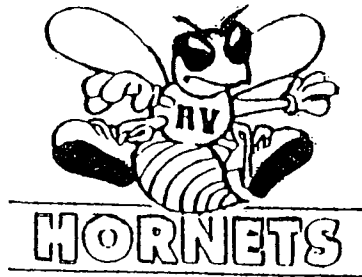


3333 West Old Ridge Road • Hobart, Indiana 46342 • (219) 942-5614

Mary Beth Ginalski  
PRINCIPAL

Patricia Smith  
SECRETARY

# *Ridge View Elementary*



## *2006-2007 Student Handbook*



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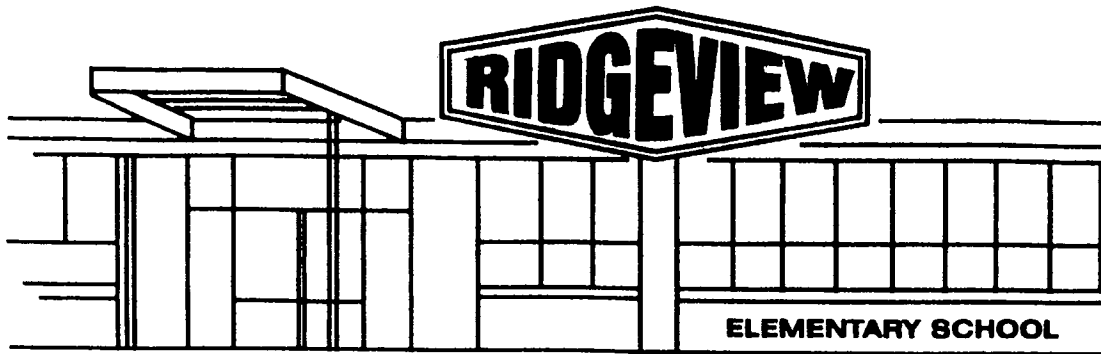
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### General Information for All Elementary Schools

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Mary Beth Ginalski  
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Patricia Smith  
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August 2006

Dear Parents,

This handbook contains important information regarding the policies, procedures, and philosophy of Ridge View School.

Please read this document thoroughly and go over it with your child. If you have any questions regarding any sections of the handbook, do not hesitate to call the school.

It is important to the educational process that children are well behaved, well rested and well nourished. Please make sure child is on time and in school on a daily basis. Dental appointments and other appointments should be scheduled on a Saturday if possible. The state mandates policies on attendance and we must adhere to them.

Thank you for your cooperation. When home and school work cohesively, it shows the child that we value them and care about what they do.

Sincerely,

A handwritten signature in cursive script that reads "Mrs. Ginalski".

Mrs. Ginalski  
Principal



# RIDGE VIEW...A HOME AWAY FROM HOME

## LIFESKILLS

- Integrity:** To act according to a sense of what is right.
- Initiative:** To do something because it needs to be done.
- Flexibility:** To be willing to alter plans when necessary.
- Perseverance:** To keep at it.
- Organization:** To plan, arrange, and implement in an orderly way; to keep things orderly and ready to use.
- Sense of Humor:** To laugh and be playful without harming others.
- Effort:** To do your best.
- Common Sense:** To use good judgment.
- Problem Solving:** To create solutions in difficult situations and everyday problems.
- Responsibility:** To respond when appropriate; to be accountable for your actions.
- Caring:** To feel and show concern for others.
- Friendship:** To make and keep friends through mutual trust and caring.
- Curiosity:** A desire to investigate and seek an understanding of one's world.
- Cooperation:** To work together toward a common goal or purpose.

SCHOOL CITY OF HOBART

Ridge View School  
3333 W. Old Ridge Road  
Hobart, IN 46342

Phone: 219-942-5614  
Fax: 219-942-0600  
Email: mglnalski@hobart.k12.in.us

## LIFELONG GUIDELINES

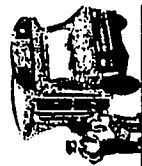
**ACTIVE LISTENING:** To listen with your ears, eyes, heart, and undivided attention.

**TRUTH:** To speak and act honestly and truthfully.

**TRUST:** To trust yourself and others to put their best foot forward.

**NO PUT DOWNS:** To treat others respectfully in action and word.

**PERSONAL BEST:** To always perform to your highest ability.



RIDGE VIEW ELEMENTARY SCHOOL

BECAUSE YOUR CHILD WILL SPEND A GREAT AMOUNT OF TIME AT SCHOOL, WE HAVE MADE EFFORTS TO TRANSFORM OUR SCHOOL BUILDING INTO A WELCOMING WARM ENVIRONMENT. WE HOPE THIS WILL CREATE A POSITIVE ATMOSPHERE FOR LEARNING.

WHEN WALKING THROUGH THE BUILDING PLEASE NOTICE CURTAINS, LAMPS, PLANTS, AND PERSONAL DECORATING IN EACH ROOM. YOU WILL ALSO NOTICE THAT THE ROOMS ARE CLEAN, ORGANIZED, AND DECORATED WITH A PERSONAL TOUCH. THIS CALM ATMOSPHERE PROVIDES A PLEASANT ENVIRONMENT FOR LEARNING.

SCHOOL WIDE WE FOCUS POSITIVE INTERACTIONS AND AN ABSENCE OF THREAT. THROUGH OUR LIFESKILLS AND LIFELONG GUIDELINES, WE ARE ABLE TO MAINTAIN A PLEASANT ATMOSPHERE. OUR STUDENTS AND STAFF WORK TOGETHER AS A COMMUNITY OF LIFELONG LEARNERS.

# ***SCHOOL DAY***

The following items will help you with schedules and procedures needed to start off the school year.

