

# Hobart High School



## STUDENT HANDBOOK 2023-2024

Property of: \_\_\_\_\_

Address: \_\_\_\_\_

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## YOHAN

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

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

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

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

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

### HOBART FIGHT SONG

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

## **SCHOOL COLORS**

PURPLE AND GOLD

## **SCHOOL NICKNAME**

BRICKIES

## **ALMA MATER**

HAIL ALL HAIL

HOBART HIGH

WE STUDENTS TRUE

PLEDGE THEE OUR LOVE

AND GIVE SUPPORT TO YOU

IN LOSS OR VICTORY WE

SING YOUR PRAISES HIGH

OUR ALMA MATER,

DEAR HOBART HIGH



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# SCHOOL CITY OF HOBART PERSONNEL

## BOARD OF SCHOOL TRUSTEES

Terry D. Butler.....	President
Rikki Guthrie.....	Vice President
Sandra Hillan.....	Secretary
Frank Porras.....	Member
Karen Robbins.....	Member
Don Rogers.....	Member
Stuart Schultz.....	Member

## ADMINISTRATIVE STAFF

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

## SPECIAL PERSONNEL

Mr. Felix Perry.....	Director of Support Services
Mr. Mathew McKee.....	Director of Transportation
Mrs. Nancy Smith.....	Director of Food Services
Mr. Greg Bialata.....	Director of Safety and Operations
Mrs. Jamie Noel.....	Coordinator of Student Health Services

## HOBART HIGH SCHOOL ADMINISTRATIVE STAFF

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

## HIGH SCHOOL OFFICE PERSONNEL

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

# HOBART HIGH SCHOOL FACULTY

## HIGH SCHOOL STAFF

Eden Alexander .....	Science	Ann Janda .....	MTSS Interventionist
Sharon Auttersen .....	Special Education	Zack Johansen .....	Social Studies
Madeline Bartsch .....	English	Jackie Keefe .....	Special Education
Kriste Bell .....	Special Education	Mark Leto .....	PE/Health
Rhylee Beshears .....	Physical Education	Alice Lounges .....	Media Specialist
Jon Brumley .....	Science/Math	Katrina Lucas .....	Math
Tracy Brumley .....	MTSS Interventionist	Jill MacDonald .....	Math
Kim Bucheit .....	Art	Marissa Madrigal .....	Spanish
Scott Buhmann .....	JROTC	Steven Moss .....	Social Studies
Aaron Butcher .....	Social Studies	Kristen Musall .....	Math
Randi Candiano .....	Health Careers / Nurse	Cathy Nelson .....	English/Theatre
Brian Carroll .....	JROTC	Peggy Orchard .....	Guidance
Jill Cawthon .....	Health Careers / Nurse	Dorothy Parrish .....	Science
Vanessa Chandler .....	Science	Tiffany Parrish .....	Science
Shelby Clindaniel .....	Guidance	Mike Pickett .....	Social Studies
Sarah Collins .....	ERTA	Heidi Polizotto .....	World Language
Jason Cook .....	English	Madison Price .....	Social Studies
Cheryl Cornett .....	Preschool	Anna Reyes .....	Math
Greg Crouch .....	Industrial Tech	Katie Rinas .....	Social Studies
Jill Cruz .....	Education Professions/English	Darren Sandilla .....	Law Enforcement
Brandon Dinkins .....	Band	Daniel Schultz .....	PLTW/Business
Shaun Doyle .....	Industrial Tech	Jake Scott .....	Special Education
Eike Fischer .....	English/World Language	Nathan Sloan .....	English
Stephanie Franco .....	EL	Susan Smurdon .....	Science
Guillermina Freytes .....	Spanish	Carrie Spencer .....	Math
Heather Ganske .....	Guidance	Rachel Storer .....	MTSS Interventionist
LaToya Greenwood .....	Spanish	Harley Sutton .....	English
Janice Hamady .....	Math	Valentine Torres .....	Business
Victoria Hamilton .....	Guidance	Ryan Turley .....	Health/PE
Mickey Hanley .....	Special Education	Stephanie Waldron .....	Aspire
Theresa Haus .....	English	Carolie Warren .....	MTSS Interventionist
Amanda Hensley .....	Guidance	Brian Wesley .....	Health /PE
Melissa Higgason .....	Science	Tomas Westberg .....	Math
Ben Horjus .....	English	Dean Wolff .....	Music

## WHOM YOU SHOULD CONTACT ABOUT

Athletics .....	Athletic Office
Attendance .....	Student Services
Behavior Problems .....	Student Services, Assistant Principal, Dean of Students
Class Activities .....	Teacher
Clubs .....	Sponsor
Colleges .....	Guidance Office
Curriculum .....	Principal, Guidance Office
Dances .....	Sponsor
Employment .....	Guidance Office
Enrollment .....	Main Office Secretary, Principal
Finance .....	Financial Secretary, Principal
Grades .....	Teacher(s) Concerned
Graduation Requirements .....	Guidance Office, Principal
Homework .....	942-8521 Teacher's Message
Lockers, Combination .....	Student Services
Lost and Found .....	Student Services
Make-up Lessons .....	Teacher(s) Concerned
News Stories .....	<u>411 Staff</u> , Journalism Instructor, Principal
Parent/Teacher Conference .....	Teacher Concerned, Main Office
Personal Problems .....	Guidance Office
Scholarships .....	Guidance Office
Scholastic Problems .....	Teacher(s), Guidance Office
Swimming Pool .....	Athletic Office
Transfers .....	Main Office
Transcripts .....	Guidance Office
Custody/Residency .....	Main Office Secretary, Superintendent's Office
Use of Building .....	Student Services, Assistant Principal
Withdrawal from School .....	Main Office



# HHS SCHEDULE

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

## HOBART HIGH SCHOOL *Bell Schedule*

### MONDAY

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

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

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

### TUESDAY

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

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

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

### WEDNESDAY

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

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

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

### THURSDAY

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

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

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

### FRIDAY

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

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

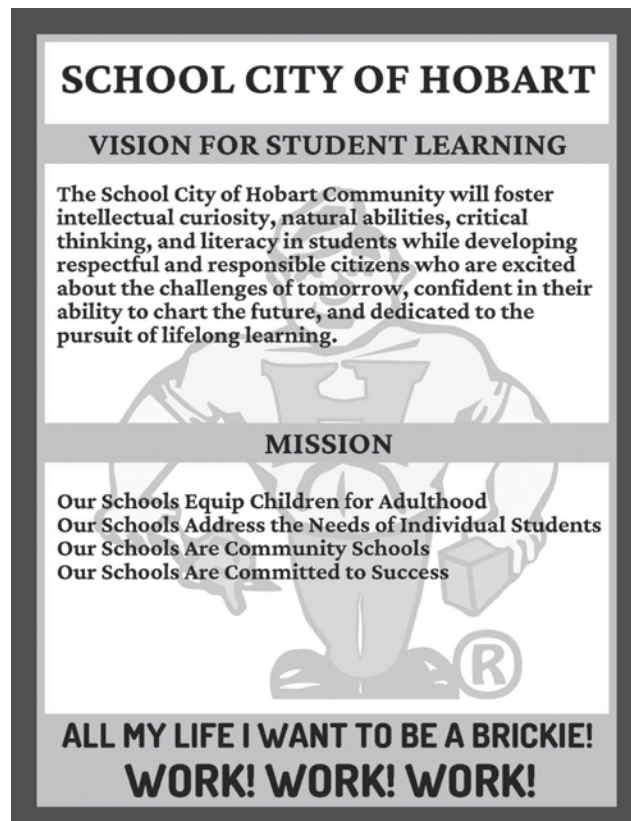
Period 1 7:45-8:32  
Period 2 8:37-9:19  
Period 3 9:24-10:06  
Period 4 10:11-10:53  
Period 5a 10:58-11:40  
Period 6a 11:45-12:27  
C Lunch 12:27-1:02  
Period 7 1:07-1:49  
Period 8 1:54-2:36

# I. GENERAL INFORMATION

## FOREWORD

This Student Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and guidelines. Please take time to become familiar with the following important information contained in this handbook and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to the school principal. This handbook replaces all prior handbooks and other written material on the same subjects. This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of June 2022. If any of the policies or administrative guidelines referenced herein are revised after June 2023, the language in the most current policy or administrative guideline prevails. The rules you are about to read in this student handbook are in addition to our broad, discretionary authority to maintain safety, order, and discipline inside the school zone. These rules support but do not limit our authority. Upon entering a school zone, you are subject to all school rules. School zones include all School City of Hobart buildings and grounds, busses, bus stops, and school sponsored event locations. Copies of current Board policies and administrative guidelines are available from the building principal and on the Corporation's web site: <http://www.hobart.k12.in.us>. Adopted June 1, 2023.

## MISSION STATEMENT



## LANGUAGE ASSISTANCE

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

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

Superintendent

32 East Seventh Street

Hobart, IN 46342.

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

## **NONDISCRIMINATION POLICY/EQUAL EDUCATION OPPORTUNITY**

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

Questions regarding the procedures and implementation strategies of the school corporation should be addressed to the designated official for Title IX compliance: Questions regarding the procedures and implementation strategies of the school corporation should be addressed to the designated official for Equal Opportunity compliance: Director of Human Resources & Compliance, Civil Rights Officer, 32 E 7th St., Hobart, IN 46342; Telephone number (219) 942-8885.

The School City of Hobart hereby assures students, parents, applicants for employment, and employees that it will not practice discrimination against any individual with a handicap condition. The School City of Hobart has established a grievance procedure whereby students, parents and employees may grieve Section 504 of the Rehabilitation Act alleged violations to the superintendent. The superintendent will provide an opportunity for a hearing on such grievances. In order to coordinate the school corporation's compliance, it designates the Director of Human Resources & Compliance as the Civil Rights Officer Rule S-1, 511 IAC 7-1-1 et seq., of the Administrative Rules of the State Board of Education is available in each school building office for inspection. This regulation establishes the substantive, evaluation, and procedural rights of students qualifying for testing or services.

## **RESIDENCY POLICY**

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

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

## **ENROLLING IN THE SCHOOL**

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

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

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

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

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

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

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

## **HOMELESS STUDENTS**

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

## **TRANSFER OUT OF THE CORPORATION**

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



## **WITHDRAWAL FROM SCHOOL**

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

## **CIVILITY POLICY**

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

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

## **SCHOOL LIABILITY AND STUDENT ACCIDENTS**

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

## **PUBLICATION OF STUDENT INFORMATION**

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

## **INDOOR AIR QUALITY**

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

IAQ Coordinator

Director of Support Services

200 South Hobart Road

Hobart, IN 46342

(219) 947-2413

## **EARLY DISMISSAL**

No student may leave School prior to dismissal time without either:

1. A written request signed by the parent or a person whose signature is on file in the School office;
2. The parent coming to the School office to personally request the release of their student; or
3. A phone call from the parent/guardian requesting the release of their student.

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

## **STUDENT RIGHTS AND RESPONSIBILITIES**

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

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

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

## STUDENT WELL-BEING

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

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

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

## INJURY AND ILLNESS

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

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

## IMMUNIZATIONS

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

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

## USE OF MEDICATIONS

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

- A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Authorization to Administer Prescription/Non-Prescription Medication form must be filed with the respective building Principal before the student will be allowed to begin taking any medication during School hours.
- C. All medications must be registered with the Principal's office.
- D. Medication that is brought to the office will be properly secured. Medication MAY NOT be sent to School in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications.
- E. Students who may require administration of an emergency medication may have such medication stored in the office. However, if authorization for self-medication has been provided by the parent and physician the student may retain possession of the self-administered medications.
- F. A school may send home medication that is possessed by the school for administration during school hours or at school functions with a student in grades 9 - 12, if the student's parent provides written permission for the student to receive the medication.
- G. Any unused medication unclaimed by the parent will be destroyed by School personnel when a prescription is no longer to be administered or at the end of the School year.
- H. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.
- I. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.

### A. Self-Administered Medication

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

The physician's statement must include the following information:

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

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

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

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

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

If a student is found using or possessing a non-prescribed medication without parent authorization, s/he will be brought to the school office and the parents will be contacted for authorization. The medication will be confiscated until written authorization is received. Students are not to be in possession of vitamins or supplements at school.

A diabetes management and treatment plan shall be prepared and implemented for a student with diabetes for use during school hours or at a school related event or activity. The plan shall be developed by the licensed health care practitioner responsible for the student's diabetes treatment and the student's parent/legal guardian.

## **SCHOOL NURSE**

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

## **CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice. Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments. Any removal will be limited to the contagious period as specified in the School's administrative guidelines. Exposure notifications will adhere to guidelines from the ISDH and CDC.

## **CONTROL OF NON-CASUAL-CONTACT COMMUNICABLE DISEASES**

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

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

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

## **SPECIAL EDUCATION**

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

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

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

Students are entitled to a free appropriate public education in the "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 who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the school receives a request for access. Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend their child's or their education record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Student Privacy Policy Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202

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

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–
  1. Political affiliations or beliefs of the student or student's parent;
  2. Mental or psychological problems of the student or student's family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or student's parent; or
  8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of* –
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and



3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)
- *Inspect*, upon request and before administration or use –
    1. Protected information surveys of students and surveys created by a third party;
    2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
    3. Instructional material used as part of the educational curriculum.

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

School City of Hobart has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. School City of Hobart will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. School City of Hobart will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

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

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

Student Privacy Policy Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202

## **FOOD SERVICE**

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

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

### **A. LUNCH PERIOD**

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

### **B. INSUFFICIENT FUND CHECKS**

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

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

Please include the following on your check:

- Student's full name
- Street address
- Phone number

### **C. USDA NON-DISCRIMINATION STATEMENT**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.



Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [www.usda.gov](http://www.usda.gov), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your complete form or letter to USDA by:

1. Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Ave, SW  
Washington, D.C. 20250-9410
2. Fax: (202) 690-7442
3. Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

## **EMERGENCY CLOSINGS AND DELAYS**

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

1. The school corporation web site [www.hobart.k12.in.us](http://www.hobart.k12.in.us).
2. The School City of Hobart Facebook page and School City Hobart @scohrickies 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.
5. When there is an Emergency Closing, please check e-learning and canvas information on the School City of Hobart website: [www.hobart.k12.in.us](http://www.hobart.k12.in.us).

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

## **FIRE, TORNADO, AND SAFETY DRILLS**

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

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

Safety drills will be conducted during the school year. Teachers will provide specific instruction on the appropriate procedure to following situations where students must be secured in their building rather than evacuated. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property, or other acts of violence.

## **SAFETY AND SECURITY**

- A. All visitors must scan their State ID or State Driver's License in the entrance vestibule and then report to the office when they arrive at school and must make an appointment to speak with a teacher or administrator.
- B. All visitors are given and required to wear a building pass while they are in the building.
- C. Staff is expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging around" the building after hours.
- D. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- E. All outside doors are locked during the school day; please utilize the buzzer system to gain entry to the school.
- F. Portions of the building that will not be needed after the regular school days are closed off.
- G. If a person wishes to confer with a member of the staff s/he should call for an appointment prior to coming to the School in order to prevent any inconvenience.
- H. Students may not bring visitors to school without first obtaining written permission from the principal.
- I. All Corporation employees are to wear photo-identification badges while in Corporation schools and offices or on Corporation property.
- J. The Corporation may utilize video surveillance and electronic monitoring in order to protect Corporation property, promote security, and protect the health, welfare, and safety of students, staff, and visitors.

## BRICKIE HELP LINE

Safety is one of our district's top priorities, that's why School City of Hobart utilizes STOPit, a tip reporting system that allows students, staff, and parents to submit safety concerns to our administration three different ways:

1. App: Search for "STOPit" in the App Store to download for free. Enter Code "HobartBrickies"
2. Phone: 219-942-TIPS (8477)
3. Web: <https://web.stopitsolutions.com/login/HobartBrickies>

Easily report tips on bullying, harassment, drugs, vandalism or any safety issue you're concerned about. Tips may be submitted anonymously, too. Thanks in advance for helping to make our school community a safer place to work and learn! We appreciate your support.

## LOST AND FOUND

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

## I. D. CARDS

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

## VISITORS AND VOLUNTEERS

Visitors, particularly parents, are welcomed at school. Visitors must report to the office upon entering the school to sign in and obtain a pass. All visitors must present a valid Driver's License or State ID to be processed through an Identification System. Any visitor found in the building without a current pass will be reported to school administration. If a person wishes to confer with any member of the school staff, he/she should call to schedule an appointment prior to coming to the school in order to ensure a mutually convenient meeting time.

If you would like to volunteer (e.g. field trips, class parties, field days, etc.) 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. Applications are processed on an as needed basis prior to an event. **This process must be completed two (2) weeks in advance**, so please plan accordingly. You will be informed if your volunteer application is denied. Volunteer applications must be submitted each school year. If you have students in several schools, you will only complete application.

## DELIVERIES

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

## LOCKERS

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

### 1. Lockers Statement of Policy

All lockers made available for student use on the school premises, including but not limited to lockers located in the hallways, physical education, and athletic dressing rooms, vocational education, and the art classroom, are the property of the school corporation. These lockers are made available for student use in storing school supplies and personal items necessary for use at school, but the lockers are not to be used to store items which cause, or can reasonably be foreseen to cause an interference with school purposes or an educational function, or which are forbidden by state law or school rules.

