

# ONE BRICKIE HIGHER



SCHOOL CITY OF HOBART

## JOAN MARTIN ELEMENTARY SCHOOL

*“Building College and Career Ready  
Brickies”*

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STUDENT HANDBOOK

# 2016-2017

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

Welcome to Joan Martin Elementary School. All of the members of the staff and I are pleased to have you as a student and will do our best to help make your experience as productive and successful as you wish to make it. To help provide a safe and productive learning environment for students, staff, parents and visitors, the Board of School Trustees publishes this updated Student Handbook annually to explain students' rights, responsibilities and consequences for misbehavior.

Parents are encouraged to take a few minutes to review and discuss the information in this handbook with their school-age children. Teachers may also review this handbook with students at the beginning of the school year. Students and parents will be expected to sign a Verification Receipt indicating that they have read and understand the provisions in the handbook.

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

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

Mrs. Kacey Allen, Principal, (219) 947-7869

Ms. Lori Anderson, Assistant Principal, (219) 947-7869

Mrs. Karli Urban , Home School Coordinator, (219) 947-7869

Mrs. Debbie Mladenovski, School Secretary, (219) 947-7869

Mrs. Cindy Cantrell, School Secretary, (219) 947-7869

Dr. Peggy Buffington, Superintendent of Schools, (219) 942-8885

Adopted by the Board of School Trustees on May 31, 2016.

This Student/Parent Handbook is based in significant part on policies adopted by the Board of School Trustees and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was approved in May 2016. If you have questions or would like more information about a specific issue or document, contact your school principal, or access the document on the Corporation's website [www.hobart.k12.in.us](http://www.hobart.k12.in.us).

*TABLE OF CONTENTS*

---

I. School Policies & Procedures ..... 7

    Message from the Principals ..... 7

    Lifelong Guidelines ..... 8

    Lifeskills ..... 8

    What Does an Employer Expect of Me as an Employee? ..... 8

    School Day Schedule ..... 8

        A. Student Call-Off Procedures ..... 8

        B. Lunch Hours ..... 9

    Arrival and Dismissal ..... 9

    Guided Level Reading Books and Headphones ..... 9

    Student Procedures ..... 9

    Title I Parent Involvement Policy ..... 11

        A. Partnership with Home & School/Joan Martin Home & School Compact ..... 13

II. General Information – District-Wide ..... 14

    Foreword ..... 14

    Mission of the School ..... 14

    Language Assistance ..... 14

    Nondiscrimination Policy/Equal Education Opportunity ..... 15

    Residency Policy ..... 15

    Enrolling in the School ..... 16

    Homeless Students ..... 16

    Transfer Out of the School Corporation ..... 16

    Civility ..... 16

    School Day ..... 17

    School Liability and Student Accidents ..... 17

    Publication of Student Information ..... 17

    Indoor Air Quality ..... 17

    Scheduling and Assignment ..... 18

    Early Dismissal ..... 18

    Student Rights and Responsibilities ..... 18

    Student Well-Being ..... 18

Injury and Illness .....	19
Immunizations .....	19
Use of Medications.....	19
A. Self-Administered Medication .....	20
B. Non-Prescribed (Over-the Counter) Medications.....	20
Control of Casual-Contact Communicable Diseases and Pests.....	21
Control of Non-casual Contact Communicable Diseases and Pests.....	21
Special Education .....	21
Protection and Privacy of Student Records .....	22
A. Notification of Rights under FERPA for Elementary and Secondary Schools .....	22
B. Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA) .....	23
Student Valuables.....	24
Food Service.....	24
A. Meal Charging Guidelines.....	25
B. Non-Sufficient Funds .....	26
Emergency Closings and Delays .....	26
Fire, Tornado, and Safety Drills .....	26
Safety and Security.....	27
Brickie Help Line .....	27
Visitors and Volunteers .....	28
Parent Protocol .....	28
Pets and Animals .....	28
Class Treats .....	28
Backpacks.....	29
Use of Office Telephones.....	29
III. Academics .....	29
Grades.....	29
A. Grading System .....	29
B. Grading Periods.....	30
Promotion, Placement, and Retention .....	30
Homework .....	30
Homework Hotline .....	30
Student Assessment.....	30

Study/Field Trips .....	30
A. Study/Field Trip Chaperone Guidelines .....	31
IV. Student Conduct .....	31
Attendance .....	31
A. School Attendance Policy .....	31
B. Excused Absences .....	32
C. Unexcused Absences .....	32
D. Truancy .....	32
E. Vacations during the School Year .....	33
F. Notification of Absence .....	33
G. Suspension from School .....	33
H. Make-up of Tests and Other School Work .....	33
I. Tardiness .....	33
Student Attendance at School Events .....	33
Student Behavior Standards .....	34
A. Expected Behaviors .....	34
B. Classroom Environment .....	34
C. Behavior Form .....	34
D. Dress and Grooming .....	34
E. Care of Building and School Property .....	35
F. Care of Personal Property .....	36
Code of Conduct .....	36
A. Anti-Harassment .....	37
B. Use of an Object as a Weapon .....	39
C. Knowledge of Dangerous Weapons or Threats of Violence .....	39
D. Bullying .....	39
E. Criminal Gang Activity .....	40
Enforcement of Student Behavior Standards and Code of Conduct .....	40
Discipline .....	41
Expulsion for Firearms Possession .....	43
Due Process Code .....	43
Search and Seizure .....	43
A. Use of Dogs .....	43

B. Use of Breath-Test Instruments.....	44
Student Rights of Expression .....	44
V. Student Activities .....	44
School Sponsored Clubs and Activities .....	44
Non-School Sponsored Clubs and Activities .....	45
VI. Technology .....	45
Student Technology Responsible Use and Safety Agreement .....	45
Cell Phone WCD Guidelines.....	49
Skyward Family Access .....	50
VII. Transportation .....	50
Bus Transportation to School .....	50
Bus Conduct .....	51
A. Prior to Loading.....	51
B. During the Trip.....	51
C. Leaving the Bus.....	52
Digital Video Recorders on School Buses .....	52
Penalties for Infractions.....	52
VIII. Appendix .....	52
Appendix A – Student Due Process .....	52

## I. School Policies & Procedures

### Message from the Principals

Dear Parent/Guardian,

Thank you for demonstrating to your child how important school is by working with the staff at Joan Martin. You do this by modeling and practicing the Lifelong Guidelines and Lifeskills and reinforcing academics at home.