## Grades K-5

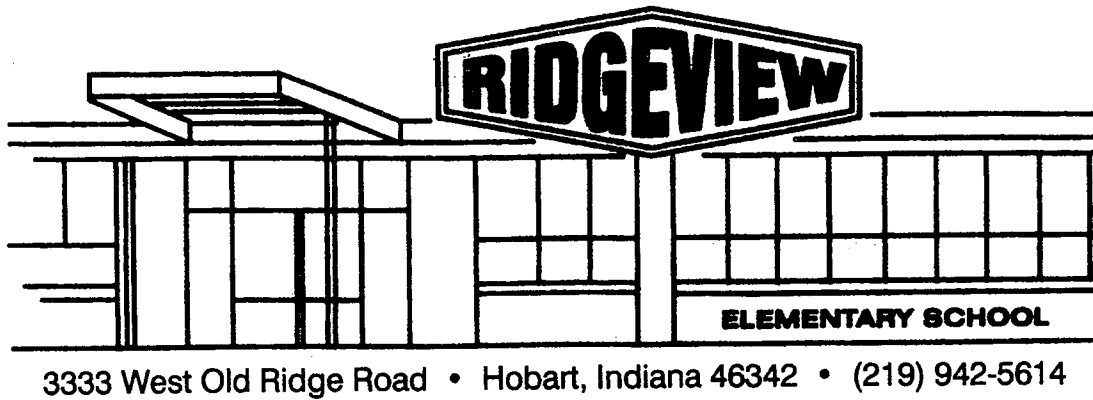
|                  |                                                                                                         |
|------------------|---------------------------------------------------------------------------------------------------------|
| <u>Morning</u>   | Students are not to arrive before 8:30 a.m. Student supervision will not be available before that time. |
|                  | Tardy Bell 8:40 a.m.                                                                                    |
| <u>Lunch</u>     | Grade 1&2 11:25-12:05 p.m.                                                                              |
|                  | Grade 3 11:50-12:30 p.m.                                                                                |
|                  | Grade 4&5 12:15-12:55 p.m.                                                                              |
| <u>Dismissal</u> | 3:15                                                                                                    |

**NO CARS** are allowed in the circle in front of the building in the morning or afternoon during arrival and dismissal times. Only buses will be allowed in this area. Please drop off and pick up students in the back of the building. Parent cooperation in this matter is very much appreciated.

Only 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> graders are allowed to ride their bicycles to school.

## **Parent Protocol**

1. Please stop in the office when you enter the building.
2. If you wish to speak to a teacher please make an appointment. We will not leave our students unattended for unscheduled appointments.
3. If you have a question or complaint and need to speak to school personnel, please do so in a professional manner.
4. If you have any problems please contact the principal.



Mary Beth Ginalski  
PRINCIPAL

Patricia Smith  
SECRETARY

August, 2006

Dear Parents,

Children who are bus riders are not allowed to ride another bus home, which means if your child is on his/her regular bus and needs to take another bus due to babysitting or going to another student's home, it will not be allowed. You are signed up for one bus and one bus only. Our buses are filled to capacity and a change in busing for one or more students may cause overcrowding.

Last minute changes will not be accepted regarding transportation. If you change your child's mode of transportation, we need a note to be sent in the morning. We will not allow children to take a different bus home. Do not call unless it is an extreme emergency for a change in transportation. Last minute calls will not be accepted.

We do this for the safety of the children.

If you have any questions, please feel free to contact me at 942-5614. Thank you for your cooperation.

Sincerely,

*Mrs. Ginalski*

Mrs. Ginalski  
Principal



## Water bottles

Water bottles are allowed at Ridge View during the warm weather. However, students are asked to leave them at their desks at all times. Teachers will have the authority to request that water bottles not be used in the classroom.

## Transportation

Bus changes are not allowed at Ridge View. The students are required to ride only their assigned bus to and from school.

If you need to change your child's mode of transportation, such as changing from riding a bus to walking or changing from being a walker to a car rider, such request must be made in writing and turned into the office in the morning. Last minute changes will not be accepted unless there is an emergency.

*Please refer to the letter on the reverse side for additional information concerning transportation.*



**\*\*\*All parents who DO NOT wish to have their child's name, picture, and/or work appear in district publications, including electronic publications, should notify the child's school in writing at the beginning of each school year.**

## **I. STUDENT SAFETY AND WELL BEING**

### **A. ATTENDANCE/TARDIES/POLICIES**

Attendance is necessary to the success of each child. However, if the child has a contagious condition or temperature over 100° they must remain at home until no longer contagious and/or temperature free for 24 hours. Additionally, if a child is at school and has a temperature of 100 degrees or higher or there are signs of a contagious condition, the parent will be contacted to pick up the child. If a parent or emergency contact cannot be reached by phone, a note will be sent home with the child. The administrative staff has adopted the following rules for student attendance.

1. When a student is absent, the parent/guardian must call the school or secretary's voice mail to report the illness by 9:00 a.m. For the protection of the student, if we don't hear from you, an attempt will be made to call home. **When your child returns to school, he/she must also bring a written note explaining the absence.** Without notification your child's absence will be marked unexcused. If unexcused absences are excessive, the student may be asked to bring a doctor's note for further absences.
2. When student absences and/or tardies are determined to be excessive (10 days), their attendance record will be reviewed by the building administration and further action will be taken.  
In the fall of each year parents will receive a copy of a letter from the Lake County Prosecutor's office stressing the importance of attendance. Parents can expect to be notified when their child's absence reaches five days and again when absences reach ten. Additional absences will result in the principal completing a referral to the Lake County Prosecutor's Office.
3. Any student absent from school may not participate in after school activities on the day the illness occurs.
4. IMMUNIZATION REQUIREMENTS: The Indiana Code 20-8.1-7-10.1 states "...no child shall be permitted to attend school beyond the first day of school without furnishing.. a written statement of immunization unless..."
  - a) A current immunization statement is on file with the school, or
  - b) the local health department or a physician determines that the child's immunization schedule has been delayed due to extreme circumstances, or
  - c) the school gives the parents of the child a waiver...that may not be granted for a period that exceeds twenty (20) days, or
  - d) a statement of objection in accordance with IC 20-8.1-7-2, IC 20-8.1-7-2.5 or HEA 1514, 1993.