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

## 2. Locker Rules

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

- a. **LOCKS** - The school corporation will retain access to student lockers by keeping a master list of combinations and retaining a master key. Students may not use their own locks to prevent access to lockers by school officials and any unauthorized locks may be removed without notice and destroyed.
- b. **USE OF LOCKERS** - Lockers are to be used to store school supplies and personal items necessary for use at school. Lockers shall not be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules, such as drugs, drug paraphernalia, beverages containing alcohol, weapon, any flammable substance, bomb or explosive device, any pungent acid or nauseous chemical, any library book not properly checked out or overdue, unreturned gym or athletic equipment, any stolen items, any obscene material, or tobacco products that are banned by school rules or regulations. Students will be expected to keep their lockers in a clean and orderly manner.
- c. **AUTHORITY TO INSPECT** - The school corporation retains the right to inspect lockers to insure they are being maintained in accordance with the conditions of Rule No. 2. All inspections of student lockers shall be conducted by the principal, his/her designee, or a member of the administrative staff designated in writing by the principal.
- d. **INSPECTION OF INDIVIDUAL STUDENT'S LOCKERS**

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

Factors that will be considered in determining the reasonableness of a search are:

- (a) the student's history and record in school
- (b) the seriousness and prevalence of the problem to which the search is directed; and
- (c) the situation presented as to the need to search expeditiously.

- (2) Whenever an individual student's locker has been inspected without the student's presence, the principal or his/her designee shall notify the student of such inspection as soon as practicable thereafter.

## e. INSPECTION OF ALL LOCKERS

- (1) An inspection of all lockers in the school, or all lockers in a particular area of the school, may be conducted if the principal, superintendent, or assistant superintendent reasonably believe that such an inspection is necessary to prevent, impede, or substantially reduce the risk of
  - a. an interference with school purposes or an educational function,
  - b. a physical injury or illness to any person,
  - c. damage to personal or school property, or
  - d. a violation of state law or school rules.
- (2) Examples of circumstances justifying a general inspection of a number of lockers are:
  - a. when the school corporation receives a bomb threat,
  - b. when evidence of student drug or alcohol use creates a reasonable belief of an unusually high level of student use,
  - c. at mid-term end of grading period, and before school holidays to check for missing library books, lab chemicals, or school equipment,
  - d. when there is a reasonable belief that weapons are stored in the lockers.
- (3) If a general inspection of a number of lockers is necessary, then all lockers in the defined inspection area will be examined. Students will not necessarily be given the opportunity to be present while a general inspection is being conducted.

## 3. Student Material

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

#### 4. Disposal of Confiscated Contraband

All contraband confiscated from lockers may be disposed of by the principal or his designee as he or she deems appropriate, including

1. return to the proper owner or place; unless it poses a threat to health or safety,
2. use as evidence in a student discipline proceeding if possession of the contraband constitutes a ground for suspension or expulsion under IC 20-33-8-19 and/or this handbook,
3. delivery to the appropriate law enforcement officials for prosecution purposes if possession of contraband constitutes evidence of a crime, or
4. destruction.

#### 5. Involvement of Law Enforcement Officials

- a. The principal, superintendent or assistant superintendent may request the assistance of law enforcement officials to assist the school administrators in inspecting lockers of their contents for purposes of enforcing school policies only if such assistance is required.
  1. to identify substances which may be found in the lockers, or
  2. to protect the health and safety of persons or property, such as to aid in the discovery and disarming of bombs which may be located in the lockers.
- b. The principal may cause a locker inspection to be performed for school purposes if information supplied by law enforcement officials gives rise to a reasonable suspicion that a locker contains contraband.

#### 6. Locker Cleaning

Nothing in these rules shall affect members of the custodial staff who, at the direction of a supervisor, clean out

1. lockers from time to time in accordance with a general housekeeping schedule, or
2. the locker of the student no longer enrolled in the school. Further, the custodial staff may open a student's locker during any vacation period if they have reason to believe such locker contains rotting, spoiling or mildewing items such as food, wet clothing, etc.

#### 7. Publication of Rules

A copy of these rules shall be provided to each student and his parents or guardian at the start of each school year or as soon as practicable after the student's enrollment in the school. Copies of the rules shall be posted in the principal's office and other prominent places generally used for announcements to students.

### **PETS AND ANIMALS**

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

### **USE OF SCHOOL EQUIPMENT AND FACILITIES**

Students must receive permission of the teacher before using any equipment or materials in the classroom and the permission of the Principal to use any other school equipment or facility. Students will be held responsible for the proper use and safe-keeping of any equipment or facility they are allowed to use.

### **STUDENT SALES**

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

### **COMMUNICATION**

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

### **POSTERS**

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

### **ELEVATOR**

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

## MEDIA CENTER

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

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

## II. ACADEMICS

### COUNSELING AND GUIDANCE SERVICES AND OFFICE OF STUDENT PLACEMENT

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

## GRADING SYSTEM

### GRADES

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

### DETERMINING A SEMESTER GRADE:

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

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



The easiest method to calculate your overall grade is to:

1. Multiply your first quarter's point value by 2.
2. Multiply your second quarter's point value by 2.
3. Multiply your final exam's point value by 1.
4. Add the totals from steps one through three and then divide that total by five.
5. Round the grade to the nearest point value. Values of .5 or higher are rounded up, .4 or lower are rounded down.

The accompanying grade to the point value is the semester grade.

6. EXCEPTION: A student MUST pass either both quarters or one quarter and the final in order to receive credit; a student who receives two F's of the three grades (two quarter grades and final exam) will receive an F for the course.

### EXAMPLE CALCULATION:

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

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

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

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

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

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

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

One additional point for any passing grade

### STUDENT ASSESSMENT

To measure student progress, students will be tested in accordance with State standards and Corporation policy.

Unless exempted, each student will be expected to pass the state of Indiana standardized assessment. Make-up dates are scheduled, but unnecessary absences should be avoided. Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives. Vocational and interest surveys may be given to identify particular areas of student interest or talent. These are often given by the guidance staff.

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

### ACADEMIC ACHIEVEMENT

Letter grades are used to identify levels of academic achievement.

#### TOTAL HONORS

Summa Cum Laude (4.5 and above)

Magna Cum Laude (4.25-4.49)

Cum Laude (4.00 - 4.24)

Academic Letter

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

### HONOR ROLL

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

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

# GRADUATION

## GRADUATION REQUIREMENTS

### CORE 40 DIPLOMA

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

The graduation requirements each student is required to meet are:

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

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

# **CORE 40** Course and Credit Requirements

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

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

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



# CORE 40 with Academic Honors Requirements

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

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



# CORE 40 with Technical Honors Requirements

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

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



## GRADUATION PATHWAYS

Students in the graduating class of 2023 must satisfy all three of the following Graduation Pathway Requirements by completing one of the associated Pathway Options:

Graduation Requirements	Graduation Pathway Options
1) High School Diploma	Meet the statutorily defined diploma credit and curricular requirements.
2) Learn and Demonstrate Employability Skills (Students must complete <i>at least one</i> of the following.)	Learn employability skills standards through locally developed programs. Employability skills are demonstrated by one the following: <ul style="list-style-type: none"><li>• <b>Project-Based Learning Experience;</b> OR</li><li>• <b>Service-Based Learning Experience;</b> OR</li><li>• <b>Work-Based Learning Experience.</b></li></ul>
3) Postsecondary-Ready Competencies (Students must complete <i>at least one</i> of the following.)	<ul style="list-style-type: none"><li>• <b>Honors Diploma:</b> Fulfill all requirements of either the Academic or Technical Honors diploma; OR</li><li>• <b>ACT:</b> College-ready benchmarks; OR</li><li>• <b>SAT:</b> College-ready benchmarks; OR</li><li>• <b>ASVAB:</b> Earn at least a minimum AFQT score to qualify for placement into one of the branches of the US military; OR</li><li>• <b>State- and Industry-recognized Credential or Certification;</b> OR</li><li>• <b>Federally-recognized Apprenticeship;</b> OR</li><li>• <b>Career-Technical Education Concentrator<sup>4</sup>:</b> Must earn a C average in at least two non-duplicative advanced courses (courses beyond an introductory course) within a particular program or program of study; OR</li><li>• <b>AP/IB/Dual Credit/Cambridge International courses<sup>5</sup> or CLEP Exams:</b> Must earn a C average or higher in at least three courses; OR</li><li>• <b>Locally created pathway</b> that meets the framework from and earns the approval of the State Board of Education.</li></ul>

## HALL OF SCHOLARS

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

## CREDIT REQUIREMENTS FOR TRANSFER STUDENTS

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

## HOME SCHOOL TRANSFERS

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

## CORRESPONDENCE COURSE TRANSFER POLICY

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

## PROGRAM CHANGES AND DROPPING SUBJECTS

Students have the opportunity to change their schedule until the last day of the previous school year.

Schedule changes will be made only under the following circumstances:

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

Administrative approval is necessary for all other schedule changes.

## WITHDRAWAL/REMOVAL

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

## GRADE REPLACEMENT POLICY:

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

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

For students pursuing the Academic Honors Diploma, the course must be taken during the traditional school year or summer school with a teacher or through Hobart High School's credit recovery program.

## INCOMPLETE

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

## SEMESTER CREDIT

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

## EXIT INTERVIEWS

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

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

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

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

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

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

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

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

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

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

## ATTENDANCE AT COMMENCEMENT CEREMONY

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

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

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

## **COMMENCEMENT REQUIREMENTS**

Commencement requirements are listed in the Career Pathways guide.

## **PORTER COUNTY CAREER CENTER**

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

## **HOBART UNIVERSITY**

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

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

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

## **CAREER AND TECHNICAL EDUCATION RELEASE OF INFORMATION**

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

## **SCHOOL-SPONSORED STUDY TRIPS**

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

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

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

## **ASSEMBLY PROGRAMS**

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

## **NATIONAL HONOR SOCIETY**

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

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

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

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

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

### III. STUDENT CONDUCT

#### A. SCHOOL ATTENDANCE POLICY

Pursuant to Indiana compulsory attendance laws (Indiana Code 20-33-2), students are required to be in attendance for the school's educational program for 180 days per school year. Absences from school are only permitted per school regulations as defined below. It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Many important educational pursuits result from active participation in classroom and other school activities, which cannot be replaced by individual study.

The school is also concerned about helping students develop a high quality work ethic which will be a significant factor in their success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the school wants to help students develop as early as possible in their school careers.

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

#### NOTIFICATION OF ABSENCE

If a student is going to be absent, the parents must contact the school office (219) 942-8521 within 24 hours and provide an explanation. When no excuse is provided, the absence will be unexcused and the student will be considered truant. If the absence of a student appears to be questionable or excessive, the school staff will work with the parents to improve their student's attendance.

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

#### 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. medical and dental appointments for the student that cannot be scheduled at non-school times
5. college visits (juniors and seniors only)
6. military entrance exams
7. other emergencies and unusual circumstances approved by the administration prior to the absence.

Students with a health condition that causes repeated absences are to provide the school office with an explanation of the condition from a licensed physician. Parents must provide an explanation for their student's absence when they return to school. They are to also call the school office and explain the reason for the absence. Students will be allowed up to 10 absences per semester that will be considered excused with appropriate notification and documentation. Absences beyond 10, regardless of the reason will be considered unexcused, with the exception of doctors' orders, death in the immediate family, and type of health emergency. **If there is a pattern of excessive absence for "illness", the parents will be required to provide a statement from a physician describing the health condition that is causing the frequent illness and the treatment that is being provided to rectify the condition, and/or a signed release may be required for the nurse or principal to speak with the physician.** Without such a statement, the student's permanent attendance record will indicate unexcused absences. Additionally, failure to provide medical documentation, or comply with the school's request for certification, may result in a report to the Department of Child Services for educational neglect.



## UNEXCUSED ABSENCE

An unexcused absence is absence from school for all day or for any single portion of the day, which has been confirmed by the parent or guardian, but does not fall within the guidelines of excused absences.

### TRUANCY

Truancy from school is not acceptable. A student shall be considered a "habitual truant" when the student is chronically absent by having unexcused absences from school for more than ten (10) school days in one (1) school year.

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

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

### STUDENT VACATIONS DURING THE SCHOOL YEAR

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

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

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

### SUSPENSION FROM SCHOOL

Absence from school due to suspension shall be considered an authorized absence, neither excused nor unexcused. A suspended student will be responsible for checking Canvas and obtaining and making up school work lost due to suspension. Make up of missed tests and work must be completed immediately upon return to school. The student will be given credit for properly-completed assignments and a grade on any made-up tests as long as they completed on time.

### MAKE UP OF TESTS AND OTHER SCHOOL WORK

Students who have an absence from school or who have been suspended shall be given the opportunity to make-up work that has been missed. The student should always check Canvas and contact their teacher as soon as possible to obtain assignments. Students will be given the number of days of absence within which to make-up work. Daily work that was due at the time of the absence is due at the beginning of the next scheduled class period. If a student misses a teacher's test due to an absence, s/he may make arrangements with the teacher to take the test. In the event that a student will miss final exams, they must pre-arrange to take them prior to leaving.

## TARDY POLICY

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

1. After the first ten (10) minutes of the first hour of the day or five (5) minutes late to the rest of the day's classes, the student will be marked truant, and truant policies will apply.
2. Tardies accumulate per semester.
3. Tardies are calculated in a cumulative manner. Instead of calculating tardies strictly by period, tardies are counted as a whole per semester. The school will take appropriate disciplinary action related to tardiness to be determined by the administration.
4. If a student accumulates 20 tardies in ONE semester, they can forfeit their dance /Talent Show / other Admin approved social function privileges for the remainder of the semester. In addition, at 20 tardies, a parent conference can be held with the parent, student, and one of the principals. Furthermore, at 20 tardies, a referral to the LCJC can be submitted.
5. A letter will be mailed home after each tardy violation resulting in student discipline.
6. A student arriving after the first ten (10) minutes of the first hour of the day will not be permitted in class and will remain in the work room until the next passing period.

## EXTRA CURRICULAR PARTICIPATION AND SCHOOL ATTENDANCE

All student activities are carried out under the basic rules and regulations of the high school, and those participating are expected to follow the established guidelines, even if the activity takes place after school or on a non-school day. In addition, some activities have rules and regulations of their own. Violators will be dealt with jointly by the sponsor(s) and the school administrators.

In order for a student to be eligible to participate in an extra-curricular activity, practice, or use the athletic facilities, he/she must be in school the full day of the activity. If the activity occurs on a weekend, the student must be in school on Friday. A full day of In School or Out of School Suspension renders the student ineligible. Students suspended or expelled from school may not participate in extra-curricular activities during the term of the suspension or expulsion, e.g. athletic contests or practices, dances, clubs, academic contests, music events, plays or graduation ceremonies. Any exception to this rule may be made by the school administration. Students are not in good standing through the duration of a suspension and/or expulsion.

## LEAVING THE BUILDING DURING SCHOOL HOURS

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

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

## ENTERING / LEAVING THE BUILDING

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



# STUDENT BEHAVIOR STANDARDS

## THE RESPONSIBILITIES OF STUDENTS AS SCHOOL CITIZENS

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

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

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

## EXPECTED BEHAVIORS

Students are expected to:

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

## CLASSROOM ENVIRONMENT

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

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

## RESTROOM EXPECTATIONS

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

## **DRESS AND GROOMING REGULATION**

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

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

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

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

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

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

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

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

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

## **HALL PASSES**

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

## **FOOD AND DRINK**

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

## **CARE OF PERSONAL PROPERTY**

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

## **STUDENT PARKING AND REGULATIONS**

Hobart High School requires student drivers to park in the designated student parking area. Students driving to school are not permitted to park in designated subdivisions surrounding Hobart High School. Students driving to school who violate this regulation are subject to Students are not permitted to drive during school hours without proper approval.

- All Student Drivers are required to purchase a parking permit for any motorized vehicle before being allowed to park on school property.
- All Student Drivers shall obtain their parking permit no later than two (2) weeks after the start of the school year or within two weeks of receiving a driver's license. Failure to obtain a parking permit will result in the appropriate disciplinary action.
- Student Drivers must register and obtain a parking permit each year.



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

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

### **MORNING DROP OFF AND AFTER SCHOOL PICK UP**

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



# **BRICKIE CODE OF CONDUCT**



- I can always be heard saying **PLEASE** when asking for something.
- When given something, I will always say **THANK YOU**.
- When someone says thank you, I will say **YOU'RE WELCOME**.
- To politely interrupt, I will say **EXCUSE ME**.
- I can always be heard saying **YES SIR, NO SIR, YES MA'AM, NO MA'AM** to my parents, teachers, administrators, and support staff.
- Phrases such as **GOOD MORNING, BE SAFE, HOW ARE YOU**, and **HAVE A GREAT DAY** are a part of who I am.

**I AM THE RESPECTFUL BRICKIE!**

## CODE OF CONDUCT

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

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

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

### 1. ACADEMIC DISHONESTY

A student is in violation of academic dishonesty when he or she engages in any illegal or improper activity for the purpose of improving a grade or a test score. This includes, but is not limited to:

- a. Any form of cheating (i.e. giving or receiving answers for any type of test, quiz or assignment without the teacher's authorization), or
- b. Plagiarizing (i.e. submission of term papers, reports, etc. that are not original works by the student unless otherwise authorized by the teacher).

Students caught cheating will receive a zero (0) on the assignment and may be subject to additional discipline. Students found in violation of any form of academic dishonesty will be ineligible for National Honor Society for their next eligible year.

Examples of cheating and/or academic dishonesty:

- a. Looking on another person's test or quiz
- b. Copying another person's homework or class work and turning it in as original
- c. Using electronic devices or other secretive methods to give or receive answers on a test or quiz
- d. Taking substantial information from another source, but not crediting the source
- e. Taking papers from the Internet, other publications, other individuals.
- f. Taking any test or part of any test to use or give to others

Second offense of any violation will result in the student receiving No Credit for the class. Some classes, due to specific course of study, may have a plagiarism policy that allows the teacher to remove a student after the first offense.