We are beginning our thirteenth year of school improvement through **AdvancEd**. Our school is accredited by this association, which strives for continuous improvement. Indiana Public Law 221 and the Federal Act “No Child Left Behind” are also our mandates for continued improvement.

We think our goals are evidence of the high expectations we have of your child:

**All students will increase academic achievement with specific focus on language arts and mathematics across the curriculum.**

**All students will read and comprehend a variety of genres (types) and informational text, as well as communicate ideas through writing.**

**All students will use mathematical skills to think critically and apply knowledge and reason to solve problems.**

**All students will develop an understanding and commitment to the democratic ideas of human dignity, justice, and equality by focusing on productive citizenship in a democratic society.**

**All students will gain the knowledge to be a successful contributing member of society.**

Our plan is research-based and we will be challenging your student to succeed. You are welcome to read our plan on the School City of Hobart’s Website: [www.hobart.k12.in.us](http://www.hobart.k12.in.us).

Included in this important handbook are: Joan Martin’s **Lifelong Guidelines, Lifeskills, Mission Statement, Home-School Allegiance and School-Wide Procedures**. Please support us by reading, discussing, and signing the Parent-School Allegiance with your child. We will continue to teach the M.O.P and the 4 A’s rules. These are great strategies for you to use at home too.

We will stay in touch with you through our monthly **Joan Martin Newsletter and Calendar**. Our website also has a wealth of information, please refer to it often. You are connected to your child’s teacher through the web-based *Skyward Family Access*. By utilizing this system, you can check your child’s grades, assignments, attendance, and discipline information. Remember the Homework Hotline number is 947-7869.

Thank you for lending us your incredible child to work with everyday! Thank you in advance for your support.

Please help our children achieve what our motto says: “Reaching Above and Beyond.”

Sincerely,

Mrs. Kacey Allen, Principal

Ms. Lori Anderson, Assistant Principal

## **Lifelong Guidelines**

**Truth** – to act with personal responsibility and mental accountability

**Trust** – to act in a manner that makes one worthy of trust and confidence

**Personal Best** – to do one’s best given the circumstances and available resources

**Active Listening** – to listen with the intention of understanding what the speaker means to communicate

**No Put-Downs** – to never use words, actions, and/or body language that degrades, humiliates, or dishonors others

## **Lifeskills**

**We still follow the Lifeskills, but they can be summarized in three statements:**

1. Be responsible.
2. Be respectful.
3. Be safe.

## **What Does an Employer Expect of Me as an Employee?**

1. Have a positive attitude
2. Work well with others
3. Follow directions
4. Show up for work on time
5. Recognize problems and find solutions
6. Manage time effectively
7. Apply good listening skills
8. Be honest and dependable
9. Pass a drug or background test
10. Dress properly and practice good grooming

Taken from the Center of Workforce Innovations and WorkOne – Northwest Indiana Workforce Board, Inc.

## **School Day Schedule**

Student supervision is not available before 8:45 a.m.

Monday, Tuesday, Thursday, Friday	Arrival Time	8:45 a.m.
Wednesday	Arrival Time	9:10 a.m.
Monday, Tuesday, Thursday, Friday	Tardy Bell	8:55 a.m.
Wednesday	Tardy Bell	9:15 a.m.
Dismissal Bell		3:30 p.m.

### **A. Student Call-Off Procedures**

You must call your student off by 9:00 a.m. Call the school office, 947-7869 to report your child’s absence. This must be done each day your child will be missing school. Please call the office to make arrangements to pick up homework. A written note is also required when your child is absent, and should be sent to your child’s teacher.



## **B. Lunch Hours**

**Students have 20 minutes of recess and then 20 minutes for lunch in the café.**

1 <sup>st</sup> Grade	10:55 – 11:35
2 <sup>nd</sup> Grade	11:25 – 12:05
3 <sup>rd</sup> Grade	11:50 – 12:30
4 <sup>th</sup> Grade	12:15 – 12:55
5 <sup>th</sup> Grade	12:40 – 1:20

## **Arrival and Dismissal**

- The front drive (on 10<sup>th</sup> Street) will be used for bus pick-up and drop-off ONLY.
- All Car Riders will be picked up and dropped off in the back of the school using the 11<sup>th</sup> Street entrance. The students will enter and exit cars along the curb. All drivers will need to remain in their running vehicles along the curb. If a driver needs to park for an extended period, it must be done in the far parking lot. No one is allowed to cross moving traffic. Please do not park in the middle of the lot or the far lot and ask your child to come to you.
- If you would like to pick up your child at the door, please park in the far lot and use the sidewalks.
- Visitor parking will be available in the 10<sup>th</sup> Street parking lot. Do not enter through the horseshoe. Use the designated entrance for visitors. There will be **NO PARKING** along the curbs in either lot.
- All visitors must enter through the front main entrance doors and check in at the main office. All visitors must have a scheduled appointment.
- Children must have a set plan each day as to how they go home. This can only be changed in the event of an emergency, and must be approved by a principal.

## **Guided Level Reading Books and Headphones**

All students at our school utilize the Guided Reading books. Because they are used in small group instruction, we must maintain a complete collection for Reader's Workshop. If your child loses or damages a guided reading book and you are unable to locate it, there is a replacement cost. This money is non-refundable. If it is found later, you may add the book to your personal collection. Also, Read 180 and System 44 headphones are supplied for students to use on computers. Students will use the headphones daily. If they become damaged, there is a fee to replace the headphones.

