



School City of Hobart

Transportation HANDBOOK

2021-2022

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.

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**Please note: Referenced BP/AG/FM numbers follow Board Policy Administrative Guideline or Form. These items can be referenced by visiting www.neola.com/hobart-in.*

SECTION 1

TRANSPORTATION POLICY

It is the policy of the School City of Hobart to provide a safe, courteous, consistent and efficient transportation service over authorized routes for eligible pupils.

In organizing the operation of the transportation system, all applicable statutes, rules, and regulations of the state of Indiana, or its agency, shall be strictly adhered to and all recommendations and suggestions shall be carefully considered.

The primary purpose of the transportation system is to provide transportation for those eligible pupils from the vicinity of their homes to the school they attend. Careful considerations shall also be given to efficiency and economy of the operation. Use of transportation equipment for field trips, co-curricular activities, and other authorized educational, cultural and recreational activities is permitted when it does not conflict with the primary purpose for transportation.

School bus transportation shall be considered a privilege to be used by a student only as long as the student accepts the responsibility for his/her conduct, carefully follows all established rules and regulations, and complies with the directions and requests of the driver. Most school bus riders will find it necessary to walk some distance to the designated bus stop.

The general supervision of the organization and operation of the school transportation system shall be the responsibility of the superintendent of schools and may be delegated to appropriate administrative and supervisory personnel.

SECTION 2

DRUG TESTING POLICY

It is the purpose of this policy to encourage an enlightened viewpoint toward alcoholism and other drug dependencies as behavioral/medical problems which can be treated. At the same time, the Board of School Trustees of the School City of Hobart is concerned about the adverse effects of alcohol or other drug use on employee performance, health and safety. Drivers are expected and required to be in a suitable mental and physical condition while at work, performing their jobs satisfactorily and behaving appropriately. When the use of alcohol and other drugs interferes with such expectations, a driver's failure to meet these basic expectations will result in disciplinary action up to and including termination.

This policy applies to all School City of Hobart drivers and prospective drivers who are required to hold a commercial driver license (CDL) to perform their job functions. The use, possession, sale, purchase or transfer of unauthorized or illegal drugs or substances, or the abuse of legal drugs on school property, while on school business, or while operating school

vehicles and equipment is prohibited. Drinking alcoholic beverages during working hours, 4 hours before reporting to work, or having any measurable amount of alcohol in his/her system during working hours is prohibited, whether on or off school property. Working hours include all breaks. Off-duty use of drugs and alcohol is prohibited to the extent it affects a driver's attendance or performance and his/her ability to pass required DOT alcohol and controlled substance tests. Any violation of this policy is grounds for termination as a driver for the School Corporation and possible legal prosecution.

Since physician directed use of drugs can affect behavior and performance, drivers are encouraged to advise their supervisor whenever they are taking drugs for medical reasons. When such use of drugs adversely affects job performance or safety, it is in the best interest of the driver, co-workers, and the school corporation that the driver take sick days, or, if necessary, unpaid leave, within the school corporation's leave policy.

The School City of Hobart reserves the right to terminate any driver who violates the school drug and alcohol policy for CDL drivers. Employees who are convicted for alcohol or drug-related charges may be subject to school corporation disciplinary action, up to and including termination. The school corporation may offer the driver (at the driver's expense) the opportunity to receive appropriate treatment.

Any information concerning a driver's drug or alcohol abuse will be available only to members of the Board of School Trustees and administrators whom the superintendent believes should be aware of this information. Unless otherwise required by law, this information will not be disclosed by the school corporation to any other employer, organization, or individual without the driver's written consent.

SECTION 3

OBJECTIVES OF THE TRANSPORTATION PROGRAM

1. To provide student transportation services in the safest possible manner shall be the highest priority of the school corporation, as well as other departments or individuals engaged in such transportation.
2. To provide student transportation in the most cost effective means commensurate with the level of service required to meet the educational needs of the students.
3. To operate buses at maximum occupancy with due regard to student, driver, public safety and minimal student riding time.
4. To provide the highest level of vehicle maintenance and ensure each vehicle meets road ability specifications as defined by the Board of School Trustees, Indiana Department of Education and the Indiana State Police.
5. To comply with all standards established by the Board of School Trustees, federal, state and local agencies

SECTION 4

RIDERSHIP ELIGIBILITY

REGULAR EDUCATION

The School City of Hobart has authorized middle school and high school students living more than one mile from the school they attend as being eligible for school transportation services.

All elementary students living more than one-half mile from the school they attend shall be eligible for school transportation services.

Each eligible pupil will be assigned to use a specific bus and bus stop, and s/he shall not be permitted to use any other without authorized permission. Under special circumstances a student may be allowed to ride a different bus if sufficient space is available and if the driver is provided a permission slip signed by both the building principal and parent or guardian.

The School City of Hobart does not authorize transportation for students whose parents/guardians wish them to attend a school outside their attendance area.

It is the transportation department's intent to provide reasonable notice to students who receive bus transportation, but who will no longer be eligible due to, but not limited to, the addition of sidewalks, public walkways or crossing guards.

The measurement of the mileage to decide eligibility for transportation shall be the responsibility of the Director of Transportation. Parents/guardians will accept the Director's measurement as conclusive evidence of eligibility for transportation, except that any person who feels himself aggrieved by this measurement may, at his own personal expense, make a more precise measurement and may present this measurement to the Director of Transportation, along with an application for approval of transportation service for children living in his/her home who reside within the boundaries of the School City of Hobart.

SECTION 5

SERVICE LIMITATIONS

Bus routes will not be extended or stops scheduled unless an eligible pupil would otherwise be required to walk in excess of one-half mile to an elementary school or school bus stop, or in excess of one mile to a secondary school or secondary school bus stop. Exceptions will be granted in situations where traffic risks to student pedestrians are extraordinary. The determination of bus service in these situations is the responsibility of the superintendent of schools, or a designee, and is subject to the appeal procedures described in this document.

No buses shall enter cul-de-sacs or dead end streets, and they shall not complete a T-turn. Backing up is strongly discouraged. Backing up should be used as a last resort when there is no other safe way to move the bus. You must use your radio to call BASE if you think you need to back up. BASE will give you further instructions and send someone to help you if needed.

No buses shall enter private roads unless required by an IEP for special education students, and only if the school district is held harmless for driveway damage, or if it is deemed the lowest traffic risk location for the bus stop. A letter of release from the property owner is required to relieve the school corporation from any future road repair liability prior to the initiation of bus service.

SECTION 6

TRANSPORTING NON-PUBLIC SCHOOL STUDENTS

A resident pupil enrolled in an in-district non-public school shall be provided transportation in accordance with Indiana School Code IC 20-9.1-7-1. Transportation services will be provided to non-public school pupils only on days the public school operates its bus fleet.

SECTION 7

STUDENT DISCIPLINE - REGULAR EDUCATION

The superintendent of schools or his/her designee shall develop rules and regulations for student conduct necessary for the safe and efficient operation of the transportation system. Such rules and regulations shall be reviewed and published annually with a copy provided to the parent/guardian of all eligible riders.

The safety and conduct of students, while going to and from school or a bus stop, is the primary responsibility of the parent/guardian. Routine student discipline problems on school buses are to be handled by the driver. Drivers shall require passengers to comply with all rules and regulations. Drivers are expected to assign seats, should encourage and reward good behavior, and use other generally accepted means of maintaining and developing positive relationships.