### 2. ANTI-HARASSMENT

The school prohibits the harassment, intimidation, or bullying of any student or staff member on school property or school sponsored events. Harassment, intimidation and bullying are defined as any intentional written, verbal or physical act directed towards another student that:

- a. causes mental or physical harm to the other student; and
- b. is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for another student.

Discipline for any substantiated incidents of bullying, harassment, or intimidation will be prescribed in accordance with the appropriate section of the Student Discipline Code.

The school also prohibits retaliation against any person who reports an incident, files a complaint, or otherwise participates in an investigation. Filing false charges is also prohibited and will result in appropriate disciplinary sanctions. Suspected retaliation should be reported in the same manner as bullying, harassment, and intimidation detailed below. Students should report incidents of bullying, harassment, or intimidation to the principal, assistant principal, teachers, or counselors. Complaints will be reported to the Complaint Coordinator, the Superintendent. The Superintendent will conduct a prompt investigation. The parents of any child involved in prohibited conduct will be notified and permitted to view any reports related to the conduct subject to laws governing student privacy. At the close of the investigation, a written decision, including any disciplinary action, will be made by the Superintendent.

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

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

### **Sexual Harassment**

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

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

### **Other Protected Forms of Harassment**

#### **A. Verbal**

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

#### **B. Nonverbal**

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

#### **C. Physical Contact**

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

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

The student may make contact either by a written report, by telephone, or personal visit. During this contact, the reporting student should provide the name of the person(s) whom s/he believes to be responsible for the harassment and the nature of the harassing incident(s).

Each report received by a designated person shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation.

The purpose of this provision is to:

- A. Protect the confidentiality of the person who files a complaint
- B. Encourage the reporting of any incidents of harassment
- C. Protect the reputation of any party wrongfully accused of harassment

### **3. BULLYING**

Bullying as defined in State law means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

- (1) places the targeted student in reasonable fear of harm to the targeted student's person or property;
- (2) has a substantially detrimental effect on the targeted student's physical or mental health;
- (3) has the effect of substantially interfering with the targeted student's academic performance; or
- (4) has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Any student who believes s/he has been or is currently the victim of bullying should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above.

This rule applies regardless of the physical location of the bullying behavior when the student committing bullying behavior and the targeted student attend School City of Hobart and extends to bullying through computer, computer system, computer network, or cellular telephone or other wireless or cellular communications device.

#### **4. CAMERAS**

Security cameras are utilized throughout the building and parking lot. The cameras are a tool to prevent and detect violations of the code of conduct. However, security cameras are mechanical pieces of equipment that occasionally malfunction and are limited by the line of sight and location in which they are mounted. As a result, not all areas of the building are covered at all times. Also, the cameras are not monitored at all times. If a student observes an infraction, the student is asked to report the observation to the office immediately. The security camera system footage can only be viewed by school officials and law enforcement agencies.

#### **5. CARE OF BUILDING AND SCHOOL PROPERTY/VANDALISM**

Students are expected to exhibit pride in the appearance of and accept the responsibility for maintenance of their educational facility. Receptacles placed in halls and outside the building should be used for litter. Students involved in the damage of School City of Hobart property may be required to pay all costs for repair, cleaning, or replacement. Purposely writing on building or classroom materials, leaving trash in undesignated areas, using any type of material or item to cause destruction or messes will result in the appropriate disciplinary action. Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program.

Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Behavior Standards.

#### **6. CLOSED CAMPUS**

The school campus is closed, meaning all students remain on school grounds from the scheduled arrival until the time of scheduled departure. Students who leave school grounds without permission between scheduled arrival and departure times may be disciplined for violation of other school rules while off campus.

#### **7. CONSPIRACY**

Students who plan or conspire with others on or off school grounds to implement any kind of action that could possibly harm, hurt, or injure others, or that would cause a disruption to the educational process, even if they do not carry out their plan, will be subject to disciplinary action including suspension and a request for expulsion.

#### **8. CRIMINAL ORGANIZATION ACTIVITY**

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

##### **Definitions:**

A. "Criminal organization," as used in this policy, means a formal or informal group with at least three (3) members that specifically:

1. either:

- a. promotes, sponsors, or assists in, or
- b. participates in, or
- c. Has as one of its goals; or

2. requires as a condition of membership or continued membership the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery (I.C. 35-42-2-1).

B. "Criminal organization activity," as used in this policy, means to:

1. actively participate in a criminal organization;

2. knowingly or intentionally commit an act:

- a. with the intent to benefit, promote, or further the interests of a criminal organization; or
- b. which is a felony or misdemeanor and would lead a reasonable person to believe results in benefitting, promoting or furthering the interests of a criminal organization; or
- c. for the purpose of increasing the person's own standing or position within a criminal organization;



3. knowingly or intentionally solicit, recruit, entice, or intimidate another person to join a criminal organization or remain in a criminal organization;
4. knowingly or intentionally threaten another person because the other person:
  - a. refuses to join a criminal organization;
  - b. has withdrawn from a criminal organization; or
  - c. wishes to withdraw from a criminal organization; when engaged in by a student who attends a Corporation school.

#### Procedures for Reporting Suspected Criminal Organization Activity

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

### 9. DANGEROUS SITUATIONS

Students who place themselves or others in danger of injury by violating safety policies or violating common decent behavior standards may receive a disciplinary consequence. Examples include verbal and physical pranks, which may include: playing pranks, pushing, shoving, horseplay, tripping, throwing an object, etc.

### 10. DISRESPECT TOWARD OTHERS

All students are to show respect to teachers, administrators, support staff, students, and visitors at all times. Profanity, threatening remarks, posturing, and obscene or offensive language or gestures by students directed toward a staff member are not allowed.

### 11. DISRUPTIVE BEHAVIOR

Knowingly interfering with school purposes or inducing another student to do so will not be tolerated. Intentional making of noise or acting in any manner so as to interfere with any teacher's ability to conduct the educational function under his/her supervision will not be accepted.

### 12. DISRUPTIVE ITEMS

Possession or use of any items that could be considered disruptive to the educational process (including but not limited to: squirt guns, balloons, playing cards, whistles, skateboards, laser-type devices, etc.) is prohibited.

### 13. DRUGS AND ALCOHOL

The use, consumption, possession, or transmission, including by sale, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, synthetic drug, alcoholic beverage, intoxicant or depressant of any kind, including but not limited to over-the-counter medications and substances, any capsule or pill, look alike drugs, nonalcoholic beer, inhalant, or intoxicant of any kind, as well as any apparatus or paraphernalia used or which could be used in connection with the listed substances is prohibited. Consuming any of the listed substances immediately before attending school, a school function or event is prohibited. Using, consuming, possessing, transmitting, or being under the influence of any of the items listed above by any student while subject to school rules is prohibited. Selling and/or distribution of the items listed above is prohibited. Any student who arranges to sell or buy drugs at school (even though the actual transaction occurs off school grounds) will be subject to discipline. Law enforcement may be notified.

### 14. EMERGENCY SYSTEMS

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

### 15. EXTORTION

Extortion is the attempt to obtain property; services or benefits from another induced by wrongful use of actual or threatened force, violence, fear or coercion, or false pretense. Extortion on the part of any student or students is prohibited.

### 16. FALSE REPORTING

False reporting of another student's conduct is a violation of the code of conduct and will result in any appropriate disciplinary action or sanctions. False reporting includes a situation when a student makes a report knowing or having reason to believe that the information is not true. It could also be a situation where the reporting student leaves important information out of the report or gives misleading information. A student who makes a report in good faith based on information the student does not know to be false, is not committing false reporting.

### 17. FIELD/STUDY TRIPS

Attendance on school field trips is a privilege. Teachers conducting field trips have the option of approving student attendance. Students lacking in the following areas may not be allowed on the trip:

- Classroom Academic Performance: grades, daily classroom preparation, completion of assignments, and test scores.
- Classroom Behavior: tardiness, truancy, attitude, and classroom disruptions.
- Attendance: total absences to school – excused/unexcused, truancy

Students are responsible for obtaining and completing all missed work. When students travel on school sponsored trips they represent their community and school. All school rules apply on field trips in addition to trip-specific rules enforced by staff chaperoning the trip.

## 18. FIGHTING

A student who takes any physical action toward another individual is considered a participant in a fight. This includes pushing, shoving, horseplay, and purposefully slamming or running into other individuals. Any student who participates in a physical altercation while being transported to or from home to school, at school, or at a school related/sponsored activity may be subject to discipline and possible referral to law enforcement. Any student(s) who physically participates in an existing fight may be subject to discipline. Students who fail to comply with staff member's instructions to stop fighting or using physical violence when staff members attempt to physically intervene to stop the fighting will be subject to discipline. Physically assaulting a staff member will result in discipline and referral to law enforcement. Students are prohibited from videotaping or otherwise recording fights and other altercations.

## 19. FIREARMS and DEADLY WEAPONS

No student may possess, handle or transmit any object which can reasonably be considered a weapon including, but without limitation, a knife or a firearm, on school premises or at school related functions. This rule includes any type of firearm and/or deadly weapon stored in a student's car parked on school property. Violation of this rule banning the possession of weapons or destructive devices on school premises shall constitute grounds for suspension and/or request for expulsion. Violators of this policy shall also be subject to referral to law enforcement.

**The following devices are considered to be a firearm under this rule:**

- Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
- The frame or receiver of any weapon described above
- Any firearm muffler or firearm silencer
- Any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device.
- Any weapon which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter
- Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled
- An antique firearm
- A rifle or a shotgun
- For purposes of this rule, a destructive device is:
  - An explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above
  - A type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or

### Possession of a Deadly Weapon

- No student shall possess, handle or transmit any deadly weapon on school property
- The following devices are considered to be deadly weapons
  - A weapon, Taser or electric stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
  - An animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.

### Possession of a Knife

(a) As used in this section, "knife" means an instrument that:

- (1) Consists of a sharp edged or sharp pointed blade capable of inflicting cutting, stabbing, or tearing wounds; and
- (2) Is intended to be used as a weapon.

(b) The term includes a dagger, dirk, poniard, stiletto, switchblade knife, or gravity knife.

## 20. FORGERY AND/OR ILLEGAL POSSESSION OF OFFICIAL DOCUMENTS AND RECORDS

Possession or forgery of official documents or records such as final exams, unit tests, chapter tests, assessments, quizzes, teacher textbooks, teacher grade books, passes, interim reports, off campus permits, office request passes, student passes, etc. is prohibited. Forgery includes but is not limited to falsifying signatures and impersonation of phone calls of parents, staff members, physicians, or other persons.

## 21. GAMBLING

Students are prohibited from possessing gambling devices at school and shall not engage in any form of games of chance or gambling for money and/or objects of value at any time during school or during any school activity.

## **22. HABITUAL OFFENDER**

Habitual misbehavior of any kind may lead to progressive disciplinary consequences up to and including expulsion.

## **23. HALLWAY BEHAVIOR**

As students pass to class or move through the corridors before school, at lunch time, or after school, hallways will be used in a manner that allows everyone unobstructed passage. Students choosing to stop and talk must move to the side of the hallway. Students are expected to be courteous and speak at an appropriate volume.

## **24. ILLEGAL AND PROHIBITED OBJECTS**

The possession and/or use of any weapon, item, object, or substance that is considered illegal, is a hazard to persons, or interferes with the educational process is prohibited. Prohibited items include but are not limited to:

- weapons, including firearms, pneumatic guns, knives, small knives, toy knives, blades, toy guns, squirt guns, razors, clubs, brass knuckles, other blunt striking devices, projectile devices
- exploding devices including bombs, ammunition and fireworks either burning or exploding
- chemical spraying agents or any other device that can deliver a projectile or blunt impact to a person and cause injury.
- Look-alike items that may be used to threaten or intimidate others. "Lookalike" means any device or object, made of wood, plastic, metal or any other material, which is a replica, facsimile, or toy version of, or is otherwise recognizable as a firearm or other weapon, or might reasonably be perceived to be a weapon.

Students are also prohibited from possessing, electronic laser pointers, alcohol, tobacco products, organic drugs, electronic cigarettes, any electronic smoking device, products containing nicotine, and drugs and other controlled substances as outlined by other policies.

Possession and/or use of such items may result in suspension and/or expulsion and referral to law enforcement.

## **25. INSUBORDINATION**

Students are to follow all instructions and directions, written and verbal, given to them by teachers, administrators, and other staff members. Refusal to follow the instructions or directions of any staff member constitutes insubordination. Repeated violation of any rule constitutes insubordination. In the event that a student does not agree with instructions or directions given by a staff member, the student will carry out the instructions or directions to the best of his/her ability and request a review of the actions at a later time.

## **26. KNOWLEDGE OF DANGEROUS WEAPONS OR THREATS OF VIOLENCE**

Because the Board of School Trustees believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.

## **27. LEWD, INDECENT, OFFENSIVE BEHAVIOR, PORNOGRAPHIC MATERIALS, or SEXTING**

Any behavior offensive to common propriety or decency, including, but not limited to, "mooning," indecent exposure, offensive touching, possession, distribution or display of obscene or "hate" material or similar behavior will result in disciplinary action. Possession of nude photos of underage individuals or any student, including but not limited to within electronic devices, will result in the incident being reported to Child Protective Services or local law enforcement. Distribution of an intimate image is a violation of IC 35-45-4-8. Indecent display by a youth is a violation of IC 35-45-4-6.

## **28. LOITERING AND NO-LOITERING ZONES**

Students who are not directly supervised by a staff member during after school hours are not to be roaming the school without supervision.

## **29. OBSTRUCTING A SCHOOL INVESTIGATION**

Any student who knowingly gives false information, or intentionally fails to give information in an investigation conducted by a school administrator may receive disciplinary action.

## **30. PATRIOTIC OBSERVANCE**

Patriotic and respectful behavior is expected of all students during the school day and while attending any civic or school activity. The school will provide a daily opportunity for students to voluntarily recite the Pledge of Allegiance. A student is exempt from participation in the Pledge of Allegiance and may not be required to participate in the Pledge if the student chooses not to participate or if the student's parent chooses to have the student not participate. State law requires that each classroom will establish a daily moment of silence. Students choosing not to participate in the pledge or the moment of silence are expected to remain silent and respectful during these periods. Students that are in hallways during the pledge or moment are expected to stop and be respectful during this period.

## **31. PUBLIC AFFECTION**

Students are expected to use moderation concerning their affectionate expressions toward others while in school or at a school function. Holding hands in the halls is not considered objectionable or immoderate, but petting or kissing will not be tolerated. Engaging in sexual behavior on school property or at any function related to School City of Hobart is not permitted.

## **32. RETALIATION**

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of unauthorized conduct or violations of the code of conduct, is prohibited and will not be tolerated.

### **33. SECURITY THREAT**

Any harmful threat, or threatening action (including threats with bombs, destructive devices and/or guns) by a student verbally, physically, or electronically will not be tolerated.

### **34. SLEEPING**

Sleeping or placing ones head on the desk is prohibited throughout the school day. Failure to comply with this rule will result in a progressive disciplinary consequence.

### **35. THEFT OF PROPERTY**

Theft or attempted theft of school property or of possessions of another individual will result in disciplinary action and possible reimbursement for losses. In addition, the student may face prosecution by law enforcement. All thefts should be reported to Administration as soon as possible.

### **36. THREATS**

Threatening (whether specific or general in nature) injury to persons or damage to property, regardless of whether there is a present ability to commit the act is a violation of school rules. This includes the possession of a threatening or intimidating statement in written or any other form which may intentionally or unintentionally come into another student's or staff member's possession. Violation of this rule will result in disciplinary action. Serious threats will also result in the notification of law enforcement.

### **37. TOBACCO/VAPING**

Any use or possession of tobacco or vapor materials, any nicotine product, or smoking paraphernalia (lighter, matches, oils etc.) is prohibited at all times, at all school functions, and in all areas of the school property. Tobacco is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product; spit tobacco known as smokeless, dip, chew, nicotine pouch and snuff, in any form; and all electronic nicotine delivery systems (ENDS) such as e-cigarettes and vape and hookah pens. Any materials that test or prove to be a drug, including but not limited to THC cartridges, and the associated paraphernalia will fall under the DRUGS AND ALCOHOL section of the Code of Conduct.

### **38. TRESPASSING**

Administration may order a person who causes a disturbance or who interferes with the educational process to leave the premises and authorize law enforcement officers to remove persons who do not comply with such request. A student who is currently suspended out of school, expelled, or withdrawn will be considered to be trespassing if on school property at any time including during school hours or at school activities.

### **39. UNAUTHORIZED AREAS**

Students are not to be in areas of the building, classrooms, and hallways without a staff member or their expressed permission. Students are expected to have a valid pass whenever out of a classroom during class time. Students are not permitted in their cars or in the parking lot at any time except to park on arrival, use of off-campus pass, or dismissal. Unauthorized areas include all areas of the school or school grounds that are unsupervised, such as hallways during lunch and parking lots.

### **40. UNLAWFUL ACTIVITY**

A student may be suspended or expelled for engaging in activity in violation of local, state, or federal law, on or off school grounds if:

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

Juvenile and adult arrest information provided by local police departments and/or court systems will prompt a school investigation. The results of this school investigation may result in disciplinary consequences.

### **41. USE OF AN OBJECT AS A WEAPON**

Any object that is used to threaten, harm, or harass another individual may be considered a weapon. This includes, but is not limited to padlocks, pens, pencils, laser pointers, jewelry, etc. Injury to another individual may result in a report to the police as well as discipline by the school.