## **Student Procedures**

All students will follow these procedures throughout the day. Your child's teacher will be modeling, teaching, and practicing these procedures with your child. They are a part of each teacher's classroom behavioral plan. Please read through these procedures at home with your child, and help reinforce these concepts. We appreciate your continued support.



# Joan Martin Brickie Expectations



Settings	Hallway	Restroom	Drinking Fountain	Playground	Café	Office	Assemblies	Bus	Emergencies & Drills	Classroom & Specials
<i>Be Respectful!</i>	Zero Voices Keep to the right.	Zero Voices Give others their privacy.	Be quiet and patient while waiting in line. Get a 5 second drink.	Follow the playground equipment rules. Follow the directions of the recess supervisors. Share and take turns. Be friendly to others.	Enter the café quietly. Level 1 voices and good table manners.	Enter the office quietly. Wait your turn to say what you need. Use manners (please and thank you).	Follow the "Give Me 5" signal and Zero Voices. Be an active listener and refrain from talking. Follow audience procedures, applaud appropriately.	Wait in a single file line. Level 1 Voices Zero voices at railroad tracks. Go straight to a seat and stay there for the entire trip.	Zero Voices Follow adult signals and directions.	Follow your teacher's classroom rules and procedures at all times. Get along and work well with others in a variety of situations. Be an active learner.
<i>Be nice!</i>	Yield to younger classes/adults. Remove hats/head coverings in the building.	Use restroom quickly, at appropriate time.		Display proper sportsmanship	Treat others nicely.					
<i>Be Responsible!</i>	Keep lockers neat and closed.	Flush and leave the restrooms clean.	Get a drink quickly and return to the line or your class.	Dress appropriately for weather and wear appropriate footwear. Keep all toys at home. Leave the snow alone.	Use dispenser to sanitize your hands. Leave your table area clean.	If delivering attendance, place the slip in the basket quietly. Tell the truth.	Go quietly to assigned spot. Sit on the floor on your seat pockets. Follow adult directives.	Be at bus stop 5 minutes early Keep all toys at home. Leave the snow alone. Put trash in wastebaskets. Bring all necessary items with you.	If you are not with your class, go to the nearest teacher. Answer loudly and clearly during roll call.	Do all assigned work. Return homework, other assignments, and books on time. Tell the truth. Do your personal best.
<i>Be Safe!</i>	Walk in lines.	Return to class quickly and quietly.	Keep hands and feet to yourself.	Keep hands, objects/feet to yourself. Use playground and sports equipment properly. Think of peaceful ways to solve problems.	Wait quietly and orderly for dismissal. Keep hands on own food and belongings. Eat only your food. Return to class quietly and quickly.	Return to class quickly and quietly.	Sit appropriately and quietly until dismissal. Respect other's space. Keep hands, feet and objects to yourself.	Stay off the road. Keep hands, feet, and objects to yourself and out of aisle.	Stay calm. Stay in your own space. Keep hands, feet, and objects to yourself. Stay alert.	Stay in your own space. Keep hands, feet, and objects to yourself.
<i>Stay safe!</i>	Keep hands, feet, and objects to yourself.									

## **Title I Parent Involvement Policy**

Joan Martin Elementary School intends to follow the parental policy guidelines as outline in the NO CHILD LEFT BEHIND ACT of 2001. In accordance with the requirements of the policy, the Title I program at Joan Martin Elementary School will:

- Convene an annual meeting for parents about the Title I program in the fall
- Explain the requirements and the rights of parents to be involved and distribute Joan Martin Title brochure
- Offer a flexible schedule for meetings
- Involve the parents in an organized, ongoing and timely way to improve the Title I program. (PTO meetings are utilized to inform parents at Joan Martin.) Parents are involved in handbook meetings each year. Parental issues are their main focus. Handbook committees also include parent representation. A spring meeting will take place to review LEA Parental Involvement Policy. Our annual SIP review and revise process with AdvancED/NCA addresses parental involvement and there are parents serving on these committees.
- Parents have the right to request meetings regarding their children's education
- Provide the parents of Title I students with;
  - Timely information about the program
  - A description and explanation of the curriculum and instructional models used
  - All descriptions are located on our website- [www.hobart.k12.in.us](http://www.hobart.k12.in.us)
  - The types of academic assessments that will be used to measure student progress
  - A few of the ways we measure student progress:
    - ISTEP
    - IREAD-3
    - Reading Inventory
    - Math Inventory
    - Running records (See Grade Level Expectations form)
    - Leveled Literacy Intervention
    - Read 180
    - System 44
    - Do The Math
    - Math 180
  - The proficiency levels that students are expected to meet through participation in the program
  - Materials and training on how parents can help improve their child's achievement- Building Readers monthly newsletters, Joan Martin Newsletter, report cards, parental book studies, parent meetings, Building Brickies focused playgroups and correspondence, parental technology meetings, parental drug free meetings, BE THERE campaign, Quaglia parent materials, etc.

- Ensure, to the extent possible, that the information is sent home in a language and format that parents can understand
- Include a Home-School Compact which is a written agreement of what the school, parents, and students are each supposed to do to achieve academic success (see below)
- Provide any other reasonable support for parental involvement at parent's request, including conferences
- Collect and submit any comments, including parents' dissatisfaction with the Title I program with the Title I application for Grant to the Division of Compensatory Education.