## 5. HEALTH INFORMATION

At the beginning of each school year all parents must fill out the Student Emergency Form for each of their children. The school nurse compiles a Confidential Health Report which lists every student who has a special medical concern attending the School City of Hobart schools. The report consists of the student's name, grade level and medical condition and is given only to appropriate teachers, bus drivers, principals, and other designated staff. If you do not wish to have your child listed, you must submit a written request, signed and dated by the legal guardian, to the school nurse not later than September 15 of each school year.

Parents are required to notify the school of any changes in student information.

## 6. MEDICATION

As per IC 20-33-8-13 a school may not send home a student medication that is possessed by a school for administration during school hours or at school functions. Medication that is possessed by a school for administration during school hours or at school functions for a student may be released to:

1.) The student's parent; or

2.) an individual who is

(A) at least 18 years of age; and

(B) designated in writing by the student's parent to receive the medication.

(C) A school corporation may send home medication that is possessed by a school for administration during school hours or at school functions with a student if the student's parent provides written permission for the student to receive the medication.

Students with chronic disease or medical condition may possess and self-medicate for the chronic disease or medical condition on an emergency basis while the student is on school grounds or off school grounds at a school activity, function, or event if the student's parent files an Authorization to Administer Prescription/Nonprescription Medication form.

## 7. PROCEDURE FOR ADMINISTERING OF MEDICATIONS TO STUDENTS

a) No non-prescriptive medication (e.g. cough drops, aspirin, vitamins, etc) shall be given to any student by any employee of the School City without the written permission, directions for administering the medication, reason for taking the medication, and furnishing of the medication in the **original container** by the parent. The parent must complete an *Authorization to Administer Prescription/Non-Prescription Medication* form. The form is available at the school's office.

b) No prescriptive medication shall be given to any student by any employee of the School City unless there is on file at the school a completed *Authorization to Administer Prescription/Non-Prescription Medication* form. To be complete, the form must be filled out completely, signed by the physician prescribing the medication and also signed by the parent.

c) Medications should be administered on a schedule that permits as many doses as possible to be given at home with the supervision of a parent. Students with acute

medical conditions may possess and self-administer medication with the written permission of the physician and parent.

d) All medication must be in the original container. No medication stored at school will be sent home with any student.

e) The parent must deliver all medication to school in its original container inside a sealed envelope with student's name, school and teacher designated.

f) A change in medication dosage or medication requires a new *Authorization to Administer Prescription/Non-Prescription Medication* form.

## B. 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.

## C. SELLING MERCHANDISE AT SCHOOL

The selling of merchandise by students at school is not allowed unless approved by the building principal.

## D. 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 from causing injury to other students. If requested, documentation of current shots must be provided before bringing the pet to school.

## E. VISITORS

All visitors must report to the office before going to a classroom. Students can only be dismissed from the classroom after the parent or guardian signs the student out at the office. A note should be sent with the child stating the time and reason for the requested dismissal.

## F. PARENT PROTOCOL

1. Please stop in the office when you enter the building.
2. If you wish to speak to a teacher please make an appointment. They will not leave their students unattended for unscheduled appointments.
3. If you have a question or complaint and need to speak to school personnel, please do so in a professional manner.

4. If you have any problems please contact the principal.

## G. LUNCH AND RECESS

Students may buy a hot meal, salad meal, or bring a sack lunch. Children are allowed to purchase one snack per day. Students staying at school for lunch must not leave the school property without permission of the principal. If parents want their child to go somewhere else for lunch, the school must be told in advance so they know where the student is during the lunch period. Students are **not** allowed to frequent local restaurants unless they are with a parent or another adult with parent permission. **Pop, cans or glass containers are not allowed at school.** All lunch boxes must have the student's name on the outside and on the inside lid. Please only send containers and packaged foods that children are able to open. If parents who plan to eat lunch with their child need to sign in at the office, bring a healthy lunch and remember ... no pop.

Elementary schools have a computer debit system for school meals. Parents deposit money into their child's account and purchases are deducted from their account. Every student has a personal identification number (PIN) assigned. This PIN will be their number until graduation. When a student enters their PIN to make a purchase, the student's picture appears on the screen. When the student's identity is verified, the amount of the purchase will be deducted from the student's account. By paying in advance, the child does not carry a ticket or money to lunch. The child's hands are free to carry the lunch tray and they go through the line much faster. Less time spent in line means more time to eat.

Families may deposit as much as they like in advance. Deposits should be sent to school in an envelope with the child's name and grade on the envelope. If money for more than one child is sent in one envelope, please state name and amount of deposit for each child.

|                                    |             |               |
|------------------------------------|-------------|---------------|
| Price for an elementary lunch:     | \$1.45 paid | \$.40 reduced |
| Price for an elementary breakfast: | \$.95 paid  | \$.30 reduced |

(Begins @ 8:20 AM)

To create a more pleasant atmosphere, it is necessary to observe the following rules:

1. Students are expected to follow all Lifelong Guidelines and Lifeskills.
2. Students are to keep hands to themselves and use good table manners.
3. All food is to be eaten in the cafeteria.
4. Food sharing is not allowed.
5. A "quiet time" may be called before dismissal to ensure all students have an opportunity to finish their eating.
6. Students should follow all instructions from the cafeteria supervisors.

### Recess Procedures:

All students will stay on the playground during recesses except those who have notes to stay indoors due to an illness or medical condition. Students staying indoors with permission will be assigned a certain area. Parents requesting permission for a student to stay indoors must

send a written note each day. More than three days in a row will require a doctor's note. Students will be kept indoors during extreme weather conditions.

## H. RELATIONSHIPS WITH OTHERS

In order for students to be able to learn, they must feel safe. While students may have disagreements with others it is important that you learn ways to solve problems in a peaceful way. Treat other people in the building with courtesy and respect. If there is a conflict, try to settle it peacefully. If help is needed, request assistance from an adult. Students may be suspended if they threaten, verbally or physically harass, fight or encourage others to fight, or behave in a manner that demonstrates gang affiliation.