### **42. VERBAL CONFRONTATIONS/EXCHANGES**

Any student who engages in confrontations or inappropriate exchanges with staff or other students will be subject to disciplinary consequences.

### **43. ADDITIONAL ITEMS**

A written document cannot provide for all contingencies that could or might occur during the course of a school year any more than it can anticipate every eventuality that might arise in any of the areas covered in this handbook. Therefore, the School City of Hobart Administration has the right to take appropriate action when dealing with items, issues and situations, etc. not outlined in this handbook, and in doing so, apply any reasonable and appropriate disciplinary measure(s) when needed to prevent interference with an education function or school purpose.



# **ENFORCEMENT OF STUDENT BEHAVIOR STANDARDS AND CODE OF CONDUCT**

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

Disabled students under IDEA or Section 504 shall be expelled only in accordance with Board Policy 2461 and Federal due process rights appropriate to disabled students. Students who qualify for service under IDEA or Section 504 may be expelled only after a manifestation determination has been held. Students receiving educational services at Eagle Park School through NISEC, will follow the Eagle Park Student Handbook.

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

## **DISCIPLINE**

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

Ultimately, it is the principal's responsibility to keep things orderly. In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Two types of discipline are possible, informal and formal.

## **INFORMAL DISCIPLINE**

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

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

## **REMOVAL**

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

## **TEACHER ASSIGNED DETENTION**

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

## **FORMAL DISCIPLINE**

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

## SUSPENSION BY ADMINISTRATION

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

### 1. In-School (ISS)

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

The In-School Suspension will be in session from the beginning to the end of the assigned class period or day. Each student shall arrive with sufficient educational materials to be busy during this In-School Suspension period. A student missing any portion of his/her assigned time in In-School Suspension may be given an additional period. Failure to timely serve In-School Suspension assignment(s) may lead to a suspension from school. Any such suspension shall be in accordance with corporation guidelines on suspension and expulsion.

The following rules shall apply to In-School Suspension:

- Students are required to have class assignments with them. It is the students' responsibility to obtain class work prior to the start of the school day in which their ISS is served.
- Students are not to communicate with each other unless given special permission to do so.
- Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
- Students shall not be allowed to put their heads down or sleep.
- Cards, magazines, or other recreational articles shall be allowed in the room.
- No food or beverages shall be consumed.
- Students shall not be allowed to use the telephone or to go to their lockers.
- \* Chromebooks may only be used for educational purposes.

### 2. Out-Of-School (OSS)

- A. Student will NOT attend school.
- B. Student must forfeit all school activities during the period of suspension. If the OSS occurs on a Friday, the student must forfeit all extra-curricular activities for the weekend.
- C. Students on school property during suspension will be trespassing.
- D. Loss of instruction for the period of suspension will occur.
- E. OSS will suspend participation in career centers during the term of suspension.
- F. Out-of-School suspension will not count as an absence.
- G. Students are not in good standing during period of out of school suspension.

### 3. Loss of assignment credit for ISS/OSS:

- A. The student will be allowed to turn in an assignment given before the day of ISS/OSS if that student turns the assignment in to the teacher before the beginning of the school day on the day of ISS or before the beginning of the next school day in attendance for students serving OSS.
- B. The student will be allowed to turn an assignment/test/project, etc or any other form of work completed in class during the day of ISS/OSS.
- C. The student will be allowed to turn in a homework assignment made on the day the student served ISS/OSS that is due the next day if the student makes the effort to obtain the assignment.

\*All suspension days listed are school days.

4. IC 9-24-2 prohibits the Bureau of Motor Vehicles from issuing a driver's license or permit to a student younger than 18 years of age if student
  - a. is given at least a second out-of-school suspension for the school year
  - b. is expelled from school
  - c. is a habitual truant
  - d. has withdrawn from school for a reason other than financial hardship
5. The Bureau of Motor Vehicles is also required to invalidate a student's license or permit for the same reasons. The law requires school officials to report to the Bureau of Motor Vehicles that a student:
  - a. is not eligible for a license or permit because the student has been suspended (at least two times) or expelled;
  - b. has been suspended (at least two times) or expelled;
  - c. is a habitual truant;
  - d. has withdrawal from school for a reason other than financial hardship.

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

A student may be expelled from attendance at The School City of Hobart for one or more semesters. Expulsion is preceded by suspension from school and a due process meeting. Repeated or severe violations of any rule of student behavior could result in a request for expulsion. Note: Since the possibility of additional violations to the SCOH Student Code of Conduct and Indiana Law may be discovered following the submission of the Request for Expulsion, the SCOH administration reserves the right to amend expulsion requests by adding or deleting violations to the expulsion request, without prior notice, up to the date of the expulsion hearing.

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

The appropriate authorities may require that a student who is at least sixteen (16) years of age and who wishes to re-enroll after an expulsion attend an alternative program.

#### **EXPULSION FOR FIREARM POSSESSION**

Any student who is found to possess a firearm on school property shall be reported immediately to law enforcement officials. In addition, s/he shall be subject to expulsion for a period of one (1) year.

A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion.

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

#### **DUE PROCESS CODE**

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

#### **CONSEQUENCES**

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

School officials have also been given the express statutory power to mandate parent participation in any action the school takes to correct a student's inappropriate behavior. (IC 20-33-8)

## SEARCH AND SEIZURE

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

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

### USE OF DOGS

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

### USE OF BREATH-TEST INSTRUMENTS OR OTHER TESTING

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

### DRUG TESTING

With reasonable suspicion, Administrators are authorized to arrange for the use of a drug screen or testing for the purpose of determining if a student is under the influence of an illegal or controlled substance.

### USE OF METAL DETECTORS

The Board authorizes the random search of all persons entering Corporation buildings, boarding or riding Corporation buses/vehicles owned by, or contracted for, the Corporation, entering Corporation property, attending events on Corporation property, attending school activities off site. Such searches may be conducted using walk-through or hand-held metal detectors as a part of a comprehensive program of safety and security.

## STUDENT RIGHT OF EXPRESSION

A. In accordance with School Board Policy 5722 and Policy 9700, students have the right, protected by the First Amendment to the U.S. Constitution, to exercise freedom of speech. This includes the right to display, at reasonable times and places, written material, petitions, buttons, badges, or other insignia, except expressions which:

1. is obscene to minors;
2. is libelous;
3. is pervasively indecent or vulgar;
4. advertises any product or service not permitted to minors by law;
5. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion, or ethnic origin);
6. presents a clear and present likelihood that, either because of its content or the manner of distribution or display, it will cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

Distribution or display of material in any of the above categories is prohibited on school premises or at any school-related event.

B. Materials may not be displayed or distributed during passing times between classes. Permission may be granted for display or distribution during lunch periods and/or before or after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.



## IV. STUDENT ACTIVITIES

### SCHOOL SPONSORED CLUBS AND ACTIVITIES

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

Extra-curricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports and the like. Involvement in these activities is limited by grades and behavior.

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

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

The school has many student groups that are authorized by the school. It is the corporation's policy that only authorized groups are those approved by the Board of School Trustees and sponsored by a staff member.

### NON-SCHOOL SPONSORED CLUBS AND ACTIVITIES

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

### EXTRA-CURRICULAR ACTIVITIES & ATHLETICS

Below is the list of current extra-curricular activities available to students at HHS. Please note: activities are subject to change each school year. The list below may not be comprehensive and some activities may not be available each year.

All students who participate in an activity must meet the outlined requirements, and should reference the extra-curricular/ athletic code of conduct, and social media agreement.

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

## EXTRA-CURRICULAR / ATHLETIC CODE OF CONDUCT

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

### CONDUCT, CHARACTER, DISCIPLINE & PROCEDURES

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

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

1. Not reflect discredit upon their school or I.H.S.A.A.
2. Not materially interfere or disrupt the educational process, or an educational function. An athlete / extra-curricular participant is ineligible for competition when he / she is under suspension, expulsion, or reason to believe that he or she has violated any school, civil, state or federal regulation for any such reason.
3. Not interfere or disrupt with team / club or individual discipline. Discipline for the violation of training rules or extracurricular activity rules is under the jurisdiction of the coach / sponsor and school administrator. No student will impose hazing, either mental or physical, nor will force any students to participate in any initiation or ceremonies.
4. Students' home and personal Internet use can have an impact on the school and on other students. If students' personal Internet expression and text message-such as a threatening message to another student or a violent or inappropriate Web site-creates a likelihood of material disruption or interference with the educational process or school operations, students may face school discipline.

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

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

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

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

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

Also keep in mind that local police or sheriff's offices or other law enforcement agencies may check these websites regularly.

Be aware of the fact that many employers and colleges also monitor these sites. You should be aware that any information posted on these websites may prevent you from obtaining a job or prevent you from attending the college of your choice.

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

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

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

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

### 1st Violation

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

Restorative Practice:

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

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

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

### 2nd Violation

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

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

### 3rd Violation

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

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

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

## PROCEDURE

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

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

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

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

## STUDENT DANCE AND SOCIAL EVENTS

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

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

### DANCES

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

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

Hobart High School students may bring outside guests to select school activities such as Prom.

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

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

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

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

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

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

### LOSS OF PRIVILEGES/STUDENTS IN GOOD STANDING

A student who violates school rules and/or attendance/tardy policies will not be eligible to attend certain extracurricular dances or participate in the talent show.

In order to be eligible for extra-curricular activities such as Homecoming, Prom, Talent Show or other Administration-approved social functions, students must be in good standing. In order to remain in good standing, you must not accumulate ANY of the following items:

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

Should you reach any of these thresholds, you will forfeit your right to attend any of the above stated social functions.



## ATHLETIC GUIDELINES

**NOTE:** Following each paragraph there will be clarification as to whether it is a state or local rule.

The coach of any sport is expected to take a leadership role in the imposition of athletic discipline and to support the athletic and school administration in enforcing the athletic and school rules. A coach should never adopt the role of a disinterested third party. Winning in the School City of Hobart's program is the result or product of sound instruction of techniques of the sport, of superior organization and preparation, of stressing the growth of character and leadership, and of the imposition of an effective and consistent disciplinary system and standards. The desire for a favorable win/loss record should never be an excuse for ignoring athletic skill development, character and leadership growth, and consistency in athletic discipline.

Hobart High School is a member of the Indiana High School Athletic Association (IHSAA) and the association rules apply to all athletic teams and all sports contestants enrolled in grades 9, 10, 11 and 12. Additional IHSAA rules may be found on the IHSAA website at: [www.ihsaa.org](http://www.ihsaa.org).

### A. Rule Coverage

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

### B. Certification of Eligibility and Participation Regulations

The eligibility of all contestants shall be certified by the principal of the school in accordance with the rules of the I.H.S.A.A. and the School City of Hobart. A record of all sport participants for each grading period shall be on file. (local)

When eligibility is in question, students shall not be permitted to participate in interschool contests. An ineligible student should not appear in athletic uniform at games, but shall be present with the team at the site of the game. A student who is ineligible in his sport at one level is also ineligible for all levels of competition in that sport. (local)

Participation in an athletic contest on any other similar team during the same season in which they represent their school in that sport, shall cause students to be ineligible to compete on their high school team in that sport for a period not to exceed 365 days. (state)

Students who participate in any interschool contest when ineligible, other than in scholarship, too many quarters, too many events, and similar oversights become ineligible only in that sport for the remainder of that sport season unless facts were purposely withheld or misrepresented. In which case they are ineligible in all sports for the remainder of the school year. (state)

Students may participate for demonstration purposes in schools, camps or clinics held in Indiana (1) during the practice/contest season when their school coach is a participating clinician or (2) out of season when their school coach is a presenter. (state)

Athletes who participate in an athletic contest during a season as an individual or on any team other than their school team become ineligible in that sport for the remainder of the season. (state)

Participation of students in an organized athletic contest with or against players not belonging to their school constitutes a game. An organized "scrimmage" or practice by students with or against teams or players not belonging to their school is considered a game. (state)

Auditions - Tryouts Students with no remaining eligibility should refer to college rules and regulations before participating. (state)

Students wishing to enroll in or participate in specialized or diversified sport camps, schools, clinics, or other similar programs, involving coaching, instruction and participation should contact the athletic department for the specific guidelines that pertain to their sport.

The coaching staff is hired for their knowledge and expertise in each particular sport. It is at the discretion of each sport's coaching staff to decide who will be members of the team. It may be necessary to cut members trying out for the team. Every athlete trying out for a team will be given time to demonstrate his/her skills and abilities. (local)

Students who are eliminated from a team or who decide not to continue participation in that sport prior to the opening contest in that sport may try out for another sport that same season. (local)

If a student quits a sport after the opening contest, the student may not participate in another sport during the sport season except with the respective approval of the coaches of the sport he/she quit and the coach of the sport he/she is beginning. (local)

If a student is eliminated after contests begin, he/she may then report for another sport if the coach of the sport he/she is beginning approves. (local)

A student may participate in two (2) sports at the same time in one season with the consent and agreement of both head coaches. (local)

The review board (see conduct section) may at any time declare ineligible, suspend from practice and/or games, or remove permanently an athlete from a sport for any violation. (local)

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

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

1. A physical exam or certification by a physician holding an unlimited license to practice medicine.
2. Written consent of parent or guardian for such participation unless emancipated.
3. Statement of Consent to Administer Emergency Treatment and Assumption of all Liability for Emergency Medical Treatment (state)
4. Any other forms required by the school or the IHSAA

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

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

- (a.) attendance and active participation in preseason practices, if applicable;
- (b.) attendance and active participation in two (2) school-supervised practice sessions of normal length, which shall occur on two (2) separate days prior to the day of the contest, if the student fails to attend and actively participate in more than seven (7) but less than fifteen (15) consecutive days of regularly scheduled practice. When calculating the period of days missed, Sundays shall not be included in the count.
- (c.) attendance and active participation in three (3) school supervised practice sessions of normal length, which shall occur on three (3) separate days prior to the day of the contest, if the student fails to attend and actively participate in more than fourteen (14) consecutive days of regularly scheduled practice. When calculating the period of days missed, Sundays shall not be included in the count. (state)

**INTERPRETATION:**

<u>Days Missed</u>	<u>#of Practices Required</u>
8 to 14	2
More than 14 consecutive	3

**D. AGE**

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

**E. Amateurism and Awards**

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

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

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

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

The giving and receiving of athletic awards shall:

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

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

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

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

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

**F. Enrollment and Attendance**

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

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

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

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

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

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

## **G. Scholastic Eligibility**

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

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

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

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

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

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

## **H. Transfer**

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

## **I. Uniforms and Equipment**

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

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

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

## **J. Injuries**

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

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

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

## **K. Athletic Fee**

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

# V. TECHNOLOGY

## A. STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY

To utilize the district's technology, networks, e-mail and/or the Internet at school, students under the age of eighteen (18) must obtain parent permission and must sign and return the Acceptable Use Policy Acknowledgement Form. Students eighteen (18) and over may sign their own forms. Use of the district's technology, networks and the Internet is a privilege, not a right. The Corporation's Internet connection is provided for educational purposes only. Unauthorized and/or inappropriate use will result in cancellation of this privilege.

School City of Hobart considers technology integral to our learning environment and believes that it will only continue to grow in importance. In this age, students denied access to modern technology resources would be as unable to function in the learning environment as students denied books or pencils. Therefore, given that a wide variety of digital electronic devices and Internet-based technologies are utilized at all grade levels across the curriculum in support of teaching, learning, and assessing traditional and technology standards, given that many traditional resources are now available online only, and given our requirement and obligation as a school district to teach technology standards and digital citizenship, **the use of modern educational resources such as computers and the Internet is an acknowledged condition of enrollment at School City of Hobart.**

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

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

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

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

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

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

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

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

### III. Social Media Use

The use of social media, including but not limited to blogs, online forms, wikis, social media sites, etc., may occur in the classroom for educational purposes. Users of social media are digital citizens and should follow the guidelines outlined for being a responsible user. Students must follow the Student Code of Conduct when using social media and the following rules.

- a. **Social media should only be used when instructed by a classroom teacher or building principal.**
- b. Never post material that is obscene, objectionable, inappropriate and/or harmful to minors, or that threatens, defames or harasses any individual or group of people.
- c. Never post confidential information about any person or yourself. If any personal information is shared, consider that information to be public for anyone to see.
- d. Never post false information or information as another user.
- e. Never post information that violates privacy, intellectual property, or copyright.

#### IV. Bullying/Harassment

Students are prohibited from using a WCD and/or the Internet in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying. This applies when a student is on school grounds immediately before or during school hours, immediately after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity, function, or event; traveling to or from school or a school activity, function, or event; or, using property or equipment provided by the school. Additionally, this applies regardless of the physical location when:

- a. the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending the school within the Corporation; and
- b. the bullying behavior results in a substantial interference with school discipline or an unreasonable threat to the rights of others to a safe and peaceful learning environment.

Any person who discovers a student in possession or using a WCD in violation of this policy, or using the Internet in a way that violates this policy, is required to report the violation to the building principal.

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

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

#### CELL PHONE WCD GUIDELINES

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

##### **Guidelines:**

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

- Before and after school
- During passing periods
- At lunch in the Great Hall
- Cell phones are not to be seen or heard in classrooms unless directed by the classroom teacher.

##### **Students must follow the continued guidelines below:**

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

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

- Students may not use ear buds in hallways during passing periods. A single earbud may be used during lunch and other non-classroom times.
- The earphones/earpiece must be plugged into the device.
- One, and only one, earphone/earpiece may be worn at a time.
- The music being played must not be loud enough to be heard by another person.