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

- the State's academic content standards
- the State's student academic achievement standards
- the State and local academic assessments, including alternate assessments
- the requirements of Title I Part A
- how to monitor their child's progress – Skyward Family Access
- how to work with educators

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

- Parental participation RTI plans and reviews
- Skyward Family Access system informing parents of student academic progress, curricular expectations and proficiencies, progress reports and standards-based report cards
- Parent-teacher conferences mid-year and upon request of the parent or teacher/school staff
- Parent Resource Area in building lobby
- Website resources
- Parent volunteers
- District participation in Building Brickies (Parents as Teachers)
- District-wide breakfast program
- District-wide summer lunch program
- Grade level specific summer reading book lists
- Building Readers newsletter for Joan Martin Elementary

## **A. Partnership with Home & School/Joan Martin Home & School Compact**

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

### Our Intentions

The purpose of the compact is to outline how parents/guardians, students and the entire school staff will share the responsibility for improving student achievement

### We Believe

The education of our children is the cornerstone of their future. We understand that the involvement of the students, parents and educators is crucial to their success.

As a parent I understand the importance of:

- Providing a quiet and organized work area to do homework
- Nightly review of the school day and work done
- Guiding with school work when needed
- Maintaining a positive “you can do it” attitude
- Having my child attend school daily
- Beginning resolution of problems first with the teacher and parent
- Having my child physically prepared for school

As a student I understand that I need to:

- Be responsible for learning to:
  - Pay attention
  - Finish work on time
  - Ask for help
  - Do the best I can
- Read for fun and information
- Use appropriate behavior by following the Brickie Expectations
- Be considerate of others
- Have a good “I can do it” attitude

As an educator I understand the importance of:

- Treating all children with respect and acknowledging them as individuals
- Teaching by using quality curriculum and research-based instruction and practices that reflect state standards
- Balanced Literacy program in reading and writing, inquiry methods in math and science, interventions including Leveled Literacy Intervention, Do The Math, Math 180, System 44 and Read 180, adherence to state curriculum maps
- Assessments including ISTEP, running records, record of oral language, etc.
- Communicating with families to support students’ learning
- Keeping parents informed of their child’s progress on a regular basis

- Valuing education as a life-long process
- Sharing a partnership with parents in the education of their child
- Reporting through the use of report cards and progress reports each semester

## **II. General Information – District-Wide**

### **Foreword**

This Student Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and guidelines. Please take time to become familiar with the following important information contained in this handbook and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to the school principal. This handbook replaces all prior handbooks and other written material on the same subjects. This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the school's rules as of June 2016. If any of the policies or administrative guidelines referenced herein are revised after June 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>.

### **Mission of the School**

The mission of Joan Martin students is to:

**Learn to Read, Write and Problem Solve.  
Explore our world through math, science  
and technology.  
Always use the Lifeskills and  
Lifelong Guidelines.  
Reach above and beyond in all we do.  
Nurture each other and work together  
to make the world a better place.**

### **Language Assistance**

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

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

Superintendent  
32 East Seventh Street  
Hobart, IN 46342

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

### **Nondiscrimination Policy/Equal Education Opportunity**

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

Questions regarding the procedures and implementation strategies of the school corporation should be addressed to the designated official for 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, must have legal guardianship established or petition seeking a determination of custody of the child on file establishing legal residence in the School City of Hobart before he/she will be formally enrolled.

## **Enrolling in the School**

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

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

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

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

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

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

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

## **Homeless Students**

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

## **Transfer Out of the School Corporation**

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

## **Civility**

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



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

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

### **School Day**

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

	<b>Regular School Day</b>	<b>Late Start Wednesday</b>
<b>First Bell</b>	<b>8:45am</b>	<b>9:10am</b>
<b>Start Time</b>	<b>8:55am</b>	<b>9:15am</b>
<b>Dismissal</b>	<b>3:30pm</b>	<b>3:30pm</b>

### **School Liability and Student Accidents**

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

### **Publication of Student Information**

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

### **Indoor Air Quality**

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

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

## **Scheduling and Assignment**

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

## **Early Dismissal**

No student may leave school prior to dismissal time without either

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

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

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

## **Student Rights and Responsibilities**

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

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

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

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

## **Student Well-Being**

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

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

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

### **Injury and Illness**

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

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

### **Immunizations**

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

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

### **Use of Medications**

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

- A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Authorization to Administer Prescription/Non-Prescription Medication form must be filed with the respective building nurse before the student will be allowed to begin taking any medication during school hours.

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

#### **A. Self-Administered Medication**

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

The physician's statement must include the following information:

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

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

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

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

Parents may authorize the school to administer a non-prescribed medication using a form which is available at the school office. A physician does not have to authorize such medication but all of the other conditions described above under Prescribed Medications will also apply to non-prescribed medications. The student may be authorized on the request form by his/her parent to

self-administer the medication in the presence of a School staff member. No other exceptions will be made to these requirements.

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

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.

### **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 and Pests**

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

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

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

### **Special Education**

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

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

C. is regarded as having such impairment

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

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

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

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

## **Protection and Privacy of Student Records**

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

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

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

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

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

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

3. The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The address of the Office that administers FERPA is:

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

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

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

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

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

- *Consent and/or Receive notice and an opportunity to opt a student out of* – before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education:

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

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

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

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

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

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

Parents will be provided reasonable notification of planned activities and surveys listed below as well as provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. The following is a list of the specific activities and surveys covered under this requirement:

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

Parents who believe their rights have been violated may file a complaint with:

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

### **Student Valuables**

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, and the like, are tempting targets for theft and extortion. The school 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. While parents are allowed to visit during lunch, and eat with their child, it is important to note that the frequency of visits to



school is limited to no more than two (2) visits per semester. The number of visitors at any one time shall not exceed two (2).

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

#### **A. 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.

To prevent charging, low fund letters will be sent home from the Elementary schools twice a week to notify parents of their children's account status. Students may also have a smiley face stamp on their hand as a gentle reminder for parents that their child's account needs to be replenished. Students may also come home with a small yellow "I Need Lunch Money" note. 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](http://www.hobart.k12.in.us) in Skyward, or one can be mailed to you from the Food service

office: contact the Food Service Secretary at 219-947-2413 ext. 8952. If approved for free or reduced meals the parent is still responsible for any debt previously incurred.

