Batesville Community School Corporation Vision

BCSC will be the best school corporation in Indiana and ranked as one of the best in the United States.

Mission

To educate all students in a tradition of academic excellence, preparing them for productive and responsible citizenship in a global community.

Phone Numbers

Principal: Dave Strouse 812-934-5175 ext. 13002
Assistant Principal: Dan Walter 812-934-5175 ext. 13003
Guidance Counselor: Sherry Heck Comparone 812-934-5175 ext. 13006
Director of Health Services: Gayla Vonderheide 812-934-5175 ext. 13116
Director of Transportation: Ed Krause 812-934-2194 ext. 11032
## DAILY BELL SCHEDULE

### Regular Day Schedule

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<thead>
<tr>
<th>Grade</th>
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<tr>
<td>6th</td>
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<td>8:26 - 9:11 Period 1</td>
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<td>10:53 - 11:38 Lunch &amp; Recess</td>
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<td>11:42 - 12:27 Period 4</td>
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<td>2:09 - 3:00 Period 7</td>
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ACADEMIC INFORMATION

GRADING SCALE
100% - 90% = A
89% - 80% = B
79% - 70% = C
69% - 60% = D
59% = F

Batesville Middle School operates on a nine weeks grading period. It is the student’s responsibility to maintain current and accurate records regarding progress in classes through PowerSchool.

HONOR ROLL
A student must attain a 89.5% average to achieve Honor Roll status. Grades in all subjects will be averaged to determine Honor Roll placement.

PROGRESS REPORTS AND REPORT CARDS
Student progress reports are always available by accessing Power School on the Internet. A parent may request a hard copy of the progress report to be sent home by contacting the office.

RETENTION POLICY
These are the criteria that will be considered for retention. Students will be retained if they meet 3 of the 5 criteria below.

1. You do not pass Language Arts on the Spring ISTEP.
2. You do not pass Math on the Spring ISTEP.
3. You failed both semesters of Language Arts.
4. You failed both semesters of Math.
5. You have any 5 Semester “F’s” in the core academic classes. (Math, LA, Science and Social Studies)

You will be assigned to the next grade level if,

1. You have four or more Semester “F’s” in the core academic classes. (Math, LA, Science and Social Studies)
2. You do not pass EITHER Math or Language Arts on Spring ISTEP,
   BUT will be REQUIRED to:
   a. Attend Summer School Jump Start if available
   b. Attend after school help sessions until significant improvement has been achieved, and
   c. Take a full-time study skill class.

You will be RECOMMENDED to attend Summer School Jump Start if available and RECOMMENDED to take a full-time study skills class if:

1. You have three Semester “F’s” in the core academic classes. (Math, LA, Science and Social Studies)
2. You pass ISTEP Math or Language Arts by less than 5 points.

HOMEWORK DURING ABSENCES
Homework is posted on the teachers' Canvas pages located on the BMS homepage, and can be accessed at any time. Parents can request homework for their child when he/she is absent from school. Call the office to request the assignments by 9:00 a.m. Books may be picked-up at school after 3:00 p.m.

MAKE-UP WORK
Students absent from school are responsible for all work and information missed in each class. Upon returning to school the first day after the absence, it is the student’s responsibility to seek make-up work from each teacher. Absence forms are available in the grade level bins at the end of each hallway. Students have one day for each day out to submit all make-up work. Failure to complete and turn in make-up work will result in a zero.
ARRANGING A CONFERENCE
Parents wishing to arrange a conference with a teacher, guidance counselor, and/or administrator may telephone the office (812-934-5175) and ask the secretary to make an appointment. Voice mail is also available in the evening and weekends as needed. Students wishing to arrange a conference with office personnel should leave their names with an adult at the office.

STUDENT BEHAVIOR INFORMATION

STATEMENT OF STUDENT RIGHTS AND RESPONSIBILITIES
So that the student body has a frame of reference upon which reasonable conduct can be based, certain rules are considered necessary. All students have the right to know the framework of procedures within which they are expected to assume personal responsibility for their actions and to know the disciplinary measures to be taken when they fail to show this personal responsibility. For this purpose, the following detailed disciplinary code has been developed for students at Batesville Middle School.

