROCESS, CODE OF CONDUCT, RESPONSIBILITIES, AND PROCEDURAL RIGHTS

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

I. Statement of THE School CITY OF HOBART

A. Purpose of Policy on Student Discipline.

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

Just as education must seek innovative methods to meet the educational needs of individual students, so must discipline policies permit those with authority over student behavior to find creative methods to instill those habits and serve the discipline needs of students. It is with understanding of all these concerns that the Board of School Trustees adopts specific policies relating to student discipline. In addition, school handbooks reflect the regulations for individual buildings and may contain additional rules for student behavior, so long as they do not violate either the letter or intent of Board Policy.

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

1. Student supervision and the desirable behavior of students in carrying out school purposes are the responsibility of a school corporation and the students of a school corporation.
2. In all matters relating to the discipline and conduct of students, school corporation personnel stand in the relation of parents and guardians to the students of the school corporation. Therefore, SCOH personnel have the right, subject to this chapter, to take any disciplinary action necessary to promote student conduct that conforms with an orderly and effective educational system.
3. Students must follow responsible directions of school personnel in all educational settings and refrain from disruptive behavior that interferes with the educational environment.

II. School City of Hobart Grant of Authority to Maintain Discipline

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

- A. Removal from Class or Activity.** A teacher or administrator will have the right to remove a student from his/her class or activity for a period of up to one (1) school day if the student is assigned regular or additional work to be completed in another school setting.
- B.** A staff member with approval of the building Principal or his/her designee may remove a student from a school activity, function, event or class that he/she supervises or that is supervised by a teacher or another staff member.
- C. Suspension from School – Principal.** A school Principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to ten (10) school days.
- D. Expulsion.** In accordance with the due process procedures in this handbook, a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of violations listed in IC 20-

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.

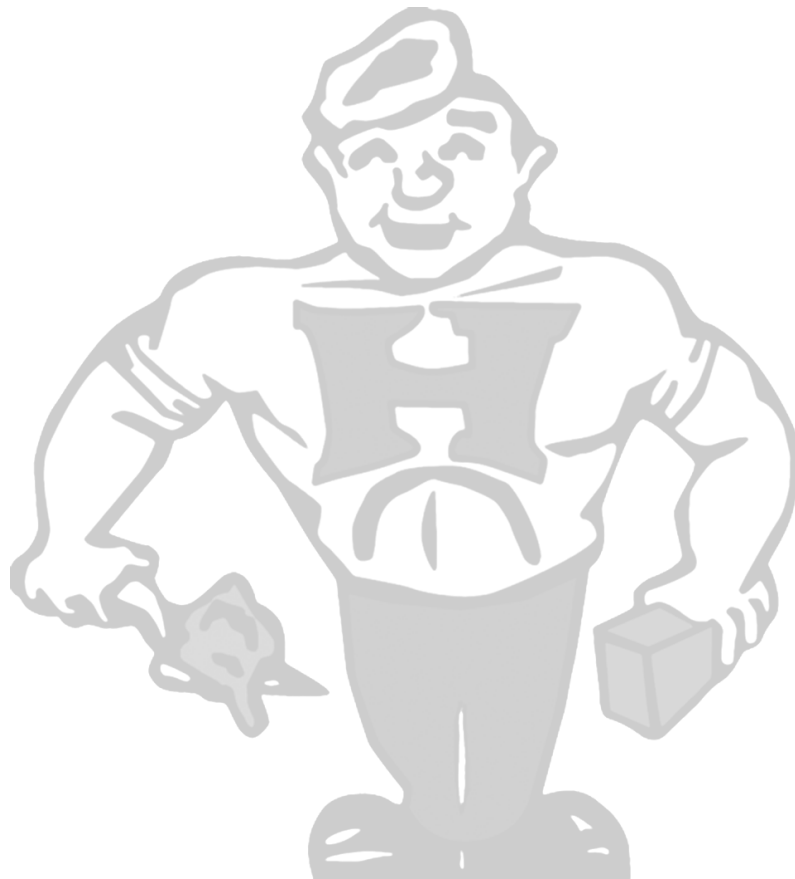
"Expulsion" does not include situations where a student is:

 - (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.

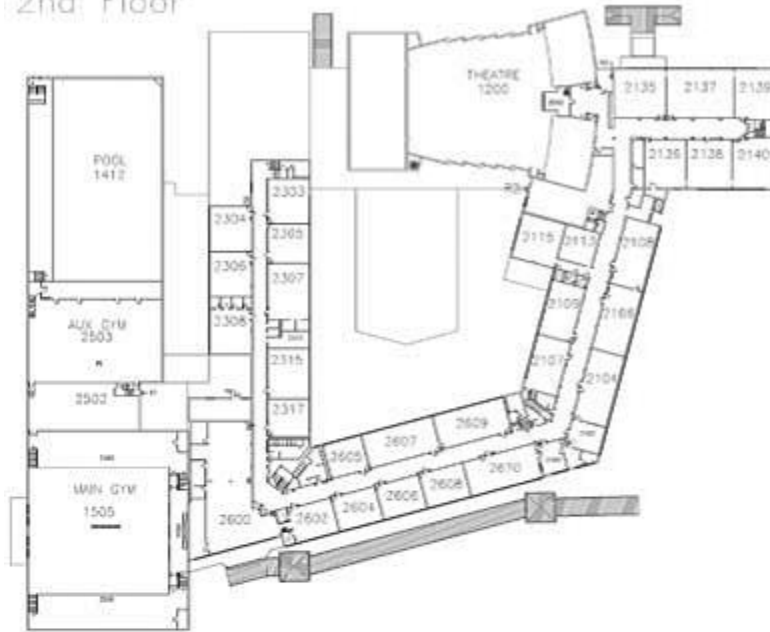
Suspension does not include situations where a student is:

- (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.



2nd Floor



1st Floor