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

### **B. Non-Sufficient Funds**

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

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

Please include the following on your check:

- Full name
- Street address
- Phone number

### **Emergency Closings and Delays**

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

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

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

### **Fire, Tornado, and Safety Drills**

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

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

Safety drills will be conducted during the school year. Teachers will provide specific instruction on the appropriate procedure to following situations where students must be secured in their

building rather than evacuated. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property, or other acts of violence.

### **Safety and Security**

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

### **Brickie Help Line**

Safety is one of our district's top priorities, that's why we're now using SafeSchools Alert, a tip reporting system that allows students, staff, and parents to submit safety concerns to our administration four different ways:

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

Easily report tips on bullying, intimidation, harassment, weapons, drugs, dating violence, vandalism or any safety issue you're concerned about. You can submit a tip anonymously online or by telephone. More information, including the SafeSchools Alert Terms of Use and Privacy Policy, is available online at <http://1190.alert1.us>. Thanks in advance for helping to make our school community a safer place to work and learn! We appreciate your support.

## Visitors and Volunteers

Visitors, particularly parents, are welcomed at school. Visitors must report to the office upon entering the school to sign in and obtain a pass. All visitors must present a valid Driver's License or State ID to be processed through an Identification System. Any visitor found in the building without a current pass will be reported to school administration. If a person wishes to confer with any member of the school staff, he/she should call to schedule an appointment prior to coming to the school in order to ensure a mutually convenient meeting time. It is important to note that the frequency of visits to school is limited to no more than two (2) visits per semester. The number of visitors at any one time shall not exceed two (2).

If you would like to volunteer (e.g. field trips, class parties, field days, etc.) now or in the future at one of the schools in the district you must complete an electronic volunteer application and provide a valid driver's license and/or state I.D. card at the school. The identification information will be checked against the sex offender registry, and a limited criminal history check will be conducted. **This process must be completed two (2) weeks in advance**, so please plan accordingly. You will be informed if your volunteer application is denied.

**A volunteer application must be submitted each school year.** If you have students in several schools, you will only complete one application.

## Parent Protocol

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

## Pets and Animals

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

## Class Treats

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

## **Backpacks**

It is important to check your child's backpack daily. Backpacks should be kept clean and organized. Do NOT send rolling backpacks to school. They create a safety hazard for others.

Students are 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.

## **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 the school without prior approval of the school principal. Violation of this policy may lead to disciplinary action.

## **Use of Office Telephones**

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

# **III. Academics**

## **Grades**

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

### **A. Grading System**

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

## **B. Grading Periods**

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

## **Promotion, Placement, and Retention**

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

- A) Current level of achievement
- B) Potential for success at the next level
- C) Emotional, physical, and/or social maturity

## **Homework**

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

## **Homework Hotline**

Homework is an essential part of the learning experience. Almost all homework assignments have been started in class. Daily assignments are the important practice that provides the classroom teacher with the information needed to best meet student needs and to plan teaching strategies. The Joan Martin Elementary Homework Hotline Number is (219) 947-7869. Please check with your child's teacher for their extension.

## **Student Assessment**

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

## **Study/Field Trips**

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

1. Attendance rules apply to all study/field trips.
2. While the Corporation expects the student's participation in field/study 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.

## **IV. Student Conduct**

### **Attendance**

#### **A. School Attendance Policy**

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Many important educational pursuits result from active participation in classroom and other school activities, which cannot be replaced by individual study.

The school is also concerned about helping students develop a high quality work ethic which will be a significant factor in their success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in

coming to work every day and on time. This is a habit the school wants to help students develop as early as possible in their school careers.

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

### **B. 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 3 days in a semester, regardless of the reasons, will be considered "frequently absent". If there is a pattern of frequent absence for "illness", the parents will be required to provide a statement from a physician describing the health condition that is causing the frequent illness and the treatment that is being provided to rectify the condition, and/or a signed release may be required for the nurse or principal to speak with the physician. Without such a statement, the student's permanent attendance record will indicate "frequent unexplained absence".

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

### **C. 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 five (5) days, s/he will be considered a "habitual" truant and will be reported to the proper authorities.

### **D. 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.

#### **E. Vacations during the School Year**

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the school to make necessary arrangements, and fill out a Vacation Request Form. Vacation days shall not exceed five (5) days in any given school year. It may be possible for the student to receive certain assignments that are to be completed during the trip.

#### **F. Notification of Absence**

If a student is going to be absent, the parents must contact the school office (219) 947-7869 before the next school day and provide an explanation. Elementary students should also provide a note from their parents explaining their absence upon their return to school. When no excuse is provided, the absence will be unexcused and the student will be considered truant. If the absence of a student appears to be questionable or excessive, the school staff will work with the parents to improve their child's attendance.

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

#### **G. Suspension from School**

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

#### **H. Make-up of Tests and Other School Work**

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

#### **I. Tardiness**

A student who is not in his/her assigned location by the tardy bell shall be considered tardy. Any student arriving late to school is to report to the school office before going to class. Students with five (5) or more tardies may receive appropriate discipline.

### **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.

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.

### **A. Expected Behaviors**

Students are expected to:

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

### **B. Classroom Environment**

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

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

### **C. Behavior Form**

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

### **D. Dress and Grooming**

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

Students should consider the following questions when dressing for school:

Does my clothing expose too much? (No)

Do my clothes fit appropriately? (Yes)

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

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

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

Am I dressed appropriately for the weather? (Yes)

Do I feel comfortable with my appearance? (Yes)

The following styles or manners of dress are prohibited:

- Student appearance must not cause a disruption to the educational climate.
- Cleanliness of body, clothing, and hair is expected.
- A student shall wear no article of clothing that contains offensive or obscene symbols, slogans, or words degrading any gender, cultural, religious, or ethnic values or depicts violence or death.
- Clothing and footwear should be the appropriate size and appropriate for playground activity and seasonal weather conditions (no flip flops).
- Boots, hats, mittens, and snow pants are required to play in any snowy areas. (Students will go outside for recess if weather conditions are favorable, and the temperature/windchill is above 20° F).
- Clothing and footwear shall be appropriate for seasonal weather conditions.
- Clothing that could damage school property, create a health or safety hazard, or cause distraction from classroom instruction will not be allowed.
- Hats, head coverings (except for cultural/religious reasons) may not be worn in school.
- Shirts, blouses, and tops must cover the mid-section and back.
- No thin strap clothing or large arm-hole tank tops may be worn without a t-shirt underneath.
- Pocket or wallet chains are not allowed.
- Shorts/skirts should be a minimum of fingertip length, no short shorts.
- Students must have gym shoes for gym class.