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

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

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

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

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

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

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

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

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

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

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

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

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

Also keep in mind that local police or sheriff's offices or other law enforcement agencies may check these websites regularly.

Be aware of the fact that many employers and colleges also monitor these sites. You should be aware that any information posted on these websites may prevent you from obtaining a job or prevent you from attending the college of your choice.

## **CHROMEBOOK PROTECTIVE CASE**

**Students will receive a Chromebook and a protective case for their Chromebook.** Chromebooks must remain in the protective case at all times. Chromebook insurance may be invalid if the Chromebook is not kept in the protective case.

## SKYWARD FAMILY ACCESS

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

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

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

## VI. TRANSPORTATION

### BUS TRANSPORTATION TO SCHOOL

The school provides bus transportation for all students who live farther than one mile from the school. Homeless students are eligible to receive transportation services. The bus schedule and route is available by contacting the Transportation Director or her Administrative Assistant at 947-2413.

Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, as approved by the Principal.

Students and families are encouraged to download the free Here Comes the Bus app which uses GPS to let users know when the bus is approaching the bus stop.

### BUS CONDUCT

In the interest of safety, students are expected to abide by all school rules and regulations on school buses and at bus stops. It is the duty of the bus drivers to safely transport children, just as it is the duty of parents to acquaint children with the type of behavior required, and to insist that they behave while riding the bus. It is a privilege for a student to have bus service, and this privilege is retained by obeying the established rules.

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

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

The following behaviors are expected of all students:

#### A. Prior to Loading

Each student shall:

1. be on time at the designated loading zone (5 minutes prior to scheduled stop)
2. stay off the road at all times while walking to and waiting for the bus
3. line up single file off the roadway to enter, remain in line until the bus arrives
4. not disrupt or harm property surrounding the bus stop in any manner
5. keep your hands, feet, and other objects to yourself
6. not play games, or with toys or other objects
7. use an inside voice
8. leave the snow alone
9. wait until the bus is completely stopped before moving forward to enter
10. refrain from crossing a roadway until the bus driver signals it is safe to do so
11. go immediately to a seat and be seated (If you have an assigned seat, you must sit there.) It is the parents' responsibility to inform the bus driver when their student will not be boarding the bus. The bus will not wait.
12. In the afternoon, middle and high school students should get their items needed to go home as quickly as possible and head straight to the bus. Buses will pull away from the school promptly at 2:42 PM.



## B. During the Trip

Each student shall:

1. remain in one seat for the duration of the trip, unless the driver instructs them to move to a different seat
2. keep head, hands, arms, legs, and objects inside the bus at all times
3. not litter on the bus or throw anything from the bus
4. keep books, book bags/backpacks, musical instruments, coats, and all other objects out of the aisle
5. not bring skateboards, skates, rollerblades, bicycles, big boxes (including fundraising materials), large school projects, or any other items that unnecessarily take student seating space on the bus
6. be courteous to the driver and to other bus riders
7. not play games, cards, etc. (Middle school/high school students can use headphones or ear buds/pods to listen to their phones. Only the person who owns the phone, or someone in their seat should see it. It should not be shown all over the bus. Phones should not be used for calling or taking photos or videos of any kind with or without a flash on the bus. Chromebooks should be kept in book bags or backpacks.)
8. not tamper with the bus or any of its equipment
9. only put windows halfway down which is 3 notches or approximately 5 ½ inches when the weather is appropriate to do so and the driver allows
10. not possess any opened food or drink
11. use an inside voice
12. not talk while stopped at railroad crossings

## C. Leaving the Bus

Each student shall:

1. remain seated until the bus reaches the student's designated bus stop
2. cross the road, when necessary, at least twelve (12) feet in front of the bus, but only after the driver signals that it is safe
3. be alert to a possible danger signal from the driver

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

## Digital Video Recorders on School Buses

The School Board has authorized the installation of digital video recorders on school buses for the purposes of monitoring student behavior.

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

## Penalties for Infractions

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



# APPENDIX A

## STUDENT DUE PROCESS

### CODE OF CONDUCT, RESPONSIBILITIES, AND PROCEDURAL RIGHTS

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

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

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

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

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

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

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

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

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

- A. Removal from Class or Activity.** A teacher or administrator will have the right to remove a student from his/her class or activity for a period of up to one (1) school day if the student is assigned regular or additional work to be completed in another school setting.
- B.** A staff member with approval of the building Principal or his/her designee may remove a student from a school activity, function, event or class that he/she supervises or that is supervised by a teacher or another staff member.
- C. Suspension from School – Principal.** A school Principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to ten (10) school days.
- D. Expulsion.** In accordance with the due process procedures in this handbook, a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of violations listed in IC 20-33-8-16.

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

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

##### A. Jurisdiction. The grounds for suspension or expulsion apply when a student is:

1. On school grounds immediately before, during or immediately after school hours and at any other time when the school is being used by a school group;
2. Off school grounds at a school activity, function, or event; or
3. Traveling to or from school or a school activity, function, event or during the lunch period.

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

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

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

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

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

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

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

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

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

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

- (a) Belief that no non-physical alternatives were available; and
  - (b) The student acts in a manner of a reasonably prudent person.
4. Threatening or intimidating any student for the purpose of, with the intent of, obtaining money or anything of value from the student.
  5. Knowingly possessing, handling, using, or transmitting a knife or any other object that can reasonably be considered a weapon. A student who must use a knife as part of an organized activity held by an organization that has been approved by the Principal of the school is exempt so long as the knife is used as a part of or in accordance with the approved organized activity.
  6. Knowingly possessing, using, consuming, transmitting, selling or being under the influence of any narcotic drug, prescriptive drug for which the person in possession has no prescription, or unauthorized use of over-the-counter medication, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. A student who knowingly or intentionally delivers or finances the delivery of any substance, other than a controlled substance or a drug for which a prescription is required under federal or state law, that: is expressly or impliedly represented to be a controlled substance; is distributed \* under circumstances that would lead a reasonable person to believe that the substance is a controlled substance; or by overall dosage unit appearance, including shape, color, size, markings, or lack of markings, taste, consistency, or any other identifying physical characteristic of the substance, would lead a reasonable person to believe the substance is a controlled substance; commits dealing in substance, a major rule violation. In any disciplinary proceeding brought under this section, it is not a defense that the person believed the substance actually was a controlled substance.

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

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

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

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

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

### **C. Attempt to Violate above Rules**

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

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

1. Expulsion for firearms. Under IC 20-33-8-16, a student who is:

(a) Identified as bringing a firearm to school or on school property; or

(b) In possession of a firearm on school property; Notwithstanding other limitations, on suspension and expulsion in this policy, must be expelled for a period of one (1) calendar year, with the return of the student to be at the beginning of the first school semester after the end of the one (1) year period. The Superintendent will notify the prosecuting attorney of the offense. The Superintendent may on a case by case basis, modify the period of expulsion under this policy.

2. Expulsion for deadly weapon. Under IC 20-33-8-16, a student who is:

(a) Identified as bringing a deadly weapon to school or on school property; or

(b) In possession of a deadly weapon on school property; may be expelled for a period of not more than one(1) calendar year. A firearm is not considered a deadly weapon for this purpose.

3. A student with disabilities (as defined in IC 20-35-7-7) who possesses a firearm is subject to procedural safeguards of 20 U.S.C. 1415.

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

1. The unlawful activity may reasonably be considered to be an interference with school purposes or an educational function; or

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

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

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

## **IV. DUE PROCESS RIGHTS**

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

### **Suspension from School**

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

### **Make-Up Work**

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

### **Expulsion from School**

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



## Notice of Expulsion Meeting

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

## Appeal of an Expulsion

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

### A. Suspension Procedures:

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

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

### B. Expulsion Procedures

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

1. The Superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
  - (a) Legal counsel;
  - (b) A member of the administrative staff who did not expel the student and was not involved in the events giving rise to the expulsion.The Superintendent or the person designated by the Superintendent under this subsection may continue the suspension of a student for more than the ten (10) school day period of the Principal's suspension and until the time of the expulsion decision under this section if the Superintendent or the designated person determines that the student's continued suspension will prevent or substantially reduce the risk of:
  - (a) Interference with an educational function or school purposes; or
  - (b) A physical injury to the student, other students, school employees, or visitors to the school if the reasons for it are enumerated.However, a student may not be suspended from school pending a meeting on a student's proposed expulsion if the expulsion is ordered under the section permitting expulsion for violation of the legal settlement provisions. [IC 20-33-8-17]
2. An expulsion will not take place until the student's parents are asked to appear at an expulsion meeting conducted by the Superintendent or the person designated above. Failure by a student or a student's parent to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school Board.
3. The request to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the date, time, place and purpose of the meeting.
4. At the expulsion meeting, the Principal (or designee), will present evidence to support the charges against the student. The student or parents will have the opportunity to answer the charges against the student and to present evidence to support the student's position.
5. If the expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.
6. A student or a student's parent who fails to appear at an expulsion meeting after receipt of a request to appear forfeits all rights administratively to contest and appeal the expulsion. For purposes of this section, a request to appear at an expulsion meeting or notice of the action taken at an expulsion meeting is effectively given at the time when the request or notice is delivered personally or sent by certified mail to a student or the student's parent. [IC 20-33-8-19]

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

7. Except in the case of possession of a firearm or a weapon, a student may not be expelled for a longer period than the remainder of the school year in which the expulsion took effect if the misconduct occurs during the first semester. Whenever a student is expelled during the second semester, the expulsion remains in effect for summer school and may remain in effect for the first semester of the following school year, unless otherwise modified or terminated by order of the governing body. The appropriate authorities may require that a student who is at least sixteen (16) years of age and who wishes to re-enroll after an expulsion or an exclusion attend an alternative program. [IC 20-33-8-20]

8. An expulsion that takes effect more than three (3) weeks before the beginning of the second semester of a school year must be reviewed before the beginning of the second semester. The review shall be conducted by the Superintendent or a person designated under section 19(a) of [IC 20-33-8-19] after notice of the review has been given to the student and the student's parent. The review is limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original meeting. The review may lead to a recommendation by the person conducting the review that the student be reinstated for a second semester. [IC 20-33-8-20]
9. An expulsion that will remain in effect during the first semester of the following school year must be reviewed before the beginning of the school year. The review shall be conducted by the Superintendent or person designated under section 19(a) of [IC 20-33-8-19] after notice of the review has been given to the student and the student's parent. The review is limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original meeting. The review may lead to a recommendation by the person conducting the review that the student be reinstated for the upcoming school year. [IC 20-33-8-20]  
Judicial review of a governing body's action under [IC 20-33-8-21] by the circuit or superior court of the county in which a student who is the subject of the governing body's action resides is limited to the issue of whether the governing body acted without following the procedure required under [IC 20-33-8 et seq.].  
[IC 20-33-8-21]

10. In lieu of suspension or expulsion in the appropriate circumstance, the Principal of the school where the recipient of the disciplinary action is enrolled may assign a maximum of 120 hours of approved community service with a nonprofit organization operating in or near the community where the school is located or where the student resides and assignment of such services suspends the student's suspension or expulsion. The following apply to service assigned under this subdivision:
  - (a) A Principal may not assign a student under this subdivision unless the student's parent or guardian approves:
    - (1) The non-profit organization where the student is assigned; and
    - (2) The plan the student is expected to perform.A student's parent or guardian may request or suggest that the Principal assign the student.
  - (b) The Principal shall make arrangements for the student's service with the nonprofit organization. Arrangements must include the following:
    - (1) A plan for the service that the student is expected to perform.
    - (2) A description of the obligations of the non-profit organization to the student, the student's parents, and the school corporation where the student is enrolled.
    - (3) Monitoring of the student's performance of service by the Principal or the Principal's designee.
    - (4) Periodic reports from the nonprofit organization to the Principal and the student's parent or guardian of the student's performance of the service.
  - (c) The nonprofit organization must obtain liability insurance in the amount and of the type specified by the school corporation where the student is enrolled that is sufficient to cover liabilities that may be incurred by a student who performs service under this subdivision.
  - (d) Assignment of service under this subdivision suspends the implementation of a student's suspension or expulsion. A student's completion of service assigned under this subdivision to the satisfaction of the Principal and the nonprofit organization terminates the student's suspension or expulsion.(20-33-8 et seq.)

11. The Principal or administrator who has students under his/her care may refer a student to juvenile court when the student physically assaults a person having authority over the student. As used in this subsection, "physical assault" means the knowing or intentional touching of another person in a rude, insolent, or angry manner. When a student physically assaults a person having authority over the student, the Principal of the school where the student is enrolled shall make a referral of the student to the juvenile court having jurisdiction over the student. However, a student with disabilities (as defined in IC 20-35-7-7) who physically assaults a person having authority over the student is subject to procedural safeguards under 20 U.S.C. 1415.

## C. Parental Involvement

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

1. The administrator shall notify the parents by certified or registered mail or personal service that they are directed to attend a school conference or hearing.
2. The parent shall be given at least twenty-four hours notice prior to such conference or hearing unless an emergency situation necessitates less than such notice.
3. The student who is the subject of the conference will also be given written notice of such conference or hearing and the direction of parental attendance.

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

## V. DEFINITIONS

- A. "Principal" includes a Principal's designee.
- B. "Superintendent" includes a Superintendent's designee.
- C. "Member of the administrative staff" or comparable language means a school corporation employee who:
  - (1) is certificated under the statutes relating to the licensing of teachers and administrators; and
  - (2) "has supervisory authority."
- D. "School purposes" refers to the purposes for which a school corporation operates, including the following:
  - (1) To promote knowledge and learning generally.
  - (2) To maintain an orderly and effective educational system.
  - (3) To take any action under the authority granted to school corporations and their governing bodies by IC 20-26-5 or by any other statute.
- E. "Expulsion" means a disciplinary or other action whereby a student:
  - (1) is separated from school attendance for a period in excess of ten (10) school days; or
  - (2) is separated from school attendance for the balance of the current semester or current year unless a student is permitted to complete required examinations in order to receive credit for courses taken in the current semester or current year.
  - (3) is separated from school attendance under IC 20-33-8-16 and 20-33-8-20, which may include an assignment to attend an alternative school, an alternative educational program, or a homebound educational program.

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

  - (1) disciplined under IC 20-33-8-25 [general discipline]; or
  - (2) removed from school in accordance with IC 20-34-3-9 [illness, communicable disease, parasites]; or
- F. "Suspension" means any disciplinary action that does not constitute an expulsion under Section 3 above, whereby a student is separated from school attendance for a period of not more than ten (10) school days.
 

Suspension does not include situations where a student is:

  - (1) disciplined under section 25 IC 20-33-8-25 [general discipline];
  - (2) removed from school in accordance with IC 20-34-3-9 [illness, communicable disease]; or
  - (3) removed from school for failure to comply with the immunization requirements of IC 20-34-4-5.
- G. Detention is defined as the requirement that a student remain in school after the end of the regular school day, attend school on a day when regular classes are not in session, or arrive at school prior to the beginning of the regular school day, as a result of a minor violation of school rules or regulations.
- H. Firearm is defined as any weapon that is capable of or designed to or that may readily be converted to expel a projectile by means of an explosion.
- I. Deadly weapon is defined as:
  1. a loaded or unloaded firearm; or
  2. a weapon, device, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury, as defined in IC 35-41-1 and IC 35-47-8.
  3. an animal (as defined in IC 35-46-3-3) that is:
    - (a) readily capable of causing serious bodily harm; and
    - (b) used in the commission or attempted commission of a crime.

WEEKLY GOALS:

August 13, 1899 – English film director Alfred Hitchcock is born.

JULY 2023							AUGUST 2023							SEPTEMBER 2023						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
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9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23
23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28	29	30
30	31																			

7 Monday

8 Tuesday

9 Wednesday



**histrionic** adj. – *overly dramatic. The actor's histrionic performance made his character seem foolish.*

10 Thursday

11 Friday

12 Saturday

13 Sunday

WEEKLY GOALS:

August 14, 1908 – The first international beauty contest is held in Folkestone, England.

JULY 2023							AUGUST 2023							SEPTEMBER 2023						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	4	5						1	2
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23
23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28	29	30
30	31																			

14 Monday

15 Tuesday

16 Wednesday

culmination n. – end or final result. His inauguration as president marked the culmination of his campaign days.

17 Thursday

18 Friday

19 Saturday

20 Sunday

WEEKLY GOALS:

August 21, 1911 – After spending the night hiding in a closet, three men walk out of the Louvre in Paris with the “Mona Lisa.” It’s recovered two years later.

JULY 2023							AUGUST 2023							SEPTEMBER 2023						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	4	5						1	2
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23
23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28	29	30
30	31																			

21 Monday

22 Tuesday

23 Wednesday



hedonism n. – belief that pleasure is the sole aim in life. Hedonism and asceticism are opposite philosophies of human behavior.

24 Thursday

25 Friday

26 Saturday

27 Sunday

WEEKLY GOALS:

August 31, 1955 – The world’s first solar-powered car is demonstrated at the General Motors Powerama in Chicago.

JULY 2023							AUGUST 2023							SEPTEMBER 2023						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	4	5						1	2
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23
23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28	29	30
30	31																			

28 Monday

29 Tuesday

30 Wednesday

opulence n. – wealth. Visitors from other countries are often amazed at the opulence in this country.

31 Thursday

1 Friday

2 Saturday

3 Sunday

WEEKLY GOALS:

September 4, 1882 – Thomas Edison illuminates 400 electric lights on the streets of lower Manhattan in New York City in the first mass lighting of electric light bulbs.