Incidence of significant misconduct shall be reported by the driver in writing to the Director of Transportation or Administrative Assistant, who will notify the building principal and/or his or her designee. One of the following actions may be taken (within three working days): 1) issuance of a disciplinary notice with copies to the parent/guardian, 2) discussion between the principal or designee and driver with a recommended corrective action to be taken on the bus, or 3) if circumstances warrant, due to failure of repeated warnings to improve behavior or gross misconduct on the bus, the student may be denied the privilege of riding the bus by the principal or designee. The parents/guardians will be notified when such privilege has been denied.

In emergency cases of serious misbehavior which demands immediate action, the school principal may remove the student from the bus until regular disciplinary procedures are instituted.

Under no circumstances will a student be removed from the bus except at the school or regularly assigned stop.

The principal shall inform the Director of Transportation or Administrative Assistant when action has been taken on the referral by recording the action in the student information system.

SECTION 8

SELECTION OF STOPS

The Director of Transportation shall establish bus routes and stops which provide for safe transportation and reasonable riding time and distances with the help of the Router.

Bus stop locations shall not be changed by a driver or by the request of parents/guardians without first completing the appeal process.

SECTION 9

BUS STOP APPEAL PROCEDURE

A written or verbal appeal contesting a student bus stop location shall be submitted to the Director of Transportation stating specific risk conditions and a clear statement of the requested change.

An appeal decision shall be made considering the following factors:

1. The requested change must be consistent with corporation modifications for similar circumstances.
2. Consideration has been given to the effect of implementing a similar change in other areas of the school corporation having the same conditions.
3. The condition constitutes a hazard involving special circumstances and a comparison has been made with similar conditions normally considered to be within the scope of the responsibility assumed by parent/guardian elsewhere in the school corporation.

After a review has been complete, a written or verbal response shall be provided within fourteen days of receiving the request. Should the requesting party appeal a decision for reconsideration, the superintendent shall make the final administrative decision.

SECTION 10

MAINTENANCE AND INSPECTION OF BUSES

All buses and pupil transportation vehicles owned by the school corporation shall be maintained by the transportation department and/or designated service provider.

All school corporation vehicles shall be inspected daily by the driver/substitute driver assigned to the vehicle, and a maintenance program designed to inspect the vehicles by a school district mechanic on a routine schedule to ensure maximum safety and a minimum of road failures and general deficits shall be implemented.

Transportation vehicles shall be maintained at a level of Indiana State Police inspection of readiness, with the objective of achieving a 100% compliance with state standards at all times.

Bus drivers needed to cover the annual inspection will be selected according to seniority and availability.

Drivers and aides can volunteer to be a part of the Summer Bus Cleaning and Disinfecting Team. The hourly rate for cleaning buses is the amount equivalent to a regular driver, regardless of your regular wage or position. (See Section 26 for details!)

SECTION 11

RULES OF WORK FOR ALL EMPLOYEES

It is the School City of Hobart's policy to be as fair as possible in relations with employees; however, reasonable regulations are necessary for an orderly and efficient operation of the educational facilities. An orderly and efficient operation is the only kind that can ensure the proper environment in which to conduct the educational programs.

The intention of this document is to inform and clarify the rules of work that govern the employees of the School City of Hobart. These rules have been formulated and revised to guide employees in ways to develop positive attitudes and work habits and to make our schools the best they can be.

It is the responsibility of each employee to know these rules of work and to be aware of Board policies relating to employees. These documents provide the framework for a positive relationship between employees and the Board.

The following rules constitute major offenses for which no warning notice need be given prior to discharge:

Section 1. Major Offenses

Major offenses are any willful or deliberate violations of the Rules of Work of such degree that continued employment of the individual is not desirable.

- a. Immoral or unlawful conduct constituting an interference with school purposes or operations;
- b. Harassment or sexual harassment of any co-worker, student or patron; using abusive or profane language in communications with patrons, student, co-workers or supervisors;
- c. Theft or unauthorized use of school property or property belonging to any student, patron or co-worker;
- d. Falsification of any application form, or any school document including any payroll or benefit document, school report, or mandated state or federal report form;
- e. Committing, or causing another to commit on your behalf, battery; threatening to injure; or acting in such a manner that could reasonably be expected to cause injury to another individual;
- f. Refusal to perform, follow, or carry out orders, instructions, and/or assignments given by or authorized by a supervisor or administrator;
- g. The use, sale, possession or being under the influence of any alcoholic beverage, drug, or controlled substance while in the scope of employment;
- h. Possession of firearms, explosives, weapons, or hunting or assault knives during the scope of employment;
- i. Sleeping on the job;
- j. Leaving work without permission;
- k. Damaging School City of Hobart property by willful negligence, improper use of equipment, or failing to follow proper work procedure;
- l. Conduct endangering the safety of the employee or others;
- m. Violation of any state or federal criminal statute which constitutes an interference with school purposes or a danger or threat to the school community;
- n. Commission of a felony or misdemeanor relating to the scope of work or causing a threat to the school community which results in incarceration.

Section 2. Violations of other rules and regulations

The school corporation shall publish from time to time other rules relating to performance and attendance. Employees are expected to follow these rules and regulations. With respect to these other rules of work, it is the philosophy of the School City of Hobart that disciplinary procedures for violation of these rules should be progressive. These steps, outlined below, will be utilized in enforcement of these other regulations:

- a. Verbal statements concerning an unsatisfactory situation inclusive of any suggestions for improvement within a given time period;

- b. Written statement of notice of a rule violation with suggestions for improvement within a set time frame;
- c. Meeting with the supervisor and/or administrator to discuss lack of improvement;
- d. Suspension without pay for a determined period of time;
- e. Termination of employment.

It is the responsibility of the employees to make these changes in performance to develop good work habits or to comply with the rules of work. In the event that the employee does not remedy the deficiencies in performance, termination from employment will result.

Section 3. Attendance Regulations

Employees are expected to have good attendance habits in employment with the school corporation. The following are examples of attendance related violations that will subject the employee to discipline by the school administration:

- a. Repeated tardiness;
- b. Returning late from lunch or breaks;
- c. Leaving work or assignments early;
- d. Failure to report for a call back or overtime;
- e. Excessive absences;
- f. Absence with use of a "dock day";
- g. Failure to report absence.

The use of deception or fraud in absence-related matters will result in termination from employment.

The School City of Hobart has implemented an automated service, called FRONTLINE (formerly AESOP) that will be used to record absences. When you must be absent, you must report the absence to FRONTLINE (formerly AESOP) on the evening before your absence or no later than 5:00 am on the morning of your absence. The system can be utilized online by visiting www.aesopeducation.com, or by calling 1-800-94-AESOP (1-800-942-3767). *When entering an absence, please wait until you receive a confirmation number before you terminate the phone call.* If you lose your ID/PIN Number, or need further assistance, please contact Yvette Sutherland, Substitute Coordinator at 945-0250.

You must text or call the Director of Transportation in addition to using FRONTLINE (formerly AESOP) so that a substitute can be assigned.

Emergency call-offs shall be made as soon as possible to the Director of Transportation.

Drivers and aides will receive an attendance bonus in June. Your bonus will be based on your attendance throughout the school year. (See Section 26 for details!)