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

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

#### **E. Care of Building and School Property**

Students are expected to exhibit pride in the appearance of and accept the responsibility for maintenance of their educational facility. Receptacles placed in halls and outside the building should be used for litter. Students involved in the damage of School City of Hobart property may be required to pay all costs for repair, cleaning, or replacement. Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program.

Therefore, if a student does damage to or loses school property, the student or his/her parents will be

required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Behavior Standards.

#### **F. 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 between all concerned parties will be held within 5 work days after receipt of a complaint. Any findings based on this meeting will be reduced to writing. At the close of the investigation, a written decision, including any disciplinary action, will be made by the Superintendent.

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

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

***Sexual 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
- D.

**B. 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.

**C. 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.

**D. 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.

### **E. Criminal Gang Activity**

The Corporation prohibits criminal gang activity and similar destructive or illegal group behavior on Corporation property, on buses owned by the Corporation or used to transport Corporation students, and at school-sponsored functions. The Corporation prohibits reprisal or retaliation against individuals who report criminal gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about an act of criminal gang activity and similar destructive or illegal group behavior.

#### **Definitions:**

- A. "Criminal gang," as used in this policy, means a group with at least three (3) members that specifically:
  - 1. either:
    - a. promotes, sponsors, or assists in, or
    - b. participates in, or
  - 2. requires as a condition of membership or continued membership the commission of a felony or an act that would be felony if committed by an adult or the offense of battery (I.C. 35-42-2-1).
- B. "Criminal gang activity," as used in this policy, means to:
  - 1. actively participate in a criminal gang;
  - 2. knowingly or intentionally commit an act:
    - a. with the intent to benefit, promote, or further the interests of a criminal gang; or
    - b. which is a felony or misdemeanor and would lead a reasonable person to believe results in benefitting promoting or furthering the interests of a criminal gang; or
    - c. for the purpose of increasing the person's own standing or position within a criminal gang;
  - 3. knowingly or intentionally solicit, recruit, entice, or intimidate another person to join a criminal gang or remain in a criminal gang;
  - 4. threaten another person because the other person:
    - a. refuses to join a criminal gang;
    - b. has withdrawn from a criminal gang; or
    - c. wishes to withdraw from a criminal gang;when engaged in by a student who attends a Corporation school.

#### **Procedures for Reporting Suspected Criminal Gang Activity**

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

#### **Enforcement of Student Behavior Standards and Code of Conduct**



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

Disabled students under IDEA or Section 504 shall be expelled only in accordance with Board Policy 2461 and Federal due process rights appropriate to disabled students. Students who qualify for service under IDEA or Section 504 may be expelled only after a manifestation determination has been held.

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

## **Discipline**

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation.

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

Two types of discipline are possible, informal and formal.

### ***Informal Discipline***

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

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

***Detentions***

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

***Removal***

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

***In-School Suspension - ISS***

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

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

***Formal Discipline***

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

***Suspension***

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

***Expulsion (I.C. 20-33-8-3) (I.C. 20-33-8-19)***

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

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

### **Expulsion for Firearms Possession**

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

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

### **Due Process Code**

Students are not to violate any provision of the 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 he/she has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage.

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

## **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.

- A. A material cannot be displayed or distributed if it:
  - 1. is obscene to minors, libelous, indecent, or vulgar,
  - 2. advertises any product or service not permitted to minors by law,
  - 3. intends to be insulting or harassing,
  - 4. intends to incite fighting; or
  - 5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it will cause or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act. Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the principal twenty-four (24) hours prior to display.
  
- B. Materials may not be displayed or distributed during passing times between classes. Permission may be granted for display or distribution during lunch periods and/or before or after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

## **V. Student Activities**

### **School Sponsored Clubs and Activities**

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

### **Non-School Sponsored Clubs and Activities**

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

## **VI. Technology**

### **Student Technology 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 placed in backpacks.
- 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 drivers 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.

### **Skyward Family Access**

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

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

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

## **VII. Transportation**

### **Bus Transportation to School**

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

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

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

The following behaviors are expected of all students:

### **A. Prior to Loading**

Each student shall:

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

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

### **B. During the Trip**

Each student shall:

1. remain in their assigned seat for the duration of the trip
2. keep head, hands, arms, legs, and objects inside the bus at all times
3. not litter on the bus or throw anything from the bus
4. keep books, 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
9. use an inside voice
10. not talk while stopped at railroad crossings

### **C. Leaving the Bus**

Each student shall:

1. remain seated until the bus reaches the student's designated bus stop
2. cross the road, when necessary, at least ten (10) feet in front of the bus, but only after the driver signals that it is safe
3. be alert to a possible danger signal from the driver

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

### **Digital Video Recorders on School Buses**

The School Board has authorized the installation of digital video recorders on school buses for the purposes of monitoring student behavior. Actual recording of the students on any particular bus will be done on a random-selection basis.

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

### **Penalties for Infractions**

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

## **VIII. Appendix**

### **Appendix A – Student Due Process**

#### **Student Due Process**

#### **Code of Conduct, Responsibilities, and Procedural Rights**

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

## **I. STATEMENT OF THE SCHOOL CITY OF HOBART**

### **A. Purpose of Policy on Student Discipline.**

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

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

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

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

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

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

- ### **A. Removal from Class or Activity.**
- A teacher or administrator will have the right to remove a student from his/her class or activity for a period of up to

one (1) school day if the student is assigned regular or additional work to be completed in another school setting.