AUGUST 2023						
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20	21	22	23	24	25	26
27	28	29	30	31		

**SEPTEMBER 2023**

S	M	T	W	T	F	S
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10	11	12	13	14	15	16
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OCTOBER 2023						
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16	17	18	19	20	21	
23	24	25	26	27	28	
30	31					

4 Monday

*Labor Day*

5 Tuesday

6 Wednesday



traverse v. – go through or across. When you traverse this field, be careful not to step on the wildflowers.

7 Thursday

8 Friday

9 Saturday

10 Sunday

WEEKLY GOALS:

September 16, 1620 – The *Mayflower* sails from Plymouth, England, bound for the New World with 102 passengers on board.

AUGUST 2023							SEPTEMBER 2023							OCTOBER 2023						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
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6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				

11 Monday

Patriot Day

12 Tuesday

13 Wednesday

**betroth v.** – become engaged to marry. The announcement that they were betrothed surprised everyone.

14 Thursday

15 Friday

*Rosh Hashanah begins at sundown*

16 Saturday

17 Sunday

WEEKLY GOALS:

September 21, 1937 – J.R.R. Tolkien publishes *The Hobbit*. His epic trilogy, *The Lord of the Rings*, which takes him 10 years to write, is not published until 1954.

AUGUST 2023							SEPTEMBER 2023							OCTOBER 2023						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5						1	2	1	2	3	4	5	6	7
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				

18 Monday

19 Tuesday

20 Wednesday



evasive adj. – not frank; not direct. Her evasive answers convinced the judge she was withholding important information.

21 Thursday

22 Friday

23 Saturday

*First day of autumn*

24 Sunday

*Yom Kippur begins at sundown*

WEEKLY GOALS:

September 25, 1957 – Weeks after Gov. Orval Faubus tries to prevent racial integration, the U.S. Army escorts nine Black students into all-white Central High School in Little Rock, Arkansas.

AUGUST 2023							SEPTEMBER 2023							OCTOBER 2023						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5						1	2	1	2	3	4	5	6	7
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				

25 Monday

26 Tuesday

Mawlid al-Nabi begins at sundown

27 Wednesday

denouement n. – outcome; final development in a play. The denouement was obvious as early as the middle of the first act.

28 Thursday

29 Friday

30 Saturday

1 Sunday

WEEKLY GOALS:

October 4, 1957 – The Soviet Union launches *Sputnik*, the world's first artificial satellite; thus begins the Space Age.

SEPTEMBER 2023

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OCTOBER 2023

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22	23	24	25	26	27	28
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NOVEMBER 2023

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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

2 Monday

3 Tuesday

4 Wednesday

impale v. – pierce. He was impaled by the spear his enemy hurled.

5 Thursday

6 Friday

7 Saturday

8 Sunday



WEEKLY GOALS:

October 12, 1492 – Christopher Columbus lands at an island in the Bahamas, believing that he has reached East Asia.

SEPTEMBER 2023							OCTOBER 2023							NOVEMBER 2023						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
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3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30		

9 Monday	Columbus Day
10 Tuesday	
11 Wednesday	

penchant n. – strong inclination; liking. She had a penchant for fine jewelry.

12 Thursday

13 Friday

14 Saturday

15 Sunday

WEEKLY GOALS:

October 17, 1989 – An earthquake registering 6.9 on the Richter scale interrupts game three of the World Series in San Francisco; 63 people die, and nearly 3,800 are injured.

SEPTEMBER 2023							OCTOBER 2023							NOVEMBER 2023						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6	7				1	2	3	4
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30		

16 Monday

17 Tuesday

18 Wednesday

trilogy n. – group of three works. We read the first book of the Star Wars trilogy.

19 Thursday

20 Friday

21 Saturday

22 Sunday

WEEKLY GOALS:

October 29, 1929 – New York Stock Exchange prices collapse when stockholders sell 16 million shares. The crash ushers in the Great Depression.

SEPTEMBER 2023

S	M	T	W	T	F	S
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24	25	26	27	28	29	30

OCTOBER 2023

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22	23	24	25	26	27	28
29	30	31				

NOVEMBER 2023

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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

23 Monday

24 Tuesday

25 Wednesday



restitution n. – payment for damage or loss. He offered to make restitution for the window he broke.

26 Thursday

27 Friday

28 Saturday

29 Sunday

WEEKLY GOALS:

November 4, 1922 – English archaeologist Howard Carter discovers the entrance to King Tutankhamun's tomb in the Valley of the Kings, Egypt.	OCTOBER 2023							NOVEMBER 2023							DECEMBER 2023						
	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6	7			1	2	3	4							1	2
	8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
	15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
	22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
	29	30	31					26	27	28	29	30			24	25	26	27	28	29	30
															31						

30 Monday

31 Tuesday

Halloween

1 Wednesday

increment n. – increase. The job offers a 10% annual increment in salary.

2 Thursday

3 Friday

4 Saturday

5 Sunday

Standard time begins

WEEKLY GOALS:

November 11, 1918 – World War I comes to an end. Many countries recognize this day as Armistice Day; in the United States, it's known as Veterans Day.

OCTOBER 2023							NOVEMBER 2023							DECEMBER 2023						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
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8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30
														31						

6 Monday

7 Tuesday

Election Day

8 Wednesday

frugality n. – *thrift*. We must live with frugality if we are to get ahead financially.

9 Thursday

10 Friday

11 Saturday

*Veterans Day*

12 Sunday



WEEKLY GOALS:

November 19, 1969 – Eighty thousand fans cheer as Brazilian soccer star Pelé scores his 1,000th professional goal in Rio de Janeiro.

OCTOBER 2023							NOVEMBER 2023							DECEMBER 2023						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4						1	2
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30
														31						

13 Monday

14 Tuesday

15 Wednesday

16 Thursday

17 Friday

18 Saturday

19 Sunday

WEEKLY GOALS:

November 26, 1789 – George Washington issues his Thanksgiving Proclamation “to recommend to the people of the United States a day of public thanksgiving.”

OCTOBER 2023							NOVEMBER 2023							DECEMBER 2023						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4						1	2
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30
														31						

20 Monday

21 Tuesday

22 Wednesday

bogus adj. – counterfeit; not authentic. The police quickly found who was producing the bogus money.

23 Thursday

Thanksgiving

24 Friday

25 Saturday

26 Sunday

WEEKLY GOALS:

November 29, 1944 – The first open-heart surgery occurs at Johns Hopkins Hospital. It is known as the “Blue Baby Operation.”

OCTOBER 2023							NOVEMBER 2023							DECEMBER 2023						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4						1	2
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30
														31						

27 Monday

28 Tuesday

29 Wednesday



glut n. – overstock; fill to excess. *The glut of athletic shoes gives buyers lots of choices.*

30 Thursday

1 Friday

2 Saturday

3 Sunday

WEEKLY GOALS:

December 7, 1941 – Two hundred Japanese aircraft attack the U.S. naval base at Pearl Harbor, Hawaii, pulling the United States into World War II.

NOVEMBER 2023							DECEMBER 2023							JANUARY 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	4					1	2		1	2	3	4	5	6
5	6	7	8	9	10	11		3	4	5	6	7	8	9	7	8	9	10	11	12
12	13	14	15	16	17	18		10	11	12	13	14	15	16	14	15	16	17	18	19
19	20	21	22	23	24	25		17	18	19	20	21	22	23	21	22	23	24	25	26
26	27	28	29	30				24	25	26	27	28	29	30	28	29	30	31		
								31												

4 Monday

5 Tuesday

6 Wednesday

**desecrate v.** – violate the sanctity of. *The robbers desecrated the temple.*

7 Thursday

*Hanukkah begins at sundown*

8 Friday

9 Saturday

10 Sunday

WEEKLY GOALS:

December 17, 1903 – In the world's first powered flight, Orville and Wilbur Wright's biplane flies for 12 seconds near Kitty Hawk, North Carolina.	NOVEMBER 2023							DECEMBER 2023							JANUARY 2024						
	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	3	4					1	2							
	5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
	12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
	19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
	26	27	28	29	30			24	25	26	27	28	29	30	28	29	30	31			
								31													

11 Monday

12 Tuesday

13 Wednesday

14 Thursday

15 Friday

16 Saturday

17 Sunday



WEEKLY GOALS:

December 19, 1974 – The first personal computer goes on sale. The Altair 8800 is sold as a kit through *Popular Electronics* magazine.

NOVEMBER 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JANUARY 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

18 Monday

19 Tuesday

20 Wednesday

tureen n. – deep table dish for holding soup. Her great grandmother served soup in the tureen she received as a wedding gift.

21 Thursday

*First day of winter*

22 Friday

23 Saturday

24 Sunday

WEEKLY GOALS:

December 27, 1904 – *Peter Pan*, by playwright James Barrie, opens at the Duke of York's Theatre in London.

NOVEMBER 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**DECEMBER 2023**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JANUARY 2024

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

25 Monday

*Christmas*

26 Tuesday

*Kwanzaa begins*

27 Wednesday

28 Thursday

29 Friday

30 Saturday

31 Sunday

WEEKLY GOALS:

January 1, 1863 – President Abraham Lincoln signs the Emancipation Proclamation, declaring all persons held as slaves in areas that were fighting Union forces to be forever free.

DECEMBER 2023							JANUARY 2024							FEBRUARY 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2		1	2	3	4	5	6					1	2	3
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29		
31																				

1 Monday	New Year's Day
2 Tuesday	
3 Wednesday	

supple adj. – flexible; pliant. The fisherman found a supple tree limb to use as a fishing rod.

4 Thursday

5 Friday

6 Saturday

7 Sunday



WEEKLY GOALS:

January 10, 1946 – Delegates from 51 nations meet in London for the first meeting of the United Nations General Assembly.

DECEMBER 2023							JANUARY 2024							FEBRUARY 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2		1	2	3	4	5	6					1	2	3
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29		
31																				

8 Monday

9 Tuesday

10 Wednesday

itinerary n. – plan of a trip. She left her itinerary with us in case we need to contact her.

11 Thursday

12 Friday

13 Saturday

14 Sunday

WEEKLY GOALS:

January 15, 1929 – Martin Luther King Jr., a Black civil rights leader, minister, advocate of nonviolence, and Nobel Peace Prize recipient, is born.

DECEMBER 2023							JANUARY 2024							FEBRUARY 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2		1	2	3	4	5	6					1	2	3
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29		
31																				

15 Monday

Martin Luther King Jr. Day

16 Tuesday

17 Wednesday

18 Thursday

19 Friday

20 Saturday

21 Sunday

WEEKLY GOALS:

January 25, 1924 – The town of Chamonix, France, hosts the first Winter Olympics.

DECEMBER 2023							JANUARY 2024							FEBRUARY 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2		1	2	3	4	5	6					1	2	3
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29		
31																				

22 Monday

23 Tuesday

24 Wednesday

dissertation n. – formal essay. For her degree, she wrote a dissertation on learning disabilities.

25 Thursday

26 Friday

27 Saturday

28 Sunday



WEEKLY GOALS:

January 30, 1948 – A Hindu fanatic assassinates Mohandas Gandhi, the political and spiritual leader of the Indian independence movement.

DECEMBER 2023							JANUARY 2024							FEBRUARY 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2		1	2	3	4	5	6					1	2	3
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29		
31																				

29 Monday

30 Tuesday

31 Wednesday

amble v. – move at an easy pace. He ambled around the town.

1 Thursday

2 Friday

*Groundhog Day*

3 Saturday

4 Sunday

WEEKLY GOALS:

February 7, 1964 – The Beatles, a British rock band, arrive in the United States for the first time.

JANUARY 2024							FEBRUARY 2024							MARCH 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3						1	2
7	8	9	10	11	12	13	4	5	6	7	8	9	10	3	4	5	6	7	8	9
14	15	16	17	18	19	20	11	12	13	14	15	16	17	10	11	12	13	14	15	16
21	22	23	24	25	26	27	18	19	20	21	22	23	24	17	18	19	20	21	22	23
28	29	30	31				25	26	27	28	29			24	25	26	27	28	29	30
														31						

5 Monday

6 Tuesday

7 Wednesday

epitome n. – a representative or example of a type. He is the epitome of a male chauvinist.

8 Thursday

9 Friday

10 Saturday

*Lunar New Year*

11 Sunday

WEEKLY GOALS:

February 15, 1965 – Canada officially adopts the red maple leaf flag, one of the world's most recognizable national emblems.

JANUARY 2024							FEBRUARY 2024							MARCH 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3						1	2
7	8	9	10	11	12	13	4	5	6	7	8	9	10	3	4	5	6	7	8	9
14	15	16	17	18	19	20	11	12	13	14	15	16	17	10	11	12	13	14	15	16
21	22	23	24	25	26	27	18	19	20	21	22	23	24	17	18	19	20	21	22	23
28	29	30	31				25	26	27	28	29			24	25	26	27	28	29	30
														31						

12 Monday

Lincoln's Birthday

13 Tuesday

14 Wednesday

Ash Wednesday  
Valentine's Day

15 Thursday

16 Friday

17 Saturday

18 Sunday



WEEKLY GOALS:

February 24, 1786 – Wilhelm Grimm, the younger of the Brothers Grimm, is born in Hanau, Germany. Their folktales are later published as *Grimms’ Fairy Tales*.

JANUARY 2024							FEBRUARY 2024							MARCH 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3						1	2
7	8	9	10	11	12	13	4	5	6	7	8	9	10	3	4	5	6	7	8	9
14	15	16	17	18	19	20	11	12	13	14	15	16	17	10	11	12	13	14	15	16
21	22	23	24	25	26	27	18	19	20	21	22	23	24	17	18	19	20	21	22	23
28	29	30	31				25	26	27	28	29			24	25	26	27	28	29	30
														31						

19 Monday

Presidents’ Day

20 Tuesday

21 Wednesday

ogle v. – look at with strong interest; stare. It is impolite to ogle at people walking by.

22 Thursday

Washington's Birthday

23 Friday

24 Saturday

25 Sunday

WEEKLY GOALS:

February 26, 1919 – Grand Canyon National Park is established, covering 1.2 million acres. A gorge of the Colorado River, it is considered one of the world’s most spectacular natural phenomena.

JANUARY 2024							FEBRUARY 2024							MARCH 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3						1	2
7	8	9	10	11	12	13	4	5	6	7	8	9	10	3	4	5	6	7	8	9
14	15	16	17	18	19	20	11	12	13	14	15	16	17	10	11	12	13	14	15	16
21	22	23	24	25	26	27	18	19	20	21	22	23	24	17	18	19	20	21	22	23
28	29	30	31				25	26	27	28	29			24	25	26	27	28	29	30
														31						

26 Monday

27 Tuesday

28 Wednesday

infamous adj. – notoriously bad. Jesse James was an infamous outlaw.

29 Thursday

1 Friday

2 Saturday

3 Sunday

WEEKLY GOALS:

March 7, 1876 – Alexander Graham Bell receives a patent for an invention he calls the telephone.

FEBRUARY 2024							MARCH 2024							APRIL 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	3	4	5	6	7	8	9	7	8	9	10	11	12	13
4	5	6	7	8	9	10	10	11	12	13	14	15	16	14	15	16	17	18	19	20
11	12	13	14	15	16	17	17	18	19	20	21	22	23	21	22	23	24	25	26	27
18	19	20	21	22	23	24	24	25	26	27	28	29	30	28	29	30				
25	26	27	28	29			31													

4 Monday

5 Tuesday

6 Wednesday

verdigris n. – a green coating on copper due to weathering. The statue became coated with verdigris.

7 Thursday

8 Friday

9 Saturday

10 Sunday

*Daylight saving time begins  
Ramadan begins at sundown*

WEEKLY GOALS:

March 11, 2009 – Toyota Motor Co. sells its millionth hybrid electric vehicle in the United States. The Prius model is the most popular.

FEBRUARY 2024							MARCH 2024							APRIL 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3						1	2		1	2	3	4	5	6
4	5	6	7	8	9	10	3	4	5	6	7	8	9	7	8	9	10	11	12	13
11	12	13	14	15	16	17	10	11	12	13	14	15	16	14	15	16	17	18	19	20
18	19	20	21	22	23	24	17	18	19	20	21	22	23	21	22	23	24	25	26	27
25	26	27	28	29			24	25	26	27	28	29	30	28	29	30				
							31													

11 Monday

12 Tuesday

13 Wednesday



soporific adj. – sleep-producing. Thanksgiving dinner had a soporific effect on all our guests.

14 Thursday

15 Friday

16 Saturday

17 Sunday

*St. Patrick's Day*

WEEKLY GOALS:

March 20, 1916 – Albert Einstein publishes his theory of general relativity.

FEBRUARY 2024							MARCH 2024							APRIL 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3						1	2		1	2	3	4	5	6
4	5	6	7	8	9	10	3	4	5	6	7	8	9	7	8	9	10	11	12	13
11	12	13	14	15	16	17	10	11	12	13	14	15	16	14	15	16	17	18	19	20
18	19	20	21	22	23	24	17	18	19	20	21	22	23	21	22	23	24	25	26	27
25	26	27	28	29			24	25	26	27	28	29	30	28	29	30				
							31													

18 Monday

19 Tuesday

First day of spring

20 Wednesday

antipathy n. – aversion. The author had a fundamental antipathy to reading on a tablet computer.

21 Thursday

22 Friday

23 Saturday

24 Sunday

*Palm Sunday*

WEEKLY GOALS:

March 26, 1953 – U.S. medical researcher Jonas Salk announces that his tests of a vaccine against the virus that causes polio have been successful.