All situations will be investigated thoroughly before a decision is made about the nature of the violation and the penalty to be administered. Parents will be informed of the results of the investigation in all cases involving suspension or more serious disciplinary actions. Incidents occurring during the school year will result in school authorities taking whatever appropriate action is necessary. This may include legal action and notification of civil authorities. These guidelines are reviewed annually and are designed to guarantee fair and just consideration for all students and should clarify acceptable channels for students to express concerns within the educational process.

RESPECT FOR PERSONNEL
All students, as well as all school personnel, including teachers, teacher assistants and anyone else employed by or for the school are expected to receive courteous treatment. Failure to do this will result in disciplinary measures. A student shall not intentionally direct to a school employee words or phrases which are vulgar, obscene, or degrading in any manner. This includes arguing with a teacher in front of the class over disciplinary action taken by the teacher. If a student is in disagreement with the decision made by the teacher, the student is encouraged to talk with the teacher privately after class. If this does not resolve the disagreement, the student is asked to set a conference with the principal or assistant principal. The classroom teacher controls most discipline problems, and any penalty used is based on their good judgment. In instances where problems are referred to the office, some disciplinary action will be taken. This action may range from a reprimand, assignment of demerits, detention, Friday school, ISS, OSS and expulsions.

BULLYING INFORMATION
1. This rule applies when a student is:
   a. On school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group (including summer school);
   b. Off school grounds at a school activity, function, or event;
   c. Traveling to or from school or a school activity, function, or event; or
   d. Using property or equipment provided by the school.
2. Bullying by a student or groups of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student through overt, repeated acts or gestures, including verbal or written communications transmitted, and/or physical acts committed, or any other similar behavior is prohibited.
3. Parents or students who suspect that repeated acts of bullying are taking place should report the matter to the school Principal or designee. School personnel will investigate all reports of bullying.
4. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation.
STUDENT CONDUCT

The demerit system of Batesville Middle School is outlined below. These rules of conduct are meant to list the main expectations for all students and possible consequences if a student chooses to disregard them.

Demerit System

1. Failure to return needed documents 1 demerit
2. Tardy to class or school 1 demerit
3. Lack of needed supplies for class 1 demerit
4. Failure to follow teacher’s direction 3 demerits
5. Unsafe activity or horseplay 3 demerits
6. Disrespect to another student 3 demerits
7. Misuse of school property /computers 3 demerits
8. Misbehavior for a sub 3 demerits

CONSEQUENCES FOR ACCUMULATION OF DEMERIT VIOLATIONS

5 demerits = one noon detention
6-9 demerits= one noon detention for each demerit
10 demerits = one after school detention (3:00-4:00)
11-14 demerits = one after school detention for every two demerit (3:00-4:00)
15 demerits = one 2-hour Friday school (3:15-5:15 p.m.)
20 demerits = one 3-hour Friday school, (3:15-6:15) loss of dance privileges and parent conference.
25 demerits = two 3-hour Friday schools (3:15-6:15)
30 demerits = one day In-School Restriction (IRS) and invalidation of drivers license.
35 demerits = one day out-of-school suspension with behavior contract upon return with parent conference

* REPEAT OFFENDER CLAUSE: 3rd violation for the same offense = lunch detention

* SEVERE CLAUSE: The administration reserves the right to impose appropriate sanctions based on the severity of the offense.

Students will also be given a “Notice of Demerit” indicating the violated infraction for that class period. It is the student’s responsibility to see that the parents read this notification. Students will start each nine-week grading period with zero demerits. Those students who receive no demerits will receive rewards at the end of each nine weeks grading period.

The following behaviors will result in an office referral

1. Inappropriate language or gestures Office Referral
2. Insubordination Office Referral
3. Inappropriate physical contact Office Referral
4. Disrespect to school personnel Office Referral
5. Cheating, forgery or copying Office Referral

All Major Misconduct code violations will be directed to the office for disciplinary action.
FORMS of DISCIPLINARY ACTION

Guidance Sessions
These are assigned by the assistant principal or principal to students who are having repeated discipline problems when it is felt that this will be more productive in resolving the issues which caused the problem.

