

School City of Hobart Code of Conduct

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

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

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

1. 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).

Academic dishonesty will be dealt with at two different disciplinary levels and is based on the severity of the act. The teacher will handle Level One violations. Students caught cheating will receive a zero (0) on the assignment. Students found in violation of a Level One offense will be ineligible for National Honor Society for their next eligible year.

Examples of a Level One violation:

- 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

The administration will handle Level Two violations. Students found in violation of a Level Two offense will receive a zero (0) on the test, quiz or written assignment and may be subject to additional discipline. Students found in violation of a Level Two offense will be ineligible for National Honor society for their next two eligible years.

Examples of a Level Two Violation:

- e. A second Level One violation
- f. Taking papers from the Internet, other publications, other individuals.
- g. 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, regardless of the level. 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. A meeting between all concerned parties will be held within 5 work days after receipt of a complaint. Any findings based on this meeting will be reduced to writing. At the close of the investigation, a written decision, including any disciplinary action, will be made by the Superintendent.

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

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

Sexual Harassment

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

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

Other Protected Forms of Harassment

A. Verbal

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

B. Nonverbal

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

C. Physical Contact

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

Any student who believes that s/he is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the Corporation, or third parties should make contact with one of two or three staff members selected by each building principal with whom the students would most likely be comfortable in discussing a matter of this kind.

The student may make contact either by a written report, by telephone, or personal visit. During this contact, the reporting student should provide the name of the person(s) whom s/he believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each such report is to be prepared promptly on Form 5517 F1 and a copy forwarded to the building principal.

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

The purpose of this provision is to:

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

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

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 class-room 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.

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 items that are considered illegal or any items that could interfere with the educational process is prohibited. Possession and/or use of any item that could be considered an explosive (gun/flash powder, caps, ammunition, smoke bomb, firecracker, stink bomb, bottle rocket, or any type of fireworks, legal or illegal); weapons (such as knives or blades of any sort, guns, noxious sprays or vials, brass knuckles or look-alike items that may be used to threaten or intimidate others), may result in suspension and/or expulsion and referral to law enforcement. Use or possession of "electronic cigarette" is not allowed on school property and will result in discipline and confiscation of the item.

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.

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. 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.

33. 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.

34. 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.

35. 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.

36. 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.

37. TRESSPASSING

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.

38. 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.

39. 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.

40. 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.

41. VERBAL CONFRONTATIONS/EXCHANGES

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

42. 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.