## I. BULLYING

As per IC 20-8.1-5.1-0.2 “bullying” is defined as overt, repeated acts or gestures, including:

1. Verbal or written communications transmitted;
2. physical acts committed; or
3. Any other behaviors committed;

by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.

The School City of Hobart has implemented character education in its K – 12 curriculum that addresses the bullying issue.

**Parent Involvement** – Whenever a student(s) engages in bullying, the parent or guardian of both the student(s) bullying as well as the student(s) being bullied will be notified.

Students and parents who become aware of an act of bullying are expected to report it to the school principal for further investigation. Any student who retaliates against another for reporting bullying will be subject to further disciplinary action.

**Reporting** – Students who are victims of bullying are expected to report the incident(s) to any adult employee of the school. Staff members who observe or become aware of an act of bullying are expected to take appropriate steps to intervene in an effort to protect the student and to immediately report the incident to the principal, assistant principal, counselor or central office administrator.

**Investigation** – Upon learning about a bullying incident, the principal or his/her designee shall conduct a prompt, thorough and complete investigation of the alleged incident.

**Intervention** – Consequences for students who bully others shall depend on the results of the investigation. Depending on the severity of the incident, the principal or his/her designee will take appropriate steps to ensure student safety, which may include reporting incidents to law enforcement agencies.

This bullying policy 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.

J. DETENTION

High expectations and effort are expected from all students. A lack of effort, not being prepared, or inappropriate behavior may result in a detention. Detention is served before and/or after school with parent notification. Parents are responsible for transportation or arrangements for transportation. No child may walk home without parent supervision. Failure to serve a detention will result in a two day detention. Failure to attend the second detention will result in the convening of a parent conference.

K. HOMEWORK

Teachers assign homework to help your child learn. In the short time that s/he is in class each day there is not enough time for him/her to practice the skills they are taught. If they do not do their homework, their grades will suffer, and they will be subject to disciplinary measures. Students should expect to have homework most nights. Each teacher has his/her own rules about homework. Students are to record their assignments in their planner (if applicable). Your child's teacher will assist them in developing habits of recording and completing homework.

L. OUT OF SCHOOL SUSPENSION: LOSS OF LEARNING

1. The student will be allowed to turn in an assignment given before the day of OSS if that student turns the assignment in to the teacher before the beginning of the school day on the day of OSS.
2. The student will not be allowed to turn in an assignment/test/project or any other form of work completed in class during the day of OSS.
3. The student will be allowed to turn in a homework assignment on the day the student served OSS that is due the next day if the student makes the effort to get the assignment.
4. The student may not attend school activities on the day(s) of suspension.

M. CROSSING GUARDS

The crossing guard program is under the direction of the Hobart Police Department. Crossing guards will be on duty 15 minutes prior to the instructional day, 11:30 a.m. and 3:15 p.m. for afternoon dismissal.

On one-half days the crossing guard will be on duty 15 minutes before dismissal.

Children must cross in these protected areas. The crossing guards have been provided for children's safety.

N. EMERGENCY PLANS - Copies of the School Emergency Plan are available in the office for parental review.

EMERGENCY EARLY DISMISSAL PLAN

Emergencies may arise suddenly requiring early dismissal from school. Parents are required to complete an Emergency Early Dismissal Plan and submit it to their child's school each year. Parents are also required to review that plan with their child(ren) to insure their safety

in an early dismissal situation. **The plan must NOT include a phone call home from school. No student will be allowed to walk home without a plan on file.** (No Joan Martin students will be allowed to walk home)

## O. STUDENT INFORMATION - EMERGENCY CARD

1. Parents are responsible for updating student information. (e.g. phone number, address, parent employment numbers, emergency contacts)
2. Parents are responsible for providing custodial papers.
3. Please notify the school if there are any changes to the emergency card.

## II. PARENT INVOLVEMENT

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

### Study/Field Trip Chaperone Guidelines:

1. Parents or other adults wishing to serve as chaperones for overnight field trips must grant authority to the School City of Hobart to obtain a limited criminal history check prior to the date of the trip. Upon the recommendation of the principal, a limited criminal history check will be required for chaperones who might supervise small groups or be involved in one to one time between the chaperone and a student even if the trip is not overnight.
2. In order to request a limited criminal history report, the chaperone must provide the principal with his/her name and date of birth.
3. A person with a criminal history which in the judgment of the administrator indicates a possible danger for students will not be allowed to serve as a chaperone.
4. Parents should arrive at school at least 15 minutes prior to a trip's scheduled time of departure.
5. Chaperones should register in the office before going to a classroom.
6. The teachers/chaperones are responsible for the conduct of the students. All bus rules listed for regular routes shall be followed.
7. 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.
8. 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.
9. Chaperones should follow the specific instructions the teacher has set for the study trip.
10. Food or drink cannot be consumed while the bus is in motion. 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.
11. Emergency doors and aisles must be kept clear.
12. 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.
13. 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.
14. Chaperones should dress appropriately for the particular study trip. Dress code guidelines from the school handbook should be followed.
15. 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.
16. Chaperones should set a good example at all times for our Hobart students.
17. Students in the classroom are the only children allowed on the trip.

## III. SCHOOL ATTIRE, APPEARANCE AND POLICIES

Certain types of clothing are considered inappropriate for the school day, as well as for school activities and functions. The public schools of Hobart request all boys and girls to dress and appear in good taste.

**Any student violating the following guidelines will be referred to the building principal for appropriate action which may include parent notification.**

- 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 for the student.
- Clothing and footwear, e.g. wearing socks, 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 finger tip length.
- No electronic devices or toys may be brought to school. Toys include skateboards and roller blades.
- Cell phones are not permitted during school hours.
- The schools are not responsible for lost, damaged or stolen items.