- B.** A staff member with approval of the building Principal or his/her designee may remove a student from a school activity, function, event or class that he/she supervises or that is supervised by a teacher or another staff member.
- C. Suspension from School – Principal.** A school Principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to ten (10) school days.
- D. Expulsion.** In accordance with the due process procedures in this handbook, a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of violations listed in IC 20-33-8-16.

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

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

- A. Jurisdiction.** The grounds for suspension or expulsion apply when a student is:
  - 1. On school grounds immediately before, during or immediately after school hours and at any other time when the school is being used by a school group;
  - 2. Off school grounds at a school activity, function, or event; or
  - 3. Traveling to or from school or a school activity, function, event or during the lunch period.

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

#### **B. Grounds for Student Suspension and/or Expulsion.**

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

- 1. Student misconduct. \*

2. Substantial disobedience. \*

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

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

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

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

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

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

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

- (a) Belief that no non-physical alternatives were available; and
  - (b) The student acts in a manner of a reasonably prudent person.
4. Threatening or intimidating any student for the purpose of, with the intent of, obtaining money or anything of value from the student.
  5. Knowingly possessing, handling, using, or transmitting a knife or any other object that can reasonably be considered a weapon. A student who must use a knife as part of an organized activity held by an organization that has been approved by the Principal of the school is exempt so long as the knife is used as a part of or in accordance with the approved organized activity.
  6. Knowingly possessing, using, consuming, transmitting, selling or being under the influence of any narcotic drug, prescriptive drug for which the person in possession has no prescription, or unauthorized use of over-the-counter medication, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. A student who knowingly or intentionally delivers or finances the delivery of any substance, other than a controlled substance or a drug for which a prescription is required under federal or state law, that: is expressly or impliedly represented to be a controlled substance; is distributed \* under circumstances that would lead a reasonable person to believe that the substance is a controlled substance; or by overall dosage unit appearance, including shape, color, size, markings, or lack of



markings, taste, consistency, or any other identifying physical characteristic of the substance, would lead a reasonable person to believe the substance is a controlled substance; commits dealing in substance, a major rule violation. In any disciplinary proceeding brought under this section, it is not a defense that the person believed the substance actually was a controlled substance.

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

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

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

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

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

**C. Attempt to Violate above Rules**

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

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

1. Expulsion for firearms. Under IC 20-33-8-16, a student who is:
  - (a) Identified as bringing a firearm to school or on school property; or
  - (b) In possession of a firearm on school property; Notwithstanding other limitations, on suspension and expulsion in this policy, must be expelled for a period of one (1) calendar year, with the return of the student to be at the beginning of the first school semester after the end of the one (1) year period. The Superintendent will notify the prosecuting attorney of the offense. The Superintendent may on a case by case basis, modify the period of expulsion under this policy.

2. Expulsion for deadly weapon. Under IC 20-33-8-16, a student who is:
    - (a) Identified as bringing a deadly weapon to school or on school property; or
    - (b) In possession of a deadly weapon on school property; may be expelled for a period of not more than one (1) calendar year. A firearm is not considered a deadly weapon for this purpose.
  3. A student with disabilities (as defined in IC 20-35-7-7) who possesses a firearm is subject to procedural safeguards of 20 U.S.C. 1415.
- E.** In addition to the grounds specified in of this policy, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if:
1. The unlawful activity may reasonably be considered to be an interference with school purposes or an educational function; or
  2. The student's removal is necessary to restore order or protect persons on school property; including an unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.
- F.** A student in good standing has full rights with respect to participation in activities of the school, both academic, co-curricular, and extra-curricular, subject to any restrictions which apply to all students. A student is not in good standing during the period of time they are under suspension or expulsion, regardless of whether they may be allowed to attend school. A student not in good standing may not participate in any school activity, inclusive of but not limited to contests, practices, ceremonies, dances, or trips, whether academic, co-curricular or extra-curricular, except as agreed to as part of an alternative educational program or upon approval from the Superintendent.
- G.** A student may be expelled from school if the student's legal settlement is not in the attendance area of the school corporation where the student is enrolled.

#### **IV. DUE PROCESS RIGHTS**

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

##### **Suspension from School**

When a student is being considered for a suspension, the administrator in charge

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

### **Make-Up Work**

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

### **Expulsion from School**

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

### **Notice of Expulsion Meeting**

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

### **Appeal of an Expulsion**

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

#### **A. Suspension Procedures:**

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

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
  - (a) A written or oral statement of the charges against the student;
  - (b) If the student denies the charges, a summary of the evidence against the student will presented; and
  - (c) The student will be provided an opportunity to explain his or her conduct.

2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. Following suspension, the parents or guardians of suspended students will be notified in writing. The notification will include the dates of the suspension, describe the misconduct, and the action taken by the Principal.

## **B. Expulsion Procedures**

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

1. The Superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
  - (a) Legal counsel;
  - (b) A member of the administrative staff who did not expel the student and was not involved in the events giving rise to the expulsion.

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

- (a) Interference with an educational function or school purposes; or
- (b) A physical injury to the student, other students, school employees, or visitors to the school if the reasons for it are enumerated.