Section 4. Injury on the Job

It is expected that employees will exercise due care in attempting to avoid injury in the work place or to act in such a manner that will avoid injury to other employees, students, or patrons. In the event that an employee is injured on the job, the immediate supervisors or administrators should be notified as soon as possible. After the administration of necessary first aid, the employee should obtain an injury referral form to be taken to the school corporation physician for treatment or processing. This form should be completed at the earliest opportunity. For serious injury, a supervisor or co-worker may be required to complete this form and to arrange for treatment. For serious or life-threatening injury, emergency medical personnel should be notified immediately.

Section 5. Employee Appearance

As representatives of the School City of Hobart, employees are expected to exhibit an acceptable level of appearance. Employees are expected to wear clothing appropriate to their work assignment: e.g., - standards of decency, cleanliness, good judgment and safety. Employees are expected to be neatly groomed and to be clean. Appropriate footwear is required, shoes must be closed toe, and secured to the foot (no slip ons, heels, platforms, **flip flops** or boots with heels). Some employees may be required to wear a certain type of clothing for safety reasons.

Section 6. Chain of Command

Each department will have a chain of command chart to show the supervisor to whom they are to report. (See Section 12 for details!)

Section 7. Cell Phone Use

Cell phone (**including blue tooth**) use is prohibited on the school bus unless it is a Corporate or work-related emergency. All cell phones are to be turned off **while performing daily duties**. **If use of cell phone is necessary (during layovers) driver/aide must exit bus. This includes texting.**

Beginning July 1, 2020 it will be illegal for anyone to hold or use telecommunications device while operating a motor vehicle, with certain specific exceptions. Texting while driving has been illegal for a number of years in Indiana; additionally federal regulations have disallowed a school bus driver, as a commercial motor vehicle driver, to use a handheld telecommunications device (except for a two way radio or similar communications device). HEA 1070 now makes it illegal for anyone to hold, or use, a telecommunications device in Indiana while operating a motor vehicle. The exceptions to this law are:

- A telecommunications device may be used in conjunction with hands free or voice operated technology.

- A telecommunications device may be used or held to call 911 to report a bona fide emergency.

For further clarification a telecommunications device is defined as:

- IC 9-13-2-177.3 Telecommunications device Sec. 177.3. (a) "Telecommunications device", for purposes of IC 9-21-8, IC 9-25-4-7, IC 9-24-11-3.3 (before its repeal), and IC 9-24-11-3.7, means an electronic or digital telecommunications device. The term includes a:
 - (1) wireless telephone;
 - (2) personal digital assistant;
 - (3) pager; or
 - (4) text messaging device.
- (b) The term does not include: (1) amateur radio equipment that is being operated by a person licensed as an amateur radio operator by the Federal Communications Commission under 47 CFR Part 97; or (2) a communications system installed in a commercial motor vehicle weighing more than ten thousand (10,000) pounds.

Section 8. Employee Proficiency

All employees are expected to be able to do the work assigned to them in their job classification. Any request for transfer or promotion may be conditioned upon the proof of ability to do the work in that classification - e.g., previous employee evaluations, job performance documentation, written tests, hands-on test, work assignment test, or probationary period in the classification. From time to time, the corporation may arrange for training sessions for employees.

SECTION 12

TRANSPORTATION PERSONNEL

CHAIN OF COMMAND

NON-STUDENT RELATED CIRCUMSTANCES

Superintendent
 Director of Transportation
 Head Bus Mechanic
 Bus Drivers

STUDENT RELATED CIRCUMSTANCES

Superintendent
 Director of Transportation
 Building Principal or Assistant Principal
 Bus Driver

*Employees attempting to solve problems, resolve issues, seek information, obtain instructions, etc. should work through the Chain of Command.

*Supervisory personnel will work through the Chain of Command when they are attempting to solve problems, resolve issues, seek information, issue instructions, etc.

*****PLEASE NOTE*****

The following rules and procedures are not to be considered as replacement or modification of existing Board of School Trustees' Policy, local, state or federal statutes relating to transportation. Neither are the specifics to substitute for sound judgement nor to speak on every conceivable human act relating to the transportation of the School City of Hobart students. Rather, the statements contained herein are to help inform concerned parties and give them instruction and rules to govern some modes of behavior.

Section 13

INFORMATION RULES

1. Each school bus driver has an obligation to the School City of Hobart.
2. Each driver shall faithfully and conscientiously abide by the policies and rules of the Board of School Trustees of the School City of Hobart and other local, state and federal regulations.

Section 14

LICENSING AND TRAINING REQUIREMENTS

1. Each school bus driver employed shall meet the requirements listed in IC 20-9.1-3-1 through IC 20-9. 1-3-11.5
2. Among the requirements for employment as a bus driver for the School City of Hobart are:
 - a. Possession of a valid Indiana commercial driver license (CDL)
 - b. Attendance at the annual state school bus driver's safety education meeting
 - c. Completion of ASM and SafeSchools videos and quizzes
 - d. A certificate of completion of pre-service training program
 - e. A signature on the annual Reasonable Assurance Letter

Evidence of completing the above requirements is to be furnished to the School City of Hobart and are to be kept on file.

Section 15

PERSONNEL CHARACTERISTICS AND FILE

1. All potential transportation personnel are carefully screened and as such, having been selected to drive a school bus is complimentary to the driver. Such professional and businesslike characteristics are listed below for being desirable and sought:
 - a. Individual maturity
 - b. Sound physical and mental health
 - c. Sufficient strength of character to exert proper pupil control
 - d. The ability to remain calm under stress
 - e. An established safe driving record

Any deviation or variance from this professional manner such as foul language, discourteous driving, or any other conduct deemed unbecoming of a school bus driver will result in disciplinary action.

2. The office of support services has established a personnel file for each member of the transportation department, the contents of which are available for inspection according to state and federal statutes.
3. It is a practice of the School City of Hobart to commend individuals for significant services performed.
4. The School City does not allow smoking on school buses. Drivers **ARE NOT** permitted to smoke on school corporation property. All employees will follow Board of School Trustees Policy regarding tobacco use.
5. The discipline of a transportation employee is to be progressive in nature, that is, a step by step procedure that begins with a simple discussion regarding violations, a more formal discussion with a formal written statement inserted in the personnel file, suspension of employment, and eventually termination of employment.

If the violation is of serious nature, dismissal could be immediate. Such instances would include: insubordination, reporting to work or operating a bus under the influence of drugs or alcohol, reckless operation of a corporation vehicle, extreme inappropriate behavior toward children on the bus or fellow employees, frequent accidents, excessive absenteeism, excessive tardiness, etc.

Section 16

MEMOS/MAILBOXES

From time to time it may become necessary for the office of support services to issue a memo to corporation employees. Therefore, each employee is responsible for checking his/her mailbox on a daily basis before the morning and afternoon routes for memos or other correspondence. If the memo contains a specific set of instructions or if the memo is establishing a rule of work, such memos are to be considered a part of the body of our rules of work.