#### **IV. ELECTRONIC NETWORK ACCESS**

##### **ONLINE ACCESS INFORMATION, RULES, AND REGULATIONS**

School City of Hobart network resources (i.e., computers, electronic mail, conferences, bulletin boards, databases, and access to the Internet), referred to as the network, are to be used in a responsible, efficient, ethical, and legal manner in accordance with the mission and curriculum of the Board of School Trustees for the School City of Hobart. Board policy and guidelines for acceptable and unacceptable use of the network by students are established and will be distributed to students. Electronic Network Use Guidelines for Students will be distributed to all students each year.

With the use of the network comes the potential availability of material that may not be considered to be of educational value in the context of the school setting. Pursuant to the Children's Internet Protection Act, School City of Hobart uses filtering software to screen Internet sites for offensive material. Student authorized users accessing the Internet do so at their own risk. No filtering software is one hundred percent effective and it is possible that the software could fail. In the event that the filtering software is unsuccessful and children and staff gain access to inappropriate and/or harmful material, the Board will not be liable. To minimize these risks, student use of the School City of Hobart network is governed by this policy. Specifically, those uses which support the mission and curriculum of the Board of School Trustees for the School City of Hobart are acceptable. Users are responsible for their activities that take place on the network.

Student users agree to the Electronic Network Use Guidelines as a condition for using the network and shall have no expectation of privacy during such use. Failure to adhere to this policy for Electronic Network Use Guidelines may result in the loss of access to the network and/or other disciplinary action.

##### ***ELECTRONIC NETWORK USE GUIDELINES FOR STUDENTS***

Student use of any of the School City of Hobart network resources (i.e., computers, electronic mail, conferences, bulletin boards, databases, and access to the Internet), referred to as "the network" requires the student to follow the Electronic Network Use Guidelines for Students. Inappropriate use of the network will result in disciplinary action by school officials. The network is to be used in a responsible, efficient, ethical, and legal manner in accordance with the educational objectives of the Board of School Trustees for the School City of Hobart. Students accessing the network from a school site are responsible for all online activities which take place through the network connection. When using another organization's network or computing resources to and/or on the Internet, the student must comply with the rules appropriate for that network.

With the use of the Electronic network, including the Internet, comes the potential availability of material that may not be considered to be of educational value in the context of the school setting. However, the value of information, interaction, and research capabilities outweighs the possibility that users may obtain material that is not consistent with the educational goals of



the district. Although student use of the network while at school will be supervised by staff, we encourage parents to have a discussion with their children about values and how those beliefs should guide student activities while using the Internet and the network.

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

The district takes bullying and harassment by computer very seriously. Students shall not use any Internet or other communication device to intimidate, bully, harass or embarrass other students or staff members. Students who engage in such activity on school grounds or who engage in such activity off campus and create a material disruption of school operations shall be subject to penalties as well as possible criminal penalties.

Students shall have no expectation of privacy while using the network. Safety of students when using network services such as electronic mail, chat rooms, and any form of direct electronic communication is critical. Confidential information must be safeguarded. Each user has the responsibility of ensuring that confidentiality of data is maintained through all network activities. In addition to adult supervision, school system officials can review e-mail, files, and other network communication in order to maintain system integrity and insure users are using the system responsibly. The Board of School Trustees for the School City of Hobart will not be responsible for unauthorized costs incurred by students, nor will the district vouch for the accuracy of information obtained through the Internet, nor will the district be responsible for students' negligence or misuse of the network.

### ***Acceptable Uses of the Network***

- all activities which support the mission and curriculum of the Board of School Trustees for the School City of Hobart

### ***Examples of Unacceptable Uses of the Network***

***Unacceptable uses include, but are not limited to:***

- using the network in ways that violate federal, state, or local laws
  - activities which cause congestion of the network or otherwise interfere with the work of others
  - using any other account but the account assigned to them
  - creating subdirectories or hiding files within their assigned directory
  - circumventing security and/or authentication measures, or to investigate files, programs, or directories outside the directory assigned to them. They will not attempt to exit from the network shell to the network or workstations windows or the operating system.
  - attempting to sabotage the network in any way, i.e. corrupting files, transferring viruses, damaging the file system, deleting files other than their own, Netsend, etc.
  - using the network for commercial or financial gain
  - using network resources to commit forgery, or to create a forged instrument
  - falsifying one's identity to others while using the network
  - sending or receiving copyrighted materials without permission unless it is fair use of educational material
  - transmitting obscene, abusive, libelous or sexually explicit materials
  - downloading and/or installing any executable programs (software, games, etc.) without direct permission, ie. Emulators and ROMS
  - accessing another's resources, programs, or data;
  - participating in the use of LAN-based or Internet-based communication software or games, ie. AOL Instant Messenger, Yahoo! Messenger
  - modifying data, programs, or other information on computer networks without the consent of the owner(s)
  - using or communicating with others who are using impolite, abusive, or objectionable language.
- The following restrictions against inappropriate speech and messages apply to all speech communicated and accessed through the district Internet system, including all e-mail, instant messages, Web pages, and Web logs. Students shall not send obscene, profane, lewd, vulgar, rude,

inflammatory, threatening, or disrespectful messages. Students shall not post information that could cause damage, danger, or disruption, or engage in personal attacks, including prejudicial or discriminatory attacks. Students shall not harass another person, or knowingly or recklessly post false or defamatory information about a person or organization.

- disabling the district's filtering software at any time when students are using the Internet system if such disabling will cease to protect against access to inappropriate materials. Authorized staff may temporarily or permanently unblock access to sites containing appropriate material if the filtering software has inappropriately blocked access to such sites.
- vandalizing the computer equipment, i.e. CPU, monitor, keyboard, mouse, printer, scanner, etc.

### ***Agreement***

The signature of parents' on the Student-Parent Handbook will ensure that they:

- Are notified that their children will be using an electronic network
- May request alternative activities not requiring use of the electronic network
- Have read and discussed the School City of Hobart's Student Handbook and understand the Electronic Network Use Guidelines for Students.