Lunch Detentions
Lunch Detentions are assigned by the BMS Administration for violations of the minor misconduct code. Lunch Time Detentions will be served during the student’s lunch and recess time.

In-School Restriction (ISR) is a time-out center and is used as an alternative to out-of-school suspension. Classroom assignments are sent to the office. Students will receive credit for all work completed.

FRIDAY SCHOOL
Friday School will be held in the Media Center at BATESVILLE HIGH SCHOOL every Friday during the school year. Parents may request one Friday School assignment date change per year. It would be changed to the next available date. Requests should be made to the Assistant Principal.

Level II Friday School
a. Meet in Media Center by 3:15.
b. Students must bring sufficient academic material for two hours.
c. No sleeping or use of electronic devices is allowed.
d. No food or drinks are allowed.
e. Removal or unexcused absence from a Level II Friday School will result in a Level III Friday School.
f. Level II Friday School will be dismissed at 5:15.

Level III Friday School
a. Meet in Media Center by 3:15.
b. Students must bring sufficient academic material for three hours.
c. No sleeping or use of electronic devices is allowed.
d. No food or drinks are allowed.
e. Removal or unexcused absence from a Level III Friday School will result in a 3-day out of school suspension.
f. Level III Friday School will be dismissed at 6:15.

Out-of-School Suspension
Students who receive out-of-school suspension are not allowed to attend classes and school-sponsored events or be on the grounds of any school in the Batesville Community School Corporation during the time of the suspension. NOTE: It is advisable for the student to complete class work that is missed during the suspension so that concepts may be attained for subsequent learning. Major assessments and projects will be accepted for credit upon their completion.

Ripley County Alternative to Suspension Program (R-CATS)
All students placed on short term (1-5 days) out of school suspension are subject to assignment to the Ripley County Alternative to Suspension Program (R-CATS) at the discretion of the school. R-CATS is a countywide program that provides an alternative to out of school suspension in which students are required to report to the Tyson Activity Center to serve their suspended days. R-CATS is a collaboration of Ripley County schools with the support of the Ripley County Judges, Prosecutor and Probation Department. Parents are responsible for transportation to the program and students are required to report with all necessary materials (including BCSC laptop) for the completion of class work. Students are also required to bring a sack lunch. Since this is an alternative educational placement, student attendance is mandatory. Failure to report to R-CATS, and behave in an appropriate manner while there, may result in the student and parents being summoned to appear in
Students will receive full credit for class work completed while in R-CATS. The R-CATS day runs from 8:30 a.m. - 2:30 p.m. and includes times for completion of class work in the morning, a supervised lunch and community service in the afternoon. Specific information on the R-CATS program will be provided at the time of the suspension.

**MAJOR MISCONDUCT CODE**

**Weapons**
A student shall not possess, receive, buy, sell, transfer, or use any weapon which could result in any physical injury to another student, teacher, or other school personnel. This includes, but is not limited to, handguns and knives.

**Fighting**
Fighting is defined as intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person or themselves. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this provision.

**Narcotics, Alcoholic Beverages, Drugs, Counterfeit Drugs, Look-Alike Drugs, Vapor Pens and/or Drug Paraphernalia**
A student shall not knowingly possess, receive, buy, transmit, sell, or be under the influence of any narcotic drug, alcoholic beverage, controlled substance, inhalant, or intoxicant of any kind. A student shall not possess, wear, carry, or bring drug paraphernalia to school during the regular school day or during a school function. This also includes the possession of over-the-counter drugs and vapor pens.

**Tobacco, E-cigarettes and Tobacco Paraphernalia**
A student shall not possess, use, or distribute tobacco or any tobacco product such as cigarettes, cigars, dip, chewing tobacco, etc. and/or tobacco paraphernalia such as matches, lighters, e-cigarettes, nicotine gum, nicotine patches, etc.