Section 17

FIELD TRIPS AND SHUTTLES

1. School City of Hobart bus drivers are responsible for ensuring that all extra curricular, co-curricular, mid-day routes, shuttles and activities are covered.
2. While on a field trip, the driver is to remain with the group or to remain with the bus and in communication with the trip sponsor in case of an emergency. Any exception to this rule must be pre-approved by the Director of Transportation.
3. Extra trips and shuttles will be assigned as follows:
 - a. Drivers will be required to take a minimum of four (4) evening or weekend co-curricular or extra-curricular trips per school year. One co-curricular or extra-curricular trip will be required per quarter (quarter consists of nine weeks).
 - b. Field trips hours will be counted from the first day of school until the last day of school. Summer trip hours will not be counted.
 - c. Drivers cannot sign up for a trip that conflicts with their regular route. The Director of Transportation may make such an assignment in special circumstances.
 - d. At the beginning of each quarter, trips will be assigned on a seniority basis. School City of Hobart reserves the right to assign extra curricular and co-curricular trips. If a trip is offered and a bus driver cannot be secured, the trip will be assigned on a rotating list starting with the least senior driver.
 - e. Once each driver has accumulated trip hours, the trips will be offered to the driver with the least amount of trip hours. In the event that a trip has not been filled, it will be assigned to the driver with the least amount of trip hours. If any drivers have equal trip hours, it will then be assigned by seniority. After school is dismissed for the summer, trips will be assigned by seniority on a rotating basis.
 - f. If the driver or matron is off on a sick, personal, bereavement or jury duty day, they will not be charged with trip hours.
 - g. Trips will be assigned by Wednesday of each week for trip assignments of the following week. The posting will be removed by 9:00 a.m. each Wednesday. Drivers cannot sign for a trip after the posting is removed.
 - h. When only one driver signs for a trip and then cannot drive, the trip will be re-posted if time permits. Otherwise, we will use the list of drivers who already bidded on a trip that day and did not receive one.
 - i. In the event a driver cannot drive on an assigned field trip, the driver is responsible for contacting the Director of Transportation or designated person.
 - j. An alternate bus may be assigned to a driver for an extra trip in place of the bus s/he normally drives. Drivers will be expected to return the bus in clean condition.
 - k. Select trips at the end of the school year will be designated as AWARD TRIPS. These trips will be awarded to the drivers with the most seniority who want the trips. These trips will be assigned to drivers who want the trips by rotating through them in seniority order.

- I. If you are awarded more trips than you want at any time during the year, please let the Administrative Assistant or the Director of Transportation know, and we will get someone else to cover the trips. (You will not be penalized with the hours if you decline some of these trips.)
4. A matron should accompany field trips requiring a lift bus. The procedures listed above shall be used to fill these positions. If no matron volunteers for a trip, matrons may be assigned as selected by starting with the least senior matron.
5. All drivers shall receive two (2) hours of show-up pay for scheduled trips that are canceled or changed to an activity bus at the last minute. This does not apply to cancelations due to weather.

Section 18

TIME SCHEDULE

1. Each driver shall report to the bus compound **fifteen minutes prior to leave time. (This time will be added as part of your guaranteed hours each day.)** The driver is responsible to properly warm the engine of his/her bus, make a daily pre-trip inspection of the vehicle, and arrive at the first pick-up at the prescribed time. Weather conditions or other special circumstances may cause earlier reporting.
2. Drivers are to follow the proper school time schedule to which they are assigned. Communications should be maintained between the building administrator and the bus driver as to pick-up and departure time.
3. In the event the weather conditions appear that an early school dismissal may be possible, each driver shall be available by telephone and/or text should communication go out for early dismissal. If the driver is not going to be home, the driver shall call the support services office and inform them as to their whereabouts.
4. During periods of stand-by time, drivers must remain within radio contact with bus garage or Service Center.

Section 19

DRIVER'S RESPONSIBILITY FOR CARE OF VEHICLE

1. Each driver shall be responsible for the proper care of the vehicle and will report immediately to the bus maintenance personnel any malfunctions or other vehicular problems.
2. Each driver shall operate the vehicle in a legal and safe fashion including adherence to all laws and regulations, considering weather, road and vehicle conditions.
3. Each driver shall make a daily pre-trip inspection of the bus. This shall include required safety equipment, all electrical systems (lights, horn, flashers, etc.) all braking systems, proper alignment of mirrors, all interior seats for proper anchoring, the proper opening and closing of safety exits, and any other areas important to safe transportation. Daily pre-trip inspection forms will be collected by the head bus mechanic.

4. Each matron shall make a daily pre-trip inspection of the bus. This shall include lift, wheelchair tie downs, seat belts, safety vests, car seats and any other equipment important to safe transportation. Daily pre-trip inspection forms will be collected by the head bus mechanic.
5. Each driver is responsible to keep the bus fueled.
6. Each driver shall sweep their bus, clean any messes, and empty the garbage at the end of their routes each day.
7. Each driver must have bus registration, insurance card, state inspection forms, and current route sheets available in a safe place on the bus at all times. A duplicate copy of the route sheets should be kept in each driver's mailbox as well.
8. It will be the policy of the School City of Hobart that drivers are not allowed to drive the school bus with the door in the open position at any time.
9. During periods of stand-by time, which may occur on your daily route, the driver must remain on corporation property or on the bus. The bus should never be used for personal transportation or any other transportation outside the scope of the regular route.
10. Employees may be required to attend in-service meetings. The annual summer safety meeting will be considered a mandatory in-service meeting as well as parts of the staff days prior to the first day of school for students. Employees will be compensated their regular hourly rate.

Section 20

BUS ASSIGNMENTS

1. Buses will be assigned on a permanent basis. However, drivers we assign to out-of-town trips may anticipate an alternate bus being assigned for that time. Drivers are responsible for the daily cleaning of their bus and any bus they use for a trip. New buses with lifts will go to the same driver of the route. New buses without lifts will be redistributed on age of bus, seniority, and drivers desire to switch buses.
2. Each driver, upon completion of the scheduled run, is to return their vehicle to the bus barn and return keys to the designated area. Drivers wishing to take buses home between routes because of special circumstances must obtain permission from the Director of Transportation before such action.

Section 21

ROUTE ASSIGNMENTS

1. Each driver shall follow the prescribed schedule of stops. If, in the judgment of the driver, conditions dictate a variation on the schedule, the support services office is to be notified immediately. Any permanent route change is to be discussed with the Director of Transportation **FIRST** and decided after considering driver ideas. Then, the driver submits a form to the Router so that route sheets can be updated. The driver is responsible for maintaining current and accurate route sheets on the bus at all times.

2. No unauthorized stops are to be made. School buses are not common carriers. Students are to be dismissed at their proper stops.
3. Each driver shall pick-up all students on their route, if visible, even though the student is not present at the bus stop. Treat students' tardiness as a discipline problem but transport on the occasion.
4. In the event they miss the proper stop and the student is still on the bus, the driver is to return that student as near as possible to the original stop before dismissing the student.
5. Mid-day
 - a. In addition to the regular route, a driver is entitled to one (1) mid-day at any one time based on seniority. This does NOT include the mid-days that are part of the daily routes. Mid-days can be combined based on location and availability of the driver at the discretion of the Director of Transportation. You will be paid a minimum of 1 ½ hours for a mid-day as long as it lasts during the year, and it will be a part of your guaranteed hours. (See Section 26 for details!)
 - b. The mid-day routes shall coincide with the calendar of the school corporation the students attend. If your mid-day or route is scheduled to attend when School City of Hobart is not in session, you must drive or make prior arrangements through the Director of Transportation.
6. If a route becomes vacant, it will be open for bid. Drivers will be notified of the opening, and they can bid on the route. The route will be awarded based on seniority. If the route primarily transports students receiving special education services, drivers will write a letter of interest to the Director of Transportation to bid on that route. The letter, experience, and seniority will be used by the Director of Transportation to award the route to the appropriate driver s/he sees fit.