### ***The Student:***

- understands the school district has the right to restrict material for legitimate educational reasons
- understands the network and school administrators may review e-mail and electronic transmissions to maintain system integrity and to monitor the system for inappropriate use
- understands any data stored on a district computer, server or other storage medium is not private
- understands passwords and other security measures are to be used responsibly and not shared with others
- understands the school district is not responsible for any costs that occur from inappropriate or unauthorized use of the network or network resources
- understands information retrieved from the Internet may not be accurate
- understands proper use of Electronic Network Use Guidelines for Students
- understands that students are responsible for using the network and electronic resources properly

### ***Sanctions:***

Misuse of the network or computer equipment or violations of these guidelines may result in loss of access or computer privileges, other disciplinary actions such as suspension or expulsion, or involvement of law enforcement agency.

## **V. PUPIL BEHAVIOR ON SCHOOL BUSES**

In the interest of safety, students are expected to behave on the school buses and at bus stops just as they do at school. All school rules of conduct apply to students while they are being provided transportation. 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.

Students must board and depart from the bus at their assigned bus stop. Students are not permitted to ride any bus other than the one to which they are assigned. In an emergency requests for permission for a student to ride a bus different than the one to which he/she is assigned must be made in writing to the school administrator. All students riding the bus MUST have paid the \$10.00 transportation fee.

Installed on each school bus will be a video box that may contain a video camera for the purpose of assisting the transportation drivers in monitoring student behavior. Disruptive and/or dangerous student behavior, which has been identified through video monitoring, will be reviewed by the transportation driver, building principal and administrator in charge of transportation.

The Indiana Code 20-9.1-5-19 provides 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.**

### **BUS RULES**

1. Each pupil shall remain seated immediately upon entering the bus in the seat assigned by the driver.
2. All school rules apply to school busses.
3. No windows or doors will be opened or closed except by permission of the driver.
4. No pupil shall enter or leave the bus until it has come to a full stop and the door has been opened by the driver.
5. The child should be waiting at his or her bus stop no more than five minutes before the school bus arrives - not earlier.
6. Students will respect all people and property on the bus and at the bus stop. Those who cause damage will be expected to pay for repair.
7. Food, beverages or gum are not permitted on the bus. Students are expected to help keep the bus clean, sanitary, and orderly.
8. Any item(s) that interfere with a safe bus ride or are not allowed at school are not permitted on the bus.
9. Pupils must wait for a signal from the bus driver before they can cross in front of the bus.
10. The bus driver has the same relationship to the student as the classroom teacher. It is the driver's duty to maintain order on the bus at all times.
11. Children should not bring toys, collector cards, electronic games, CD players, radios, etc.

### **VI. RESIDENCY POLICY**

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

The child not residing with his parents in the School City of Hobart boundaries, and who is not adopted by people residing within the School City of Hobart or a ward of the Department of Public Welfare and placed in a foster home in the School City of Hobart, must have legal guardianship established or petition seeking a determination of custody of the child on file establishing legal residence in the School City of Hobart before he/she will be formally enrolled.

**NOTE:** The school corporation boundaries are NOT the same as those for the city of Hobart.

### **VII. CHILD ABUSE/NEGLECT**

I.C. 31-6-11-3 (a)..any individual who has reason to believe that a child is a victim of child abuse or neglect shall make a report as required by this chapter.

I.C. 31-6-11-4: A person who has a duty to report that a child may be a victim of child abuse or neglect....shall immediately make an oral report to the local child protection service or law enforcement agency.

**Lake County Department of Public Welfare Child Protection Service: 886-6152**

**Hobart Police Department: 942-1125 or 911 for emergencies**

## **VIII. SCHOOL LIABILITY AND STUDENT ACCIDENTS**

Each year the school has a problem with misunderstanding about financial responsibility for medical treatment of students who are injured while in the regular school program. In such cases, parents wrongfully assume that expenses caused by these injuries will be paid by the school or by insurance carried by the school corporation. *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.*

## **IX. LOCKER POLICY AND RULES**

All lockers made available for student use on the school premises, including, but not limited to, lockers located in the hallways, physical education and athletic dressing rooms, industrial education and home economics classrooms and the art classroom, are the property of the school corporation. These lockers are made available for student use in storing school supplies and personal items necessary for use at school, but the lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules. **A student who uses a locker that is the property of the school corporation is presumed to have no expectations of privacy in that locker or the locker's content.**

The student's use of the locker does not diminish the school corporation's ownership or control of the locker. The school corporation retains the right to inspect the locker and its contents to insure that the locker is being used in accordance with its intended purpose, and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen materials such as weapons, illegal drugs or alcohol, or any other material forbidden by school rules.

### **LOCKER RULES**

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

1. **LOCKS.** The school corporation will retain access to student lockers by keeping a master list of combinations or retaining a master key. Students may not use their own locks to prevent access to lockers by school officials and any unauthorized locks may be removed without notice and destroyed.
2. **USE OF LOCKERS.** Lockers are to be used to store school supplies and personal items necessary for use at school. Lockers shall not be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules, such as drugs (other than medicine for which a student has current prescription or common cold or headache medicine sold over the counter), drug paraphernalia, beverage containing alcohol, weapon, any flammable substance, bomb or explosive device, any pungent acid or nauseous chemical, any library book not properly checked out or

overdue, unreturned gym or athletic equipment, any stolen items, any obscene material, or tobacco products that are banned by school rules or regulations. Students will be expected to keep their lockers in a clean and orderly manner.

3. **AUTHORITY TO INSPECT.** The school corporation retains the right to inspect lockers to insure they are being maintained in accordance with the conditions of Rule No. 2. All inspections of student lockers shall be conducted by the principal, his designee, or a member of the administrative staff designated in writing by the principal.

4. **INSPECTION OF INDIVIDUAL STUDENT'S LOCKERS.**

A. The inspection of a particular student's locker will not be conducted unless the principal or his designee has a reasonable suspicion to believe that the locker to be inspected contains items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, which are forbidden by state law or school rules, or which pose an imminent and serious threat to health and safety necessitating the general search of part or all of the lockers, as set forth in Section 5 of this policy.