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

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

3. The request to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the date, time, place and purpose of the meeting.
4. At the expulsion meeting, the Principal (or designee), will present evidence to support the charges against the student. The student or parents will have the opportunity to answer the charges against the student and to present evidence to support the student's position.
5. If the expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.
6. A student or a student's parent who fails to appear at an expulsion meeting after receipt of a request to appear forfeits all rights administratively to contest and appeal the expulsion. For purposes of this section, a request to appear at an expulsion meeting or notice of the action taken at an expulsion meeting is effectively given at the time when the request or notice is delivered personally or sent by certified mail to a student or the student's parent. [IC 20-33-8-19]

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

7. Except in the case of possession of a firearm or a weapon, a student may not be expelled for a longer period than the remainder of the school year in which the expulsion took effect if the misconduct occurs during the first semester. Whenever a student is expelled during the second semester, the expulsion remains in effect for summer school and may remain in effect for the first semester of the following school year, unless otherwise modified or terminated by order of the governing body. The appropriate authorities may require that a student who is at least sixteen (16) years of age and who wishes to re-enroll after an expulsion or an exclusion attend an alternative program. [IC 20-33-8-20]
8. An expulsion that takes effect more than three (3) weeks before the beginning of the second semester of a school year must be reviewed before the beginning of the second semester. The review shall be conducted by the Superintendent or a person designated under section 19(a) of [IC 20-33-8-19] after notice of the review has been given to the student and the student's parent. The review is limited to newly discovered evidence or evidence of changes in the

student's circumstances occurring since the original meeting. The review may lead to a recommendation by the person conducting the review that the student be reinstated for a second semester. [IC 20-33-8-20]

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

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

[IC 20-33-8-21]

10. In lieu of suspension or expulsion in the appropriate circumstance, the Principal of the school where the recipient of the disciplinary action is enrolled may assign a maximum of 120 hours of approved community service with a nonprofit organization operating in or near the community where the school is located or where the student resides and assignment of such services suspends the student's suspension or expulsion. The following apply to service assigned under this subdivision:
  - (a) A Principal may not assign a student under this subdivision unless the student's parent or guardian approves:
    - (1) The non-profit organization where the student is assigned; and
    - (2) The plan the student is expected to perform.

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

- (b) The Principal shall make arrangements for the student's service with the nonprofit organization. Arrangements must include the following:
  - (1) A plan for the service that the student is expected to perform.

- (2) A description of the obligations of the non-profit organization to the student, the student's parents, and the school corporation where the student is enrolled.
    - (3) Monitoring of the student's performance of service by the Principal or the Principal's designee.
    - (4) Periodic reports from the nonprofit organization to the Principal and the student's parent or guardian of the student's performance of the service.
  - (c) The nonprofit organization must obtain liability insurance in the amount and of the type specified by the school corporation where the student is enrolled that is sufficient to cover liabilities that may be incurred by a student who performs service under this subdivision.
  - (d) Assignment of service under this subdivision suspends the implementation of a student's suspension or expulsion. A student's completion of service assigned under this subdivision to the satisfaction of the Principal and the nonprofit organization terminates the student's suspension or expulsion. (20-33-8 *et seq.*)
11. The Principal or administrator who has students under his/her care may refer a student to juvenile court when the student physically assaults a person having authority over the student. As used in this subsection, "physical assault" means the knowing or intentional touching of another person in a rude, insolent, or angry manner. When a student physically assaults a person having authority over the student, the Principal of the school where the student is enrolled shall make a referral of the student to the juvenile court having jurisdiction over the student. However, a student with disabilities (as defined in IC 20-35-7-7) who physically assaults a person having authority over the student is subject to procedural safeguards under 20 U.S.C. 1415.

### **C. Parental Involvement**

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

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

2. The parent shall be given at least twenty-four hours notice prior to such conference or hearing unless an emergency situation necessitates less than such notice.
3. The student who is the subject of the conference will also be given written notice of such conference or hearing and the direction of parental attendance.
4. The foregoing rules will not be construed to interfere with the powers of the Superintendent or a person designated by him/her to issue subpoenas or to compel the attendance of witnesses.
5. Non-compliance of the responsible person(s) with the provisions of this policy shall be considered educational neglect and the child shall be considered a "child in need of services" in accordance with IC 31-6-4-3(a) (7), and the matter shall be referred to the Child Protective Services Division of Public Welfare. Such complaint process will be terminated in the event that the parents are willing to subsequently attend a re-scheduled meeting unless the required meeting has been required to be held. The foregoing provisions shall not apply to expulsion meetings where non-attendance will constitute waiver.
6. In the event that a parent fails or refuses to attend a conference or meeting, notice will also be given to the Superintendent or his/her designee.
7. In those instances where it appears the custodial parents of a student are not fulfilling their legal obligation with regard to their children's school attendance, referral to the county prosecuting attorney for investigation of possible criminal charges against said parents may be made.

## **V. DEFINITIONS**

- A. "Principal" includes a Principal's designee.
- B. "Superintendent" includes a Superintendent's designee.
- C. "Member of the administrative staff" or comparable language means a school corporation employee who:
  - (1) is certificated under the statutes relating to the licensing of teachers and administrators; and
  - (2) "has supervisory authority."
- D. "School purposes" refers to the purposes for which a school corporation operates, including the following:
  - (1) To promote knowledge and learning generally.



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

**E.** “Expulsion” means a disciplinary or other action whereby a student:

- (1) is separated from school attendance for a period in excess of ten (10) school days; or
- (2) is separated from school attendance for the balance of the current semester or current year unless a student is permitted to complete required examinations in order to receive credit for courses taken in the current semester or current year.
- (3) is separated from school attendance under IC 20-33-8-16 and 20-33-8-20, which may include an assignment to attend an alternative school, an alternative educational program, or a homebound educational program.

“Expulsion” does not include situations where a student is:

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

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

Suspension does not include situations where a student is:

- (1) disciplined under section 25 IC 20-33-8-25 [general discipline];
- (2) removed from school in accordance with IC 20-34-3-9 [illness, communicable disease]; or
- (3) removed from school for failure to comply with the immunization requirements of IC 20-34-4-5.

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

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

**I.** Deadly weapon is defined as:

1. a loaded or unloaded firearm; or
2. a weapon, device, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury, as defined in IC 35-41-1 and IC 35-47-8.
3. an animal (as defined in IC 35-46-3-3) that is:
  - (a) readily capable of causing serious bodily harm; and
  - (b) used in the commission or attempted commission of a crime.