FEBRUARY 2024							MARCH 2024							APRIL 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3						1	2		1	2	3	4	5	6
4	5	6	7	8	9	10	3	4	5	6	7	8	9	7	8	9	10	11	12	13
11	12	13	14	15	16	17	10	11	12	13	14	15	16	14	15	16	17	18	19	20
18	19	20	21	22	23	24	17	18	19	20	21	22	23	21	22	23	24	25	26	27
25	26	27	28	29			24	25	26	27	28	29	30	28	29	30				
							31													

25 Monday

26 Tuesday

27 Wednesday

ruddy adj. – having a healthy red color. The baby's ruddy skin was a sign of good health.

28 Thursday

29 Friday

*Good Friday*

30 Saturday

31 Sunday

*Easter*

WEEKLY GOALS:

April 6, 648 B.C. – Ancient Greeks record a solar eclipse for the first time. Earlier eclipses were recorded in China and Babylon.

MARCH 2024							APRIL 2024							MAY 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2		1	2	3	4	5	6				1	2	3	4
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	
31																				

1 Monday

April Fools' Day

2 Tuesday

3 Wednesday

maudlin adj. – tearfully sentimental. I am annoyed when a movie turns needlessly maudlin.

4 Thursday

*Laylat al-Qadr begins at sundown*

5 Friday

6 Saturday

7 Sunday



WEEKLY GOALS:

April 11, 1970 – Apollo 13 launches from Cape Kennedy (now Cape Canaveral), Florida; the mission is aborted after an oxygen tank explodes en route to the moon.

MARCH 2024							APRIL 2024							MAY 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2		1	2	3	4	5	6				1	2	3	4
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	
31																				

8 Monday

9 Tuesday

Eid al-Fitr begins at sundown

10 Wednesday

*vilify v. – make abusive and slanderous statements toward someone. The Nazi propaganda vilified the Jews.*

11 Thursday

12 Friday

13 Saturday

14 Sunday

WEEKLY GOALS:

April 15, 1912 – The “unsinkable” luxury liner *Titanic* hits an iceberg and sinks on its maiden voyage from Southampton, England, to New York City; more than 1,500 of its 2,200 passengers perish.

MARCH 2024							APRIL 2024							MAY 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2		1	2	3	4	5	6				1	2	3	4
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	
31																				

15 Monday

16 Tuesday

17 Wednesday

inter v. – bury. The cemetery's sexton would inter the casket after the family left.

18 Thursday

19 Friday

20 Saturday

21 Sunday

WEEKLY GOALS:

April 22, 1970 – People in the United States celebrate the first Earth Day to increase public awareness of the world's environmental problems.

MARCH 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY 2024						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

22 Monday

*Earth Day  
Passover begins at sundown*

23 Tuesday

24 Wednesday

tractable adj. – manageable. His new computer made complex graphic design more tractable, so he got more done.

25 Thursday

26 Friday

27 Saturday

28 Sunday

WEEKLY GOALS:

April 29, 1429 – Joan of Arc leads a French force to end the English siege of the city of Orléans, France. She is captured and killed in 1431.

APRIL 2024							MAY 2024							JUNE 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6				1	2	3	4							1
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
														30						

29 Monday

30 Tuesday

1 Wednesday



steadfast adj. – firm; unwavering. *The president spoke with steadfast resolve.*

2 Thursday

3 Friday

4 Saturday

5 Sunday

*Cinco de Mayo*

WEEKLY GOALS:

May 6, 1889 – The Eiffel Tower opens to the public at the Universal Exposition in Paris. For 41 years, the tower is the world’s tallest building.

APRIL 2024							MAY 2024							JUNE 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6				1	2	3	4							1
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
														30						

6 Monday

7 Tuesday

8 Wednesday

incite v. – stir up; provoke. The movie incited a riot.

9 Thursday

10 Friday

11 Saturday

12 Sunday

*Mother's Day*

WEEKLY GOALS:

May 15, 1940 – In San Bernardino, California, brothers Maurice (“Mac”) and Richard McDonald open a drive-in restaurant that gives rise to the fast-food chain McDonald’s.

APRIL 2024							MAY 2024							JUNE 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6				1	2	3	4							1
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
														30						

13 Monday

14 Tuesday

15 Wednesday

awry adj., adv. – crooked; amiss; wrong. *The surprise party went awry when he learned of their plans.*

16 Thursday

17 Friday

18 Saturday

19 Sunday

WEEKLY GOALS:

May 21, 1932 – Amelia Earhart becomes the first woman to fly solo across the Atlantic Ocean.	APRIL 2024							MAY 2024							JUNE 2024						
	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5	6				1	2	3	4							1
	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
	28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
															30						

20 Monday

21 Tuesday

22 Wednesday

taciturn adj. – quiet; not speaking much. Because of his taciturn demeanor, it was easy for Harry to be a mime.

23 Thursday

24 Friday

25 Saturday

26 Sunday



WEEKLY GOALS:

May 27, 1937 – The Golden Gate Bridge opens in San Francisco. About 200,000 people cross the bridge on that first day.

APRIL 2024							MAY 2024							JUNE 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6				1	2	3	4							1
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
														30						

27 Monday

Memorial Day

28 Tuesday

29 Wednesday

fortitude n. – courage. It took a lot of fortitude to confess to cheating on the exam.

30 Thursday

31 Friday

1 Saturday

2 Sunday

WEEKLY GOALS:

June 8, 1968 – Three days after his assassination, Senator Robert F. Kennedy is laid to rest at Arlington National Cemetery.

MAY 2024							JUNE 2024							JULY 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	4						1		1	2	3	4	5	6
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
							30													

3 Monday

4 Tuesday

5 Wednesday

extraneous adj. – not essential. Putting in hardwood flooring was an extraneous expense.

6 Thursday

7 Friday

8 Saturday

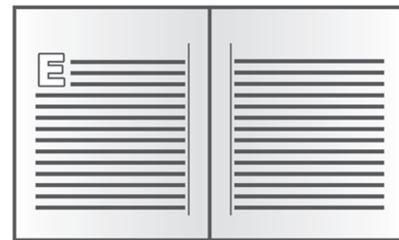
9 Sunday

# LANGUAGE ARTS *capitalization & plurals*

## CAPITALIZATION

THE FOLLOWING CHART PROVIDES A QUICK OVERVIEW OF CAPITALIZATION RULES.

All proper nouns → Shannon O'Connor, Orlando, Bill of Rights  
All proper adjectives → Kraft cheese, Bounty paper towels, Phillips screwdriver  
The first word in every sentence → Her dress is stunning.  
Races, languages, nationalities → Asian, French, African-American  
Nouns/Pronouns that refer to a supreme being → God, Yahweh  
Days of the week → Sunday, Monday, Tuesday  
Formal epithets → Ivan the Terrible  
Bodies of water → Amazon River, Lake Huron, Wea Creek  
Cities, towns → Houston, Lafayette, Dearborn  
Counties → Tiptecanoe, Cork  
Countries → U.S.A, Mexico, Canada  
Continents → Africa, North America  
Landforms → Mojave Desert, the Appalachians  
Holidays and holy days → Veterans Day, Christmas, Yom Kippur  
Months → January, February  
Official documents → Emancipation Proclamation  
Official titles → President Obama, Mayor Bradley  
Periods and events in history → Middle Ages, Renaissance  
Planets, heavenly bodies → Mars, Jupiter, Milky Way  
Public areas → Yellowstone National Park  
Sections of a country or continent → the Northwest, the Middle East  
Special events → Battle of Lexington  
Streets, roads, highways → Rodeo Drive, Route 66, Interstate 65  
Trade names → Honda Accord, Kellogg's Corn Flakes



## PLURALS

THE FOLLOWING CHART PROVIDES A QUICK OVERVIEW OF PLURALIZATION RULES.

The plurals of most nouns are formed by adding *s* to the singular.

→ Examples: pie = pies | desk = desks | machine = machines

The plural forms of nouns ending in *s*, *sh*, *x*, *z*, and *ch* are made by adding *es* to the singular.

→ Examples: bus = buses | dish = dishes | fox = foxes | buzz = buzzes | church = churches

The plurals of common nouns that end in *y* preceded by a consonant are formed by changing the *y* to *i* and adding *es*.

→ Examples: fly = flies | copy = copies

The plurals of words that end in *y* preceded by a vowel are formed by adding only *s*.

→ Examples: holiday = holidays | monkey = monkeys

The plurals of words ending in *o* preceded by a vowel are formed by adding *s*.

→ Examples: studio = studios | rodeo = rodeos

The plurals of words ending in *o* preceded by a consonant are formed by adding *s* or *es*.

→ Examples: hero = heroes | banjo = banjos | tomato = tomatoes | piano = pianos

The plurals of nouns ending in *f* or *fe* are formed in one of two ways:

{1} If the *f* sound is still heard in the plural form, simply add *s*.

→ Examples: roof = roofs | chief = chiefs

{2} If the final sound in the plural is a *ve* sound, change the *f* to *ve* and add *s*.

→ Examples: wife = wives | knife = knives

Foreign words and some English words form the plural by taking on an irregular spelling.

→ Examples: crisis = crises | criterion = criteria | goose = geese | ox = oxen

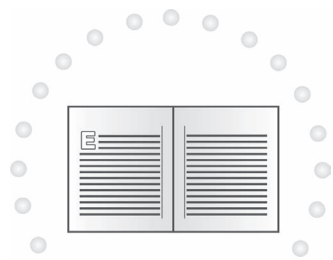
The plurals of symbols, letters, and figures are formed by adding an *s*.

→ Examples: 5 = 5s

The plural of nouns that end in *ful* are formed by adding *s* at the end of the word.

→ Examples: handful = handfuls | pailful = pailfuls | tankful = tankfuls

# LANGUAGE ARTS *frequently confused words*



**accept** | to agree to something or receive something willingly  
**except** | not including

→ *Examples:* Jonathon will *accept* the job at the restaurant.  
Everyone was able to attend the ceremony *except* Phyllis.

**capital** | chief, important, excellent. Also the city or town that is the official seat of government of a state or nation

**capitol** | the building where a state legislature meets

**the Capitol** | the building in Washington, D.C., in which the United States Congress meets

→ *Examples:* The *capital* of France is Paris.

The *capitol* of Indiana is a building in Indianapolis.

The vice president arrived at the *Capitol* to greet the arriving senators.

**hear** | to listen to

**here** | in this place

→ *Examples:* Do you *hear* that strange sound?  
The juice is right *here* in the refrigerator.

**it's** | the contraction for *it is* or *it has*

**its** | shows ownership or possession

→ *Examples:* *It's* nearly time to leave for the football game.  
The wagon lost *its* wheel in the mud.

**lead** | a heavy, gray metal

**lead** | to go first, guide

**led** | the past tense of *lead*

→ *Examples:* Water pipes in many older homes are made of *lead*.

This path will *lead* us to the waterfall.

Bloodhounds *led* the police to the hideout.

**loose** | free or not tight

**lose** | to misplace or suffer the loss of something

→ *Examples:* Since she lost weight, many of her clothes are *loose*.

If you *lose* your money, you will not be able to get into the park.

**principal** | the first or most important. It also refers to the head of a school.

**principle** | a rule, truth, or belief

→ *Examples:* Pineapple is one of the *principal* crops of Hawaii.  
One *principle* of science is that all matter occupies space.

**quiet** | free from noise

**quite** | truly or almost completely

→ *Examples:* Our teacher insists that all students are *quiet* during a test.

This enchilada is *quite* spicy.

**their** | belonging to them

**there** | at that place

**they're** | the contraction for *they are*

→ *Examples:* *Their* new puppy is frisky.

Please place all of the newspapers over *there*.

*They're* coming over tonight.

**to** | in the direction of

**too** | also or very

**two** | the whole number between one and three

→ *Examples:* The paramedics rushed *to* the scene of the accident.

This meal is delicious, and it is low in fat, *too*.

Only *two* of the 10 runners were able to complete the race.

**weather** | the state of the atmosphere referring to wind, moisture, temperature, etc.

**whether** | a choice or alternative

→ *Examples:* We are hoping for warm, sunny *weather* for our family reunion.

We cannot decide *whether* we will drive or fly to the reunion.

**Who's** | the contraction for *who is* or *who has*

**Whose** | the possessive form of *who*

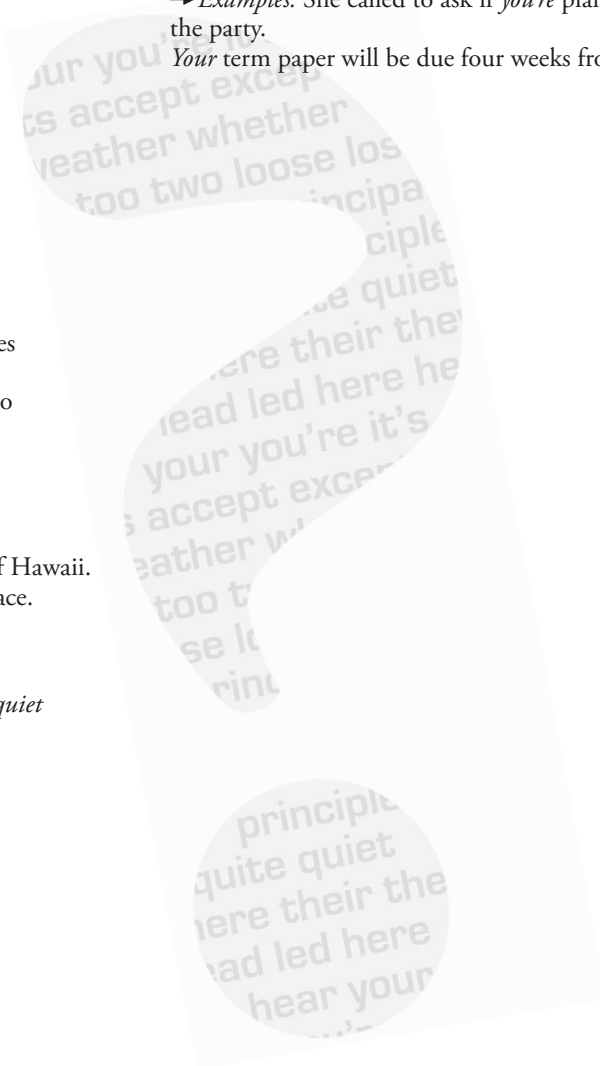
→ *Examples:* *Who's* in charge of the lighting for the stage?  
*Whose* bicycle is out in the rain?

**you're** | the contraction for *you are*

**your** | the possessive form of *you*

→ *Examples:* She called to ask if *you're* planning to attend the party.

*Your* term paper will be due four weeks from today.

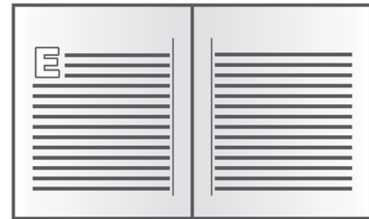


# LANGUAGE ARTS *common prefixes & suffixes*

## COMMON PREFIXES

A PREFIX IS A SYLLABLE ADDED TO THE BEGINNING OF A WORD TO CHANGE ITS MEANING.

Prefix	Meaning	Examples
auto-	self	automobile, autopilot
bi-	two or twice	bicycle, biannual, biweekly
com-	with	compare, communicate, company
con-	with	conference, concert, confide
dis-	do the opposite of	disappear, dislike, distrust
en-	to make	ensure, enlarge, enable
extra-	beyond	extraordinary, extrasensory
il-	not	illegal, illogical, illiterate
im-	not or within	impossible, immature, impatient
in-	not or within	insecure, incomplete, indoors, ingrown
inter-	between	international, interact, intersection
ir-	not	irresponsible, irregular
mid-	middle	midnight, midstream, midway
mis-	wrong	mistake, misguide, misunderstood
non-	not or without	nonsense, nonfat, nonfiction
post-	after	postgraduate, postwar
pre-	before	prehistoric, precaution, preschool
re-	back or again	return, rewrite, recycle, react
sub-	below	submarine, subzero, subtitle
super-	above, outside	supernatural, supermarket, superpower
trans-	across, over	transplant, transcontinental, transport
un-	not	unsafe, unusual, unsure



## COMMON SUFFIXES

A SUFFIX IS A SYLLABLE ADDED TO THE END OF A WORD TO CHANGE ITS MEANING. IN MOST CASES, WHEN ADDING A SUFFIX THAT STARTS WITH A VOWEL, DROP THE FINAL *E* OF THE ROOT WORD. FOR EXAMPLE, NERVE BECOMES NERVOUS. ALSO, CHANGE A FINAL *Y* IN THE ROOT WORD TO AN *I* BEFORE ADDING ANY SUFFIX EXCEPT *-ING*.