Section 22

RAILROAD CROSSINGS

1. Each driver shall follow these regulations regarding railroad crossings:
 - a. Buses are to stop at all railroad crossing regardless of whether or not there are students present on the bus. Often, observing patrons do not realize that buses crossing railroad tracks without stopping are, in fact, empty. While stopped a safe distance from the tracks, the driver will open both the door and the driver's window to check for oncoming trains.
 - b. Bus drivers are not to cross tracks where the gates are down, or in absence of gates, when lights are flashing and bells ringing.
 - c. In the event the gates and lights are apparently malfunctioning or the train is stopped on the track somewhere, the driver may radio in to support services office to ask police to dispatch an officer.
If a bus having two-way communication sees that other buses are in such a dilemma, the driver shall notify the support services office.

- d. **DANGER:**
 1. Due to the configuration of the railroad crossing at Wisconsin Street and Third Street, all north bound buses using this intersection will wait for changes at the traffic signal from a safe distance **south of the tracks**. Do not cross these tracks until you have a clear path between the bus and the traffic signal. In addition, you may not turn left (west) onto Third Street when heading north bound on Wisconsin St. at this intersection.
 2. Due to the configuration of the railroad crossing and lights at County Line and SR 130, you may not turn left (west) onto SR 130 when heading north bound on County Line Rd. at this intersection.
- e. Never permit traffic conditions to trap you in a position where you have to stop on the tracks. Be sure you can get all the way across the tracks before you start across.

Additionally, all drivers will be familiar with and abide by all rules, and regulations governing drivers holding a Commercial Driver's License (CDL) in the State of Indiana.

Section 23

CROSSING STUDENT WHEN LOADING AND UNLOADING

1. Each driver shall follow these procedures regarding crossing students in front of the bus when **Loading Passengers:**
 - a. When you arrive at the stop, make eye contact with the students to establish communication.
 - b. Communicate to the students on the other side of the street to stop by holding up your hand with your palm out.
 - c. Check mirrors and look around the bus to make sure all traffic has stopped.
 - d. Load students who do not need to cross first.
 - e. Check mirrors again and look around the bus to make sure all traffic has stopped.
 - f. Give the students a thumbs up.
 - g. Then, use the universal crossing signal and point in the direction the students should cross.
 - h. Constantly keep an eye on traffic and use hand gestures.
 - i. Be ready to alert the students of any dangers by honking your horn.

2. Each driver shall follow these procedures regarding crossing students in front of the bus when **Unloading Passengers:**
 - a. When you arrive at the stop before students unload, remind students who need to cross to position themselves on the side of the road approximately 12 feet from the front of the bus to wait for your signal before crossing and remind them to look left, right, and left again when they reach the edge of your bus before continuing to cross.

- b. Make eye contact with the students to establish communication.
 - c. Communicate to the students waiting to cross to stay on the side of the road by holding up your hand with your palm out.
 - d. Check mirrors and look around the bus to make sure all traffic has stopped.
 - e. Give the students a thumbs up.
 - f. Then, use the universal crossing signal and point in the direction the students should cross.
 - g. Constantly keep an eye on traffic and use hand gestures.
 - h. Be ready to alert the students of any dangers by honking your horn.
3. Students are NEVER allowed to cross the following streets:
- a. US 6/37th Ave./Ridge Road
 - b. Old Ridge Road
 - c. 61st Ave.
 - d. 3rd St. between S. LaSalle St. and Main St.
 - e. 10th St.
 - f. US 51/S. Lake Park between 10th St. and 61st Ave.
 - g. Wisconsin St.
 - h. 8th St. between Wisconsin St. and Fleming St.
 - i. N. Hobart Rd./US 51 between US 6/37th Ave./Ridge Road and E. Cleveland Ave.
 - j. Rand St. between N. Lake Park Ave. and N. Hobart Rd./US 51
 - k. Liverpool Rd.
 - l. Mississippi St. between 53rd Ave. and 57th Ave.
 - m. 49th Ave.
 - n. S. LaSalle St.

Section 24

MANAGING PASSENGER BEHAVIOR

1. The bus driver is as responsible for proper control as is a classroom teacher. As such, it is necessary that:
 - a. Each driver establishes right away and clearly what modes of behavior are acceptable.
 1. Rules established are to be reasonable and are to consider the age and maturity level of the group being transported.
 2. Rules are to be clear, readily understandable, and related to student safety.
 - b. Each driver should use a humane approach in dealing with students. The following should serve as guidelines:
 - 1). Have a calm discussion with the student
 - 2). Let the penalty be reasonably associated with the offense
 - 3). Establish a progressive method of correction
 - 4). Avoid punishing the group if the individual is at fault

- 5). Avoid open confrontation and argumentation
- 6). Minimize pupil noise and pupil movement
- 7). Have available a variety of techniques for control of various students
- c. A driver **SHOULD NOT** inform a student that he or she is removed from the bus. This is to be decided upon and accomplished through the building principal and according to the legal due process of P.L. 217. The driver may and should, however, initiate the process that may eventually result in dismissal if such action is needed.
- d. Each driver should pursue student discipline problems. We suggest that pursuit of the "small violations" will be helpful in avoiding more serious violations. Do not allow the "little things" to mount up.
2. Each driver shall maintain safe and controlled standards of pupil behavior. Be especially concerned that students are properly seated before the bus is in motion.
3. Each driver shall work closely with administrators and parents in the control and behavior correction of disruptive pupils.
4. If a student needs to be referred to a building administrator, the driver must fill out and turn in a referral form immediately following the misbehavior.
5. Each driver shall be aware of and work within the confines of the board policy regulating pupil behavior and control. The school bus is considered school property; the school bus driver is a school employee responsible for the proper control of students under their supervision.
6. Drivers are to transport only those students whom we have assigned to their route. Students may not ride any bus other than the one to which we have assigned them. They must give authorization for any exceptions to the driver in writing from the student's parent and signed by the building principal.
7. We will not permit unauthorized people to ride the school bus; however, a driver's child may ride the school bus if they are currently enrolled in the School City of Hobart.

Section 25

ACCIDENT/EMERGENCY PROCEDURES

FIRST CONCERN: Passenger Safety!!!

Each driver will conduct evacuation drills twice a year during the first and third quarters of the year. One drill needs to evacuate from the front door, and the other drill needs to evacuate through the back door. This will be a joint responsibility of the driver and the School City of Hobart through an organized program. A key factor is for the bus driver to identify certain older and reliable students as "helpers" with certain responsibilities assigned by the driver.

Each driver will practice all responsible defensive action driving. Be alert and aware of changing conditions.

1. Secure the vehicle and do NOT move it unless you are in immediate danger or have been instructed to do so by the police.

2. Bus drivers should contact BASE immediately with your exact location.
 3. Check your passengers for injuries and radio BASE again to specify what level of emergency medical assistance is needed.
 4. Do NOT release student to anyone other than the parent or emergency personnel without school permission. Make notes of those related and with whom and where they went.
 5. Check the vehicle for leaking fuel or any other condition which would make it necessary to evacuate the bus. If it is safe, KEEP THE STUDENTS IN THE VEHICLE!!!
 6. List names of passengers on bus.
 7. Place reflectors on the roadway.
 8. Secure information from the other party, such as:
 - Name
 - Address
 - License Plate Number of Vehicle
 - Driver's License Number
 - Insurance Company and Policy Number
- DO NOT DISCUSS PARTICULARS AT THE SCENE WITH ANYONE OTHER THAN POLICE OR SCHOOL OFFICIALS.
9. Immediately upon your return to the service center, you must complete an accident report. If there were any injuries, you must complete an incident report as well.
 10. ON NON-SCHOOL DAYS OR AFTER HOURS, USE EMERGENCY PHONE NUMBERS AND CALL THE APPROPRIATE PARTIES.