**Theft**
A student shall not steal or attempt to steal either school property or private property.

**Damage or Destruction of Property**
A student shall not intentionally cause or attempt to cause damage to public or private property. Public property includes: any part of the school building, its furnishings, its equipment, or its materials. Private property includes any property owned by another student, teacher, or other school personnel.

**Leaving School Grounds**
A student shall not leave school grounds once he/she has arrived either by bus, car, walking, or biking. An exception may be granted if excused by the principal or assistant principal.

**Communication Devices**
A student shall not have on their person or use any electronic device such as mp3 players, portable game systems or cellular phones during regular school hours. First violation may result in a 2-hour Friday School. Second Offense may result in a 3-hour Friday School.

**Unlawful Activity**
A student may be suspended or expelled for engaging in unlawful activity on or off school grounds, if the unlawful activity may be reasonably considered to be an interference with the school purposes, an educational function, or the student’s removal is necessary to restore order or protect persons on school property. This includes unlawful activity meeting the above criteria that takes place during weekends, holidays, or other school breaks, and the summer period when a student may not be attending classes or other school functions.

**Computer/Internet policy violation**
A student shall not violate the BCSC Respectable Use Policy.
Continuous violation of rules/policies of Batesville Middle School
A student may be suspended or expelled for continuing to violate the rules/policies of Batesville Middle School.

Consequences for Violations of the Major Misconduct Code
Consequences include, but are not limited to: student/parent/teacher/administrator conferences; community service; Friday School; In-School Studies; Out-of-School Suspension; and Out-of-School Suspension with Expulsion Recommended. Any one of these consequences can be assigned upon violation of the aforementioned rules. This will be determined by the BMS administration and will be based upon the severity of the rule infraction and/or attitude of the student.
NOTE: The consequence for the first offense for use, possession, or distribution of weapons, narcotics, alcoholic beverages, drugs, counterfeit drugs, look-alike drugs, or paraphernalia associated with an illegal substance will be a 5-day out-of-school suspension with a recommendation for expulsion.

MINOR MISCONDUCT CODE

Dress Code
Proper student dress and appearance are important for creating an educational atmosphere geared for school success. Any apparel, fashion, or style of clothing which, in the opinion of the administration interferes with the educational process of students, will be considered inappropriate and therefore unacceptable and subject to disciplinary action.
• Shorts are acceptable. However, they should not be so short as to cause a distraction or disturbance.
• No tank tops with straps too narrow to properly cover undergarments or are otherwise too revealing
• Excessively ripped or torn clothing is not appropriate.
• Clothing with insignias or words referring to alcohol, tobacco, drugs, or profanity, are not to be worn at school.
• Clothing that contains messages that can be construed to be inappropriate is prohibited.
• No chains, spikes, dog collars, straps, sunglasses, hats, bandanas, face painting or non permanent writing on the skin.
• Students are not to bring backpacks, purses/handbags, duffle-type bags or other carrying cases to class. These must be left in the locker from 8:00 a.m. to 2:50 p.m.

Gym Expectations during Lunch
Off Limits: Balcony, balcony stairways, and locker rooms. The last persons using either indoor or outdoor equipment will return it to the storage area. Activity will stop when the supervisor gives the signal to stop. Gym shoes will be worn on the basketball court.

Outside Expectations during Lunch
Running is permitted only in a manner which will not cause a dangerous situation. Activities are to take place in the approved areas outlined by the recess supervisor(s). Only those items approved by the recess supervisor(s) are allowed to be thrown.

Lunch /Recess Expectations
Students shall respect and comply with the directions of the cafeteria staff and lunch supervisors. Students shall not be in any area designated as off-limits. Students shall not return to their lockers after eating unless they have the permission of a lunch supervisor.