Suffix	Meaning	Examples
-able	able to be	payable, movable, portable
-al	of, like, or suitable for	logical, natural, comical
-an	relating to, belonging to, or living in	American, European, librarian
-ance	the condition or state of being	performance, allowance
-ant	a person or thing that does something	contestant, peasant, servant
-ative	having the nature of or relating to	imaginative, talkative, decorative
-ent	characterized by	different, reverent, independent
-ful	full of	thoughtful, beautiful
-ian	relating to, belonging to, or living in	musician, magician
-ity	quality or degree	activity, fatality, popularity
-ive	have or tend to be	active, attractive, impressive
-less	without or lacking	homeless, thoughtless
-ment	act of	payment, employment, achievement
-ness	state of	happiness, thoughtfulness
-or	person or thing that does something	actor, accelerator
-ous	characterized by	nervous, courageous, famous
-ship	quality of or having the office of	friendship, leadership, companionship
-ward	in the direction of	backward, homeward, westward

# LANGUAGE ARTS *frequently misspelled words*

absence	Christian	either	happiness	ninety	receive	suspicion
absorb	cinnamon	embarrass	hear	notice	receiving	swimming
accept	climbed	enough	height	noticeable	recess	synagogue
accidentally	climbing	entertain	here	nuisance	recognize	temperament
accompany	clothes	envelope	history	obedience	recommend	themselves
accuse	colonel	equipment	hoping	occasion	reference	there
ache	college	equipped	hospital	occur	referring	therefore
achieve	column	escape	humor	occurred	rein	they
acquaintance	commercial	especially	humorous	occurrence	reign	they're
acquire	committee	etc.	hungry	occurring	relative	thief
affect	completely	everybody	identify	often	relief	thoroughly
afraid	concentrate	everywhere	imagine	opinion	religion	thought
against	conscientious	exaggerate	immediate	opportunity	remember	through
aggression	conscious	exceed	immediately	opposite	repetition	tobacco
aggressive	continue	excellence	immensely	original	repellent	together
all right	continuous	excellent	incident	other	reservoir	tomorrow
a lot	convenience	except	independent	pageant	restaurant	tragedy
already	convenient	excitement	Indian	pamphlet	rhyme	tried
always	counterfeit	exciting	innocent	parallel	rhythm	trouble
amateur	countries	existence	instead	parents	ridiculous	truly
ambition	courage	expense	intelligence	parliament	running	two
among	courageous	experiment	intelligent	particular	safety	unique
apology	courteous	experience	interpret	passed	Saturday	until
apparent	cried	familiar	interrupt	peculiar	scent	unusual
appearance	criticism	families	introduce	perform	schedule	usually
appreciate	criticize	fascinate	its	permanent	scissors	vaccinate
arctic	curiosity	fasten	it's	persuade	search	vacuum
argument	debt	fatigue	jealous	phenomenon	secret	vegetable
article	deceive	favorite	knew	piece	secretary	village
associate	decide	fiction	know	pilot	semester	villain
athlete	definite	fictitious	knowledge	plain	sense	weather
attendance	definitely	field	laboratory	plane	separate	Wednesday
attitude	descend	finally	laid	planned	separation	weight
author	describe	first	leisure	pleasant	sergeant	weird
awful	description	forecast	library	poison	shepherd	were
beautiful	desert	foreign	lightning	possess	shining	we're
beauty	dessert	foresee	literature	possession	sincerely	where
because	destroy	forest	lonely	possible	soldier	whether
beginning	develop	foretell	loose	practically	sophomore	which
believe	dictionary	formerly	lying	prairie	spaghetti	whole
benefit	didn't	forty	magazine	precede	speak	whose
bicycle	difficult	fragile	magnificent	preferred	speech	witch
biscuit	dinner	freight	many	prejudice	sponsor	woman
boundary	dining	friend	marriage	preparation	squirrel	women
Britain	disappear	front	mathematics	principal	stationery	wonderful
brilliance	disappoint	fulfill	meant	principle	stepping	wreck
brilliant	discipline	government	medicine	privilege	stopping	writing
bureau	discussion	governor	millionaire	probably	stories	written
business	disease	grabbed	miniature	profession	strengthen	wrote
captain	dissatisfy	grammar	minute	prophecy	stretch	yolk
career	doctor	grateful	mischievous	psychologist	studies	your
carrying	does	guarantee	model	psychology	studying	you're
cemetery	doesn't	guard	mosquito	pursue	succeed	
certain	dropping	guess	narrative	quantity	successful	
challenge	during	guest	necessary	quiet	suggest	
chief	easier	handsome	neighbor	quite	summarize	
children	easiest	happen	nervous	raspberry	summary	
chocolate	easily	happiest	niece	realize	superintendent	
chosen	effect	happily	nineteen	really	suspense	





# HEALTHY LIVING *hotlines & helplines*

<b>GENERAL CRISIS</b>		
<i>7 Cups of Tea</i>	Online listeners	<a href="http://www.7cups.com">www.7cups.com</a>
<i>Boys Town Hotline</i> (24 hrs.)	800-448-3000	<a href="http://www.boystown.org">www.boystown.org</a>
<i>Crisis Call Center (National Suicide Prevention Lifeline)</i> (24 hrs.)	800-273-8255	<a href="http://www.crisiscallcenter.org">www.crisiscallcenter.org</a>
<i>National Hopeline Network (I'm Alive, Suicide Prevention)</i>	Online chat	<a href="http://www.imalive.org">www.imalive.org</a>
<i>Lifeline Crisis Chat (National Suicide Prevention Lifeline)</i> (24 hrs.)	Online chat	<a href="http://suicidepreventionlifeline.org">suicidepreventionlifeline.org</a>
<i>National Center for Missing and Exploited Children</i> (24 hrs.)	800-843-5678	<a href="http://www.missingkids.com">www.missingkids.com</a>
<i>Teen Line</i>	800-852-8336	<a href="http://www.teenlineonline.org">www.teenlineonline.org</a>
<i>Youth America Hotline   Your Life Counts</i>	877-968-8454	<a href="http://www.yourlifecounts.org">www.yourlifecounts.org</a>
<b>ALCOHOL/SUBSTANCE ABUSE</b>		
<i>Al-Anon/Alateen (For Families and Friends of Problem Drinkers)</i>	888-4AL-ANON	<a href="http://www.al-anon.alateen.org">www.al-anon.alateen.org</a>
<i>Alcoholics Anonymous</i>	212-870-3400	<a href="http://www.aa.org">www.aa.org</a>
<i>American Council on Alcoholism</i>	800-527-5344	<a href="http://www.recoverymonth.gov">www.recoverymonth.gov</a>
<i>Narcotics Anonymous</i>	818-773-9999	<a href="http://www.na.org">www.na.org</a>
<i>National Institute on Alcohol Abuse and Alcoholism</i>	<a href="mailto:niaaaweb-r@exchange.nih.gov">niaaaweb-r@exchange.nih.gov</a>	<a href="http://www.niaaa.nih.gov">www.niaaa.nih.gov</a>
<b>ABUSE/HEALTH INFO</b>		
<i>American Heart Association</i>	800-AHA-USA-1	<a href="http://www.heart.org">www.heart.org</a>
<i>CDC National HIV/AIDS Contact Center</i>	800-CDC-INFO	<a href="http://www.cdc.gov/hiv">www.cdc.gov/hiv</a>
<i>CDC National STD Contact Center</i>	800-CDC-INFO	<a href="http://www.cdc.gov/std">www.cdc.gov/std</a>
<i>National Cancer Institute</i>	800-4-CANCER	<a href="http://www.cancer.gov">www.cancer.gov</a>
<i>Childhelp National Child Abuse Hotline</i> (24 hrs.)	800-4-A-CHILD	<a href="http://www.childhelp.org">www.childhelp.org</a>
<i>National Organization for Rare Disorders</i>	800-999-6673	<a href="http://www.rarediseases.org">www.rarediseases.org</a>
<i>Office on Women's Health</i>	800-994-9662	<a href="http://www.womenshealth.gov">www.womenshealth.gov</a>
<i>American Association of Poison Control Centers</i> (24 hrs.)	800-222-1222	<a href="http://www.aapcc.org">www.aapcc.org</a>
<i>Rape, Abuse and Incest National Network (RAINN)</i> (24 hrs.)	800-656-HOPE	<a href="http://www.rainn.org">www.rainn.org</a>
<i>Youth Violence Prevention</i>	800-CDC-INFO	<a href="http://www.cdc.gov/violenceprevention">www.cdc.gov/violenceprevention</a>
<b>MENTAL HEALTH</b>		
<i>Depression and Bipolar Support Alliance Helpline</i>	800-826-3632	<a href="http://www.dbsalliance.org">www.dbsalliance.org</a>
<i>Mental Health America</i>	800-969-6642	<a href="http://www.mentalhealthamerica.net">www.mentalhealthamerica.net</a>
<i>National Alliance on Mental Illness Information Helpline</i>	800-950-NAMI	<a href="http://www.nami.org">www.nami.org</a>
<i>National Mental Health Consumers' Self-Help Clearinghouse</i>	<a href="mailto:selfhelpclearinghouse@gmail.com">selfhelpclearinghouse@gmail.com</a>	<a href="http://www.mhselfhelp.org">www.mhselfhelp.org</a>
<i>National Eating Disorders Association Helpline</i>	800-931-2237	<a href="http://www.nationaleatingdisorders.org">www.nationaleatingdisorders.org</a>
<i>SAFE Alternatives (Self Abuse Finally Ends)</i>	800-DONT-CUT	<a href="http://www.selfinjury.com">www.selfinjury.com</a>
<b>SEXUAL ORIENTATION/GENDER IDENTITY</b>		
<i>Lesbian, Gay, Bisexual and Transgender National Youth Hotline</i>	800-246-7743	<a href="http://www.glbthotline.org/talkline">www.glbthotline.org/talkline</a>
<i>LYRIC (Center for LGBTQQ Youth)</i>	415-703-6150	<a href="http://www.lyric.org">www.lyric.org</a>
<i>The Trevor Project Lifeline (LGBTQ Ages 13-24)</i> (24 hrs.)	866-488-7386	<a href="http://www.thetrevorproject.org">www.thetrevorproject.org</a>

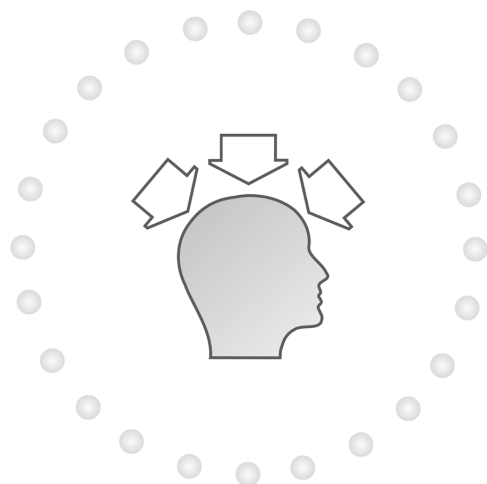
# SUCCESS SKILLS *tips for improving your memory & taking standardized tests*

## TIPS FOR IMPROVING YOUR MEMORY

- {1} Keep notes, lists, and journals to jog your memory.
- {2} Decide what is most important to remember by looking for main ideas.
- {3} Classify information into categories. Some categories may be:
  - a. Time – summer, sun, swimming, hot
  - b. Place – shopping center, stores, restaurants
  - c. Similarities – shoes, sandals, boots
  - d. Differences – mountain, lake
  - e. Wholes to parts – bedroom, bed, pillow
  - f. Scientific groups – Flowers, carnation, rose
- {4} Look for patterns. Try to make a word out of the first letters of a list of things you are trying to remember. You also could make a sentence out of the first letters of the words you need to remember.
- {5} Associate new things you learn with what you already know.
- {6} Use rhythm or make up a rhyme.
- {7} Visualize the information in your mind.
  - a. See the picture clearly and vividly.
  - b. Exaggerate and enlarge things.
  - c. See it in three dimensions.
  - d. Put yourself into the picture.
  - e. Imagine an action taking place.
- {8} Link the information together to give it meaning.
- {9} Use the information whenever you can. Repetition is the key to memory.

## TIPS FOR TAKING STANDARDIZED TESTS

- {1} *Concentrate.* Do not talk or distract others.
- {2} *Listen carefully to the directions.* Ask questions if they are not clear.
- {3} *Pace yourself.* Keep your eye on the time, but do not worry too much about not finishing.
- {4} *Work through all of the questions in order.* If you do not think you know an answer to a problem, skip it and come back to it when you have finished the test.
- {5} *Read all of the possible answers* for each question before choosing an answer.
- {6} *Eliminate any answers that are clearly wrong,* and choose from the others. Words like *always* and *never* often signal that an answer is false.
- {7} *If questions are based on a reading passage,* read the questions first and then the passage. Then go back and try to answer the questions. Scan through the passage one last time to make sure the answers are correct.
- {8} *When you finish the test, go back through and check your answers for careless mistakes.* Change answers only if you are sure they are wrong or you have a very strong feeling they are wrong.
- {9} *Do not be afraid to guess at a question.* If you have a hunch you know the answer, you probably do!
- {10} *Use all of the time allotted* to check and recheck your test.



# SUCCESS SKILLS *listening & homework skills*

## LISTENING SKILLS

Listening (unlike hearing, which is a physical process that does not require thinking) gives meaning to the sounds you hear. It helps you understand. Listening is an active process that requires concentration and practice. In learning, the teacher's responsibility is to present information; the student's responsibility is to be "available" for learning. Not listening means you will be unable to learn the material.

**To help develop listening skills:**

- *Approach the classroom ready to learn;* leave personal problems outside the classroom. Try to avoid distractions.
- *Even if you do not sit close to the teacher,* focus your attention directly on them.
- *Pay attention to the teacher's style* and how the lecture is organized.
- *Participate;* ask for clarification when you do not understand.
- *Take notes.*
- *Listen* for key words, names, events, and dates.
- *Don't make hasty judgments;* separate fact from opinion.
- *Connect what you hear* with what you already know.



## HOMEWORK SKILLS

- *Keep track of your daily assignments* in this datebook so you will always know what you have to do.
- *Homework is an essential part of learning.* Even though you may not have written work to do, you can always review or reread assignments. The more you review information, the easier it is to remember and the longer you are able to retain it. Not doing your homework because you do not believe in homework is self-defeating behavior.
- *It is your responsibility to find out what you have missed when you are absent.* Take the initiative to ask a classmate or teacher what you need to make up. You also need to know when it must be turned in. If you are absent for several days, make arrangements to receive assignments while you are out.
- *Have a place to study that works for you* – one that is free from distractions. Be honest with yourself about using the TV or listening to music during study time. Make sure you have everything you need before you begin to work.
- *Develop a schedule that you can follow.* Be rested when you study. It is okay to study in short blocks of time. Marathon study sessions may be self-defeating.
- *Prioritize your homework* so that you begin with the most important assignment first: study for a test, then do the daily assignment, etc.
- *Study for 30-40 minutes at a time,* then take a 5-10 minute break. Estimate the amount of time it will take to do an assignment and plan your break time accordingly.

## SUCCESS SKILLS *about cheating*

WINNERS NEVER CHEAT.  
CHEATERS NEVER WIN.

SOME PEOPLE RATIONALIZE THE REASONS WHY THEY CHEAT: "THE TEACHER DIDN'T GIVE US ENOUGH TIME," "MY COMPUTER CRASHED AND I LOST MY PAPER," "IT WAS ONLY A LITTLE HOMEWORK," "IT WASN'T LIKE IT WAS A TEST OR ANYTHING IMPORTANT!"

But the bottom line is,

**nobody wins when they cheat.**

What happens when you actually need to know the answer?  
Don't be fooled, someday it will come back to haunt you.

### **Cheaters:**

MISS OUT ON LEARNING THE MATERIAL AND EVENTUALLY FIND THEMSELVES IN OVER THEIR HEADS.

UNDOUBTEDLY FEEL BADLY ABOUT CHEATING, WHETHER THEY WANT TO ADMIT IT OR NOT.

HAVE TO TRY TO KEEP TRACK OF THEIR LIES, WHICH IS IMPOSSIBLE AND A WASTE OF PRECIOUS TIME AND ENERGY.

ARE USUALLY CAUGHT. WEB-BASED ANTI-PLAGIARISM SERVICES AND CHEAT-PROOF SOFTWARE MAKE IT EASY FOR TEACHERS TO ROOT OUT CHEATERS. YOU CAN'T CHEAT FOR LONG WITHOUT SOMEONE EVENTUALLY UNMASKING YOU.



## Banish Bullies

Look around you. How many times a day do you witness someone

being a bully? Bullies are those bad apples who intentionally and repetitively abuse other people who are less powerful than they are.

The bad news is this: Bullies have a toxic effect on themselves and everyone around them, whether you happen to be the direct victim of their nastiness or not.

Even innocent bystanders are negatively affected. And, if you stand silently by, you're showing your approval, even if you don't approve.

There is no surefire way to banish bullies, but there are some things you can do. For starters:

Don't be a bully. If you feel angry and out of control, stop, breathe deeply, and relax. Don't take it out on someone else.

Work with student leaders and school officials to create safe, anonymous ways to report threats, drug use, weapons possession, etc. Remember, there's a fundamental difference between being a snitch and courageously taking a stand against aggressive and potentially dangerous behaviors.

### Let 'em know.

Bullies pick on people they think are different. Let your friends and fellow students know you won't stand by while someone is teased or taunted for being a different size, sex, race, or religion.

As you go through your daily activities, in and out of school, stay aware of your personal safety. Don't be paranoid; just be aware. Awareness is the best strategy for avoiding or contending with situations in which you're at risk.

Be  
**SMART**  
Stay  
**SAFE**

To reduce your chances of physical harm:

**Stick with the group.** Whenever possible, avoid being alone.

**Walk away.** If you see a bully or someone who looks suspicious, take another route.

**Exude confidence.** You're less likely to be targeted by attackers if you appear poised and unafraid.

**Follow your hunches.** If a situation feels creepy, get out of it.

**Keep your eyes open.** When you're out in public, stay aware of the people around you. Also, key in on what they are doing and why that makes you feel uncomfortable.

**Be in the know.** The better you size up a person and a situation, the safer you'll be.

It's not just  
**BIG**  
vs.  
**small**

Bullying involves intentional, repeated hurtful acts, words, or other behavior.

Bullies think they're stronger and better than others, and they use bullying to intimidate them.

Bullying can be:

#### Physical

Punching, poking, hair-pulling, beating, biting.

#### Verbal

Name-calling, teasing, gossip.

#### Emotional

Rejecting, humiliating, ostracizing, berating personal characteristics such as perceived sexual orientation.

#### Sexual

Harassment and actual abuse.

Sources: USA Today, Centers for Disease Control