Section 26

WAGES/BENEFITS

GUARANTEED HOURS

Each route will be assigned a guaranteed amount of hours each semester. The guaranteed hours will be used to determine the equivalent hours you will receive for (9) sick leave and two (2) personal leave days as well as the appropriate bereavement days.

WAGES

DRIVERS		AIDES	
Sub Driver	\$16.68/hour	Sub Aide	\$11.04/hour
Driver	\$20.33/hour	Aide	\$15.18/hour

SPECIAL WAGES

Drivers and aides can receive a higher hourly rate for part of their day as determined by the

Director of Transportation for the following:

- Transporting students who are homeless or live in foster homes
- Transporting students who stay late for tutoring/clubs
- Transporting students back to Hobart High School from Porter County Classes after completing your afternoon routes
- Transporting students from someone else’s route if you were removed from your own route to do so
- Transporting students on an overnight trip (A set amount of hours at this rate will be determined before the trip.)

DRIVER: \$23.38/hour

AIDE: \$17.46/hour

LONGEVITY PAY
LENGTH OF SERVICE
(Paid in June each year)

10-14 years	\$125.00
15-19 years	\$225.00
20+ years	\$325.00

ATTENDANCE BONUS

Drivers and aides will receive an attendance bonus in June. Your bonus will be based on your attendance throughout the school year.

- \$250.00 gross if the employee has not used any sick leave time or deduct time
- \$150.00 gross if the employee has used combined sick leave time and deduct time equal to or less than 4 hours
- \$50.00 gross if the employee has used combined sick leave time and deduct time equal to or less than 8 hours

The use of sick leave time and deduct time are considered absences. Family illness is considered an absence since it is taken from your accumulated sick leave time. The use of personal leave time or bereavement will not affect bonuses.

INSURANCE OPTIONS

1. Basic Health, Dental, and Vision Insurance

- a. Employer will pay 80% of the monthly insurance premium for single or family coverage, and employee pays 20% of the monthly insurance premium for single or family coverage.
2. Term Life Insurance (\$25,000)
 - a. An annual membership fee shall be paid by each participant.
3. Section 125 Cafeteria Plan
 - a. Employees will be responsible for their own premiums.

ANNUITIES

1. Employees can choose to contribute a set amount or a percentage of their wages. The annuity company is chosen by the School City of Hobart. A 403b (taxes paid when money is withdrawn) or a Roth IRA (taxes paid before money is deposited) are available.

SICK LEAVE HOURS

1. A set number of hours, which is equivalent to nine (9) days, will be granted during the school year and may be accumulated to the equivalent of one hundred fifty (150) days.
2. Any sick leave hours not used during the school year will be credited to the employee's accumulative leave.
3. If an employee uses the equivalent of three (3) or more consecutive sick days, they must return with a doctor's note.
4. The equivalent of five (5) sick leave days, of the allotted sick leave hours may be taken for illness in the immediate family (spouse, parents, children, sister, brother, mother-in-law, father-in-law, grandchildren, or any person living in the employee's immediate household). However, it is understood that such leave should be used only in emergencies and will be approved if a substitute can be obtained. An emergency is defined as a sudden, serious, or unexpected illness or injury.
5. Upon retirement, employees with ten (10) or more years of service and 55 years of age will receive \$5.00/sick leave hour for accumulated sick leave to a maximum of the equivalent of one hundred fifty (150) days.
6. Any employee with ten (10) or more years of service who dies while working for the School City of Hobart will have all applicable retirement benefits paid to their estate.
7. Where there is a pattern of use of sick leave, such as Monday and/or Friday absences, absences on the days before or after a holiday or break, multiple day absence patterns, or consistent use of all sick leave days, the employee shall be formally counseled and advised that future sick leave use may require the submission of a physician's verification that the employee was unfit for duty on the day(s) absence.

PERSONAL LEAVE HOURS

1. The equivalent of two (2) personal leave days, will be granted during the school year. If an employee does not use these personal leave days, they will be added to their sick leave at the end of the school year.
2. Personal leave days may be used as long as a substitute can be secured.
3. Requests are to be submitted on the proper form and in advance to the Director of Transportation.

BEREAVEMENT HOURS

1. In case of death in the immediate family (spouse, parents, daughter, daughter-in-law, son, son-in-law, sister, sister-in-law, brother, brother-in-law, mother-in-law, father-in-law, grandparents, grandchildren, step-mother, step-father, or any person living in the employee's immediate household), an employee shall be entitled to the equivalent of five (5) working days, with pay per death for bereavement leave. Driver's are entitled to one (1) bereavement day for an aunt or uncle.

Section 27

Federal and School Guidelines and Policies

Family Educational Rights and Privacy Act (FERPA)

BP/AG 8330

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. *Before publishing names, photos, etc. of students, check the "Denial of Permission to Release Directory Information" database.*

Public Records (Policy 7540.05)

The Corporation complies with all Federal and State laws pertaining to electronic mail. Accordingly, e-mails written by or sent to Corporation staff and Board members may be public records if their content

concerns Corporation business or education records if their content includes personally identifiable information about a student. E-mails that are public records are subject to retention and disclosure, upon request, in accordance with Policy 8310 – Public Records. E-mails that are student records must be maintained pursuant to Policy 8330 – Student Records. Finally e-mails may constitute electronically stored information ("ESI") that may be subject to a litigation hold pursuant to Policy 8315 – Information Management.

E-mails written by or sent to Corporation staff and Board members by means of their private e-mail account may be public records if the content of the e-mails concerns Corporation business or education records if their content includes personally identifiable information about a student. Consequently, staff shall comply with a Corporation request to produce copies of e-mail in their possession that are either public records or education records or that constitute ESI that is subject to a litigation hold, even if such records reside on a computer owned by an individual staff member or are accessed through an e-mail account not controlled by the Corporation.

Anti-Harassment BP/AG 4362

It is the policy of the School Board to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School Corporation operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, sex (including sexual orientation and gender identity), disability, age, religion, ancestry, or genetic information (collectively, 'Protected Classes') that are protected by Federal civil rights laws (hereinafter referred to as 'unlawful harassment'), and encourages those within the Corporation community as well as Third Parties who feel aggrieved to seek assistance to rectify such problems.

All Corporation employees, including administrators, professional staff and support staff, shall report any incident of alleged unlawful harassment (see definition above) occurring in the Corporation's employment opportunities, programs and/or activities, or, if initially occurring off Corporation grounds or outside the Corporation's employment opportunities, programs and activities, affecting the Corporation environment that the employee observes or which is reported to the employee.

The Board will investigate all allegations of harassment and, in those cases where unlawful harassment is substantiated, take immediate steps to end the harassment, prevent its reoccurrence, and remedy its effects.

Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

The Corporation may offer counseling services to any person found to have been subjected to unlawful harassment, and where appropriate, the person(s) who committed the unlawful harassment.

Corporation Compliance Officer

The following individuals serve as the Corporation's Compliance Officer (also known as 'Anti-Harassment Compliance Officer).

Jonathan Mock
Director of Human Resources & Compliance
32 East 7th Street
Hobart, IN 46342
(219) 942-8885 Ext. 1
jmock@hobart.k12.in.us

Please reference Board Policy and Administrative Guideline 4362 for the complete policy and procedures.

**Title IX
BP/AG 2266**

The Board of the School City of Hobart does not discriminate on the basis of sex in its education program or activity and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment.