B. Before a particular student's locker is inspected, the student (or students if more than one have been assigned to a locker), if present on the school premises, shall, where practicable, be contacted and given the opportunity to be present during the conduct of the inspection unless circumstances require that the inspection be conducted without delay in order to protect the health and safety of others present on school premises. Whenever an individual student's locker has been inspected under this rule without the student's presence, the principal or his designee shall notify the student of such inspection as soon as practicable thereafter.

5. **INSPECTION OF ALL LOCKERS.**

A. An inspection of all lockers in the school, or all lockers in a particular area of the school, may be conducted if the principal, superintendent or assistant superintendent reasonably believes that such an inspection is necessary to prevent, impede or substantially reduce the risk of:

- (1) an interference with school purposes or an educational function,
- (2) a physical injury or illness to any person,
- (3) damage to personal or school property, or
- (4) a violation of state law or school rules.

Examples of circumstances justifying a general inspection of a number of lockers are:

- (1) When the school corporation receives a bomb threat;
- (2) When evidence of student drug or alcohol use creates a reasonable belief of an unusually high level of student use;
- (3) At mid-term, end of grading period, before school holidays to check for missing library books, or lab chemicals, or school equipment;

- (4) When there is a reasonable belief that weapons are stored in the lockers.
  
- B. If a general inspection of a number of lockers is necessary, then ALL lockers in the defined inspection area will be examined. Students will not necessarily be given the opportunity to be present while a general inspection is being conducted.
  
6. **STUDENT MATERIAL.** When conducting an inspection pursuant to these rules, the inspector shall take care to avoid disrupting the contents of the locker or intruding unnecessarily into any student's written material located in the locker. In addition, as to written material, the inspection will be kept to the minimum level necessary to determine that such material is not in itself, or being used to conceal, contraband.
  
7. **DISPOSAL OF CONFISCATED CONTRABAND.** All contraband confiscated from lockers may be disposed of by the principal or his designee as he or she deems appropriate, including:
  - (1) return to the proper owner or place, unless it poses a threat to health or safety;
  - (2) use as evidence in a student discipline proceeding if possession of the contraband constitutes a ground for suspension or expulsion under IC 20-8.1-5.1-8 and/or rules in this handbook;
  - (3) delivery to the appropriate law enforcement officials for prosecution purposes if possession of the contraband constitutes evidence of a crime; or
  - (4) destruction.
  
8. **INVOLVEMENT OF LAW ENFORCEMENT OFFICIALS.**
  - A. The principal, superintendent or assistant superintendent, may request the assistance of law enforcement officials to assist the school administrators in inspecting lockers or their contents for purposes of enforcing school policies only if such assistance is required:
    - (1) to identify substances which may be found in the lockers; or
    - (2) to protect the health and safety of persons or property, such as to aid in the discovery and disarming of bombs which may be located in the lockers.
  
  - B. The principal may cause a locker inspection to be performed for school purposes if information supplied by law enforcement officials gives rise to a reasonable suspicion that a locker or lockers contains contraband.
  
9. **LOCKER CLEANING.** Nothing in these rules shall affect members of the custodial staff, who at the direction of a supervisor, clean out:
  - (1) lockers from time to time in accordance with a general housekeeping schedule, or
  - (2) the locker of the student no longer enrolled in the school.
  
10. **PUBLICATION OF RULES.** A copy of these rules shall be provided to each student and his parents or guardian at the start of each school year or as soon as practicable after the student's enrollment in the school. Copies of the rules shall be posted in the principal's office and other prominent places generally used for announcements to students.

## **X. NONDISCRIMINATION POLICIES**

It is the policy of the School City of Hobart not to discriminate on the basis of sex 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: Dr. Richard J. Edwards, 32 East Seventh Street, 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 where 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 John A. Leach as compliance 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.

## **XI. SEXUAL HARASSMENT**

It shall be a violation of Board policy for students to harass another student, school employee or visitor through conduct or communication of a sexual nature that would demean, harass, abuse or embarrass. A student guilty of engaging in a sexual harassment shall be subject to disciplinary action.

Any student who knowingly files a false charge of sexual harassment against an employee or a student shall be subject to disciplinary action consistent with school policy and the Student Due Process Code.

## **XII. 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. 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 corporation has a copy of School Board Policy for review.**

1. Statement of School Corporation Purpose and Philosophy and Legislative Purpose
  - A. Purpose of Policy on Student Discipline.

The mission of the school is 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 this policy.

B. Legislative Purpose. I.C. 20-33-8-8

- (1) Student supervision and the desirable behavior of students in carrying out school purposes is 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, school corporation 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.

2. 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 school corporation, school officials may find it necessary to remove a student from the school. In this event and in accordance with the provisions of I.C. 20-33-8, the Board of School Trustees authorizes administrators and staff members to take the following actions:

- A. **REMOVAL FROM CLASS OR ACTIVITY - TEACHER:** A middle school teacher or high school teacher 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. An elementary teacher will have the right to remove a student from his/her classroom 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.
- C. 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 is supervised by a teacher or another staff member.
- D. **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 five (5) school days.

E. **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 a violation of Subsection 3 listed under grounds for suspension and/or expulsion in this handbook.

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 Indiana Code 20-33-8-25 and Board Policy. Some of these specific disciplinary alternatives are set forth in this Code in greater detail.

3. **Rules of Student Conduct. Grounds for Suspension and/or Expulsion.**

A. **JURISDICTION:** These grounds for suspension or expulsion listed in Section 3. B. 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. The following are grounds for student suspension or expulsion, subject to the procedural requirements of I.C. 20-33-8 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. These acts are prohibited and offenders will be subject to suspension and/or expulsion for such misconduct or substantial disobedience:

- (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 therein 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 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.
- (f) 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.
- (g) 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.
- (h) 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 this provision. For the purpose of this policy and code, "reasonable action" shall mean the course of action which:

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

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

- Belief that no non-physical alternatives were available;
- In response to unanticipated use of physical force.

- (2) Threatening or intimidating any student for the purpose of, with the intent of,

obtaining money or anything of value from the student.

- (3) 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 from application of Section 6 so long as the knife is used as a part of or in accordance with the approved organized activity.