The Corporation's Title IX Coordinator(s) is/are:

Jonathan Mock
Director of Human Resources & Compliance
32 East 7th Street
Hobart, IN 46342
(219) 942-8885 Ext. 1
jmock@hobart.k12.in.us

Any inquiries about the application of Title IX and its implementing regulations to the Corporation may be referred to the Title IX Coordinator(s), the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

The Board has adopted a grievance process that provides for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process is included in Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities, which is available at:

<https://www.hobart.k12.in.us/titleix>

The grievance process specifically addresses how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the Corporation will respond.

Please reference Board Policy and Administrative Guideline 2266 for the complete policy and procedures.

Non-Discrimination

BP/AG 4122

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. This non-discrimination policy applies to the students' access to courses and programs, athletics, physical education, guidance and counseling, vocational program, financial assistance, and extra-curricular activities. The policy also applies to staff hiring, assignment, remuneration, and other matters related to staff personnel. If you have a complaint, or concern, please contact the SCOH Civil Rights Coordinator, Mr. Jonathan Mock. He can be reached by email at jmock@hobart.k12.in.us or by calling the administration office, 942-8885.

Equal Opportunity Employer

BP/AG 4122

The School City of Hobart is an Equal Opportunity Employer. The School City of Hobart ensures equal employment opportunities regardless of race, creed, sex, color, national origin, religion, age, sexual orientation, marital status, genetic information or disability, including limited English proficiency. The School City of Hobart has a policy of active recruitment of qualified minority teachers and non-certified employees. Any individual needing assistance in making application for any opening should contact the Department of Human Resources.

Drug-Free Workplace

FM 4122.01 F3

In accordance with Federal Law, the School Board prohibits the use, possession, concealment, or distribution of drugs by employees on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute, or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all staff members. Any part-time or full-time employee who violates this policy will be subject to disciplinary action, in accordance with due process, up to and including termination. When appropriate or required by law, the Corporation will also notify law enforcement officials.

The Corporation is concerned about any staff member who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community, including access to the Employee Assistance Program (EAP). A staff member may contact his/her supervisor or the Superintendent's office whenever such help is needed.

Employee Assistance Program (EAP)

An Employee Assistance Program (EAP) is available. Employee participation is voluntary and is

completely confidential. To obtain EAP information refer to the district website under *HR/Current Employees*

Chemical Management

BP/AG 8431

To ensure the safety of students and staff members, chemical use shall be limited to those deemed acceptable by Board Policy and Administrative Guideline 8431. A chemical is defined as any substance or mixture of substances that is a health hazard or physical hazard. A health hazard can include acute toxicity, skin corrosion or irritation, serious eye damage or eye irritation, and respiratory or skin sensitization. A physical hazard means a chemical that is explosive, flammable, oxidizer, self-reactive, pyrophoric gas, self-heating, organic peroxide, corrosive to metal, gas under pressure, or in contact with water. When chemicals are used, appropriate precautions to limit harmful exposure should be utilized. A list of hazardous chemicals used must be given to the Toxic Hazard Preparedness Officer, the Director of Support Services. See Board Policy and Administrative Guideline 8431 for further information.

Idling Vehicles on School Property

BP 8405

The following is an excerpt from Board Policy 8405 regarding the idling of vehicles on school property.

In accordance with the Indiana State Department of Health regulations, the Board endeavors to limit vehicle emissions that may be introduced into school facilities harming the indoor air quality. The Corporation shall determine areas where idling is prohibited and post signs.

Drivers of all public and private vehicles are to turn off the engine if the vehicle is to be stopped for more than five (5) minutes in locations where the vehicle exhaust may be drawn into the building or while on school grounds. See Policy 8615 and AG 8615.

The staff will be informed of this policy at the start of each school year. Parents and students will be informed of this policy at the start of each school year at annual orientations or through student/parent handbooks.

I.C. 16-19-3-5, 16-41-37.5

410 IAC 33-4-1 through 8

Mandatory Reporting of Convictions, Charges, and Arrests

BP 4121/AG4121A

To protect students and staff, each professional employee or substitute teacher is required to report his/her arrest, the filing of criminal charges against the employee, and any convictions of the criminal charges which occur during the course of employment with the School City of Hobart. The employee must report the arrest, criminal charge, or conviction within two (2) business days of the occurrence. The Superintendent will review the occurrence and make appropriate recommendations to the Board concerning necessary actions required to ensure the safety of the school community.

Overtime

BP 4413

It is the intention of the School Board to compensate support staff members for overtime work when such is previously approved and properly performed. No overtime shall be worked without the prior approval of the staff member's supervisor, and no overtime will be paid without the prior approval of the Superintendent.

Reporting Child Abuse

1. Please IMMEDIATELY report suspected abuse to Child Protective Services by calling the number below.
2. BEST PRACTICE: While making the call, email your principal to come to your room OR make the call from the office!
3. All reports of child abuse and neglect in the State of Indiana will be taken by the Indiana Child Abuse Hotline (ICAN) by calling 1-800-800-5556.

Advice from Legal Counsel:

Have the staff member contact CPS right away when they have reason to believe something needs reported. Best practice: is for the principal and teacher/staff to make the call together IMMEDIATELY. Immediately – meaning same day before the kid goes home from school. Then call Superintendent. Principal confirms with Superintendent that the report was made.

IC 31-33-5-2 Notification of individual in charge of institution, school, facility, or agency; report

Sec. 2. (a) If an individual is required to make a report under this article in the individual's capacity as a member of the staff of a medical or other public or private institution, school, facility, or agency, the individual shall immediately notify the individual in charge of the institution, school, facility, or agency or the designated agent of the individual in charge of the institution, school, facility, or agency.

(b) An individual notified under subsection (a) shall immediately report or cause a report to be made to:

- (1) the department; or
- (2) the local law enforcement agency.

IC 31-33-5-3 Effect of compliance on individual's own duty to report

Sec. 3. This chapter does not relieve an individual of the obligation to report on the individual's own behalf, unless a report has already been made to the best of the individual's belief.

IC 31-33-5-4 Immediate oral report to department of child services or law enforcement agency

Sec. 4. A person who has a duty under this chapter to report that a child may be a victim of child abuse or neglect shall immediately make an oral report to:

- (1) the department; or
- (2) the local law enforcement agency.

IC 31-33-22-1 Failure to make report

Sec. 1. (a) A person who knowingly fails to make a report required by IC 31-33-5-1 commits a

Class B misdemeanor.

(b) A person who knowingly fails to make a report required by IC 31-33-5-2 commits a Class B misdemeanor. This penalty is in addition to the penalty imposed by subsection (a).

Staff Technology Acceptable Use and Safety

BP/AG 7540.04

The "Staff Technology Acceptable Use and Safety Policy" contained in the Annual Notice packet distributed on the first contract day for teachers should be read in its entirety.

Social Media Use

An employee's personal or private use of social media may have unintended consequences. While the Board respects its employees' First Amendment rights, those rights do not include permission to post inflammatory comments related to matters of private concern that could compromise the Corporation's mission, undermine staff relationships, or cause a substantial disruption to the school environment. This warning includes staff members' online conduct that occurs off school property including from the employee's private computer. Postings to social media should be done in a manner sensitive to the staff member's professional responsibilities.

In addition, Federal and State confidentiality laws forbid schools and their employees from using or disclosing student education records without parent consent (see Board Policy 8330). Education records include a wide variety of information, and posting personally identifiable information about students is not permitted. Staff members who violate State and Federal confidentiality laws or privacy laws related to the disclosure of confidential student or employee information may be disciplined.

Technology Privacy

BP/AG 7540.01

The "Technology Privacy Policy" contained in the Annual Notice packet should be read in its entirety.

School Keys/Building Security

Security at all Hobart schools is everyone's responsibility. *As a safety procedure, all staff are expected to wear or carry their identification cards on their person.*

Accident Reports

Report all accidents and injuries incurred by anyone in the building or on school grounds to the office. An incident report must be completed and given to the building administrator.

Use of Tobacco by Support Staff

BP/AG4215

The Board recognizes that the use of tobacco presents a health hazard that can have serious consequences both for the user and the nonuser and is, therefore, of concern to the Board.

For purposes of this policy, “use of tobacco” shall mean all uses of tobacco, including a cigar, cigarette, pipe, snuff, or any other matter or substance that contains tobacco, as well as electronic, “vapor,” or other substitute forms of cigarettes.

In order to protect students and staff who choose not to use tobacco from an environment noxious to them, and because the Board cannot, even by indirection, condone the use of tobacco, the Board prohibits the use of tobacco by support staff members at all times within any facility owned, leased, or contracted for by the Board.

The Board also prohibits the use of tobacco anywhere on the campus of any facility owned, leased, or contracted for by the Board, including but not limited to, practice fields, playgrounds, football fields, baseball fields, softball fields, pool areas, soccer fields, tennis courts and all open areas and will remain in effect at all times. Furthermore, the Board prohibits the use of tobacco in all vehicles owned or operated by the Board, including but not limited to, school buses, special purpose buses, vans, trucks, and cars.

Section 28

Staff Areas of Responsibility

Bullying Prevention

BP/AG 5517.01

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.

Bullying fosters a climate of fear and disrespect that can seriously impair the physical and psychological health of its victims and create conditions that negatively affect learning. Bullying

includes unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. The imbalance of power involves the use of physical strength, or popularity to access embarrassing information to control or harm others. Bullying can occur anywhere (in-school or outside of school) and at any time – both during and after school hours. Bullying can include **physical bullying, verbal bullying, social/relational bullying, and electronic/written communication.**

Physical bullying involves hurting a person’s body or possessions. It includes hitting/kicking/punching, spitting, tripping or pushing, taking or breaking someone’s things, and making mean or rude hand gestures.

Verbal bullying involves saying mean things. It can include teasing, name-calling, inappropriate sexual comments, taunting, or threatening to cause harm.

Social/relational bullying involves hurting someone’s reputation or relationships. Social bullying involves telling other children not to be friends with someone, leaving someone out on purpose, spreading rumors about someone, or embarrassing someone in public.

Electronic/written communication involves cyber-bullying, collective or group note writing, any bullying undertaken through the use of electronic devices (computer, cell phones).

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, coercing, name-calling, taunting, threatening, and hazing.

Any student who believes he/she has been or is currently the victim of bullying should immediately report the situation to the building principal, the 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 he/she believes to be bullying behavior directed toward a student. Reports may be made to those identified above.

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

1. **App: Search for “Vector Alert” in the App Store to download for free. Enter our district code: 1190.**
2. **Phone: 219-942-TIPS (219-942-8477)**
3. **Text: 219-942-TIPS (219-942-8477)**

4. Email: 1190@alert1.us
5. Web: <http://1190.alert1.us>

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.

Safe2SpeakUp

Safe2SpeakUp is an app-based program available on all student Chromebooks that allows students to share potential safety concerns with building administrators and the district security team in real-time. Students are able to create a dialogue with administrators to share information. Safe2SpeakUp will be monitored by administration throughout the school day.

Staff/Student Relations (Code of Ethics)

BP/AG 4213

The "Staff Technology Acceptable Use and Safety Policy" contained in the Annual Notice packet should be read in its entirety.

Staff members are expected to maintain an appropriate, professional working relationship with students at all times. Excessive informal and/or social involvement with individual students/athletes is prohibited. Such conduct will not be tolerated. Staff are expected to use good judgment in their relationships with students/athletes both inside and outside of the school context, including but not limited to the following:

1. Staff shall not make reference or derogatory remark to students regarding the school, staff, parents, or other students.
2. Staff-sponsored functions at which students are invited are prohibited unless they are part of the school program and are properly supervised.
3. Staff shall maintain a proper teacher-student relationship refraining from seductive, illegal, immoral, or scandalous communications or acts with students.
4. Staff shall not associate with students/athletes at activities which could be considered sexually suggestive or involve the presence or use of tobacco, alcohol, or drugs.
5. Staff are prohibited from engaging in a relationship and/or dating a student for up to two years after the student is in attendance at any Hobart school until the student is at least 19 years of age.
6. A staff member shall not associate or fraternize with students at any time in a manner that may give the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity that could be considered abusive or sexually suggestive or involve harmful substances such as illegal drugs, alcohol or tobacco. Any sexual or other inappropriate conduct with a student by any staff member will subject the offender to potential criminal prosecution and disciplinary action by the Board up to and including termination of employment.
7. Staff shall not send students on personal errands.
8. Staff members shall not attempt to assess, diagnose or treat a student's personal problem relating to sexual behavior, substance abuse, mental or physical health and/or

family relationships but instead, should refer the student to the appropriate individual or agency for assistance.

9. Staff shall not disclose information concerning students to anyone not authorized to receive such information. This includes, but is not limited to grades, health, behavior, discipline, suspensions, and/or family background.
10. Staff members shall only engage in electronic communication with students via email, texting, social media and/or online networking media, such as Facebook, Twitter, YouTube, MySpace, Skype, blogs, etc., when such communication is directly related to curricular matters or co-curricular/extracurricular events or activities with prior approval of the principal. One on one communication is prohibited. Mass communication is the method to be used. Mass communication is defined as a group. A single student communication/exception is permitted when the parent receives the same message concurrently.

Please reference the Social Media Instructional Use Request Form (form 7540F5).

11. Staff members are prohibited from electronically transmitting any personally identifiable image of a student(s), including video, photograph, streaming video, etc. via email, text message, or through the use of social media and/or online networking medial, such as Facebook, Twitter, YouTube, MySpace, Skype, blogs, etc., unless such transmission has been made as a part of a pre-approved curricular matter or co-curricular/extracurricular event or activity such as a school sponsored publication or production in accordance with Policy 5722.
12. Staff are **NOT** to transport students in their vehicles, without approval of the principal/superintendent, except in emergency situations.
13. Staff are not to be alone with a student behind closed doors without a legitimate educational purpose

Any staff member who violates this policy may be subject to disciplinary action in accordance with the School City of Hobart guidelines.

Liability of Staff for Student Welfare

Staff members are responsible for the safety of students on the grounds and within Corporation facilities. In addition to requirements specified in Policy 3213, the following guidelines are provided to minimize the occurrence of situations in which staff members may incur liability for actions related to students:

Each staff member:

- A. should not leave students unattended;
- B. should not leave an unqualified person in charge of students;
- C. should accompany students wherever they are assigned and remain with them until supervision is assumed by another responsible person;
- D. should ensure students do not use non-corporation-owned and/or maintained equipment or other equipment which may be potentially dangerous or use facilities or equipment except for the intended purpose;
- E. must enforce the student code of conduct.

Student Code of Conduct

BP/AG 5600

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 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 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. 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. 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.