- (4a) 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, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant of any kind, tobacco products in any form or substances represented to be or made to look like controlled substances.

Proper use of a drug authorized by a medical prescription from a physician is not a violation of this subdivision.

- (4b) 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 a substance represented to be a controlled substance, a major rule violation.

In determining whether representations have been made, subject to subsection (2) of this rule, or whether circumstances of distribution exist, subject to subsection (2), 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 market value of the substance.

- (4c) A student who knowingly or intentionally;
- (1) manufactures;
  - (2) finances the manufacture of;
  - (3) advertises;
  - (4) distributes; or
  - (5) possesses with intent to manufacture, finance the manufacture of, advertise, or distribute; a substance described in paragraph (b) of the rule commits 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.

This section does not apply to the following:

- The manufacture, financing the manufacture of, processing, packaging, distribution, or sale of non-controlled substances to licensed medical practitioners for use as placebos in professional practice or research.
  - Persons acting in the course and legitimate scope of their employment as law enforcement officers.
  - The retention of production samples on non controlled substances produced before September 1, 1986, where such samples are required by federal law.
- (5) Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
  - (6) Engaging in immoral conduct forbidden by the laws of the State of Indiana.
  - (7) Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision.
  - (8) Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
  - (9) Being willfully absent or truant from school in accordance with building policy.
  - (10) Engaging in conduct or in speech that threatens, intimidates or coerces a teacher, administrator, supervisory employee, or adult volunteer who is in the performance of his/her duties or at a school function.
  - (11) Engaging in the use of profane, obscene or defamatory language directed at a teacher, administrator, supervisory employee, or adult volunteer while such person is on duty or at a school event.
  - (12) Engaging in sexual misconduct in any form whether by word or action inclusive of sexual harassment.
  - (13) Engaging in speech or conduct, including clothing, jewelry or hair style, which is profane, indecent, lewd, vulgar, or offensive to school purposes; wearing any type of apparel or grooming style that interferes with the educational process, creates an actual or potential health or safety hazard, or causes, or threatens to cause damage to school property.
  - (14) Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted.
  - (15) Knowingly possessing or using on school grounds during school hours an electronic paging device or a handheld portable telephone in a situation not related to a school purpose or an

educational function."

C. Attempt to violate above rules.

A student attempts to commit a school rule violation when he 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 not defense that, because of 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(c), 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.

(1) Expulsion for deadly weapon. Under I.C. 20-33-8-16(e), 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.

- (2) A student with disabilities (as defined in I.C. 20-1-6.1-7) who possesses a firearm is subject to procedural safeguards of 20 U.S.C. 1415.

E. In addition to the grounds specified in Section 3. B. or C. 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. Good standing. 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.
- 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.

#### 4. Procedural Due Process Rights

##### A. Suspension Procedures:

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

- (1) A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
  - (a) a written or oral statement of the charges against the student;
  - (b) if the student denies the charges, a summary of the evidence against the student will be presented; and,
  - (c) the student will be provided an opportunity to explain his or her conduct.
- (2) The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
- (3) Following suspension, the parents or guardians of suspended students will be notified in writing. The notification will include the dates of the suspension, describe the misconduct, and the action taken by the principal.

##### B. Expulsion Procedures

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

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

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

The superintendent or the person designated by the superintendent under this subsection may continue the suspension of a student for more than the five (5) 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. [I.C. 20-33-8-23]

- (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. [I.C. 20-33-8-19(e)]

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 I.C. 20-33-8 and of the consequences of the waiver. [I.C. 20-33-8-28]

- (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 reenroll after an expulsion or an exclusion attend an alternative program. [I.C. 20-33-8-20(a)]
- (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 13(a) of I.C. 20-8.1-5.1 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. [I.C. 20-33-8-20(b)]
- (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 13(a) of I.C. 20-33-8 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. [I.C. 20-33-8-20(c)]

The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the school board within 10 days of the receipt of notice of the action taken. The student or parent appeal to the school board must be in writing. If an appeal is properly made, the board must consider the appeal unless the board votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and arguments of both the school administration and the student and/or the student's parent. The board will then take any action deemed appropriate. [I.C. 20-33-919(d)]

Judicial review of a governing body's action under I.C. 20-33-8 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 I.C. 20-33-8.

[I.C. 20-33-8-21]

- (10) A principal may require that a student who:



- (a) is at least sixteen (16) years of age; and
- (b) wishes to reenroll after an expulsion;

attend one or more of the following:

- (a) an alternative school or an alternative educational program;
- (b) evening classes;
- (c) classes established for students who are at least sixteen (16) years of age.

[I.C. 20-33-8-24]

(11) 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 described in clause in (B)(1).

A student's parent or guardian may request or suggest that the principal assign the student under this subdivision.

- (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 nonprofit 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.
- (12) 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 20-1-6.1-7) who physically assaults a person having authority over the student is subject to procedural safeguards under 20 USC 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 I.C. 20-33-8-26, 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 I.C. 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.

## 5. 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 20-5-2 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 five (5) 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 I.C. 20-33-8-16, 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 I.C. 20-33-8-25 [general discipline];
- (2) removed from school in accordance with I.C. 20-8.1-7-8 [illness, communicable disease, parasites]; or
- (3) removed from school for failure to comply with the immunization requirements of I.C. 20-8.1-7-10.1.

- F. "Suspension" means any disciplinary action that does not constitute an expulsion under Section E. above, where by a student is separated from school attendance for a period of not more than five (5) school days.

Suspension does not include situations where a student is:

- (1) disciplined under I.C. 20-33-8-25 [general discipline];
- (2) removed from school in accordance with I.C. 20-8.1-7-8 [illness, communicable disease]; or
- (3) removed from school for failure to comply with the immunization requirements of I.C. 20-8.1-7-10.1

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

Please read, complete and return this sheet to school.

**School City of Hobart**

***Verification of Knowledge of Student Handbook***

I have received and read the Student Handbook from my child's school for this school year.

Name of Student

Grade

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date Signed