Nuisance Items/IPODS/MP3
Items or devices that can detract from the educational process are not permitted during school hours. On the first violation, the equipment may be confiscated and a 2-hour Friday school may be assigned. Upon the second offense, the equipment may be confiscated, parental pick-up is required, and a 3-hour Friday school may be assigned.
Consequences for Violations of the Minor Misconduct Code
Consequences include, but are not limited to: verbal reprimand, demerits, student/parent/teacher/administrator conferences; after-school detention; in-school studies; and Friday School. Any one of the consequences can be assigned upon violation of the aforementioned rules. This will be determined by the BMS administration, and will be based upon the severity of the rule infraction and/or the attitude of the student.

ATTENDANCE INFORMATION

STATE LAW REGARDING ATTENDANCE
Compulsory Attendance Law
- An individual is required to attend school from the fall term the individual becomes seven years of age until the date on which the individual graduates, legally withdraws or reaches at least eighteen years of age.
- A child commits a delinquent act when failing to attend school as required by law and is within the jurisdiction of the Juvenile Court. A child who is habitually absent from school may be reported to the Juvenile Court. Juvenile Court proceedings can result in probation, out-of-home placement, community service, psychological services and/or curfew.
- It is unlawful for a parent/guardian to fail, neglect or refuse to send his or her child to school in compliance with this law.

Educational Neglect
- Indiana Juvenile Law categorizes educational neglect within the scope of child neglect. Neglect is the impairment or endangerment of a child’s physical or mental condition as a result of the inability, refusal or neglect of the parent/guardian to supply the child with necessary food, clothing, shelter, medical care, education, or supervision.
- A person who knowingly or intentionally deprives a dependent of the education required by law commits Neglect of a Dependent, a Class D felony. This law does not require that a person intend for the child not to receive an education, only that he or she knows that there is a high probability that his actions or inactions are preventing the child from getting an education. Such a violation is punishable by up to three years confinement and a fine of up to $10,000.

ABSENCE FROM SCHOOL
When a student is absent from school, a medical slip, parent call, or note is to be filed with the attendance secretary within 24 hours of the absence. Any student who needs to leave early or arrives late must sign in/out in the attendance office. Students need both parent and administrative permission to leave school early.

ATTENDANCE POLICY

A good attendance record is important not only to the student, but also to the school. Students with a poor attendance record often lose interest in school, tend to feel left out, and are commonly school drop-outs. Evidence indicates that grades and class records of prospective employees are of concern to business and industry. These guidelines have been implemented in order to attain a dual purpose: To (1) provide daily interaction in the classroom and (2) help the student achieve a high level of academic performance. A very high correlation exists between school attendance and productive learning just as in the workforce a high correlation exists between attendance and productivity.

There are absences that will not count toward the ten-day limit (non-limit days), listed in Part A below. There are no “free days” in this attendance policy as each absence is either excused or unexcused. Students that receive an unexcused absence are not permitted to make up missed school work. All absences that are not considered non-limit days will be classified as “limit days” toward the ten (10) day total. Each student is allowed a maximum of ten (10) days of absence from school per year. If the allowed ten (10) days per year is exceeded, the disciplinary actions listed below will be enforced. If an expulsion occurs during the first semester, the student may be readmitted for the second semester.

201 N. Mulberry Street, Batesville, IN 47006  batesville.k12.in.us/bms  T: 812-934-5175  F: 812-933-0834
under restrictive attendance guidelines that will be determined by the School Corporation Attendance Officer. When a student reaches five and again at eight absences for the year, a warning letter will be issued to the student and parents. On the tenth absence, both the student and parent will be required to sign an attendance contract which notifies all parties of the consequences of any further absences from school.

1st Excused Absence beyond Contract: 3 hour Friday School
2nd Excused Absence beyond Contract: (2) 3 hour Friday Schools
3rd Excused Absence beyond Contract: 1 day suspension
4th Excused Absence beyond Contract: 3 day suspension
5th Excused Absence beyond Contract: 5 day suspension
6th Excused Absence beyond Contract: Recommendation for expulsion
An unexcused absence will result in a 3-day suspension, 5-day suspension, and/or a possible recommendation for expulsion.

STUDENT’S RESPONSIBILITIES
It is the student’s responsibility to clear any absence or tardy.
Students may not legally leave the school building until their class day is complete without the approval of the administration. If a student leaves without permission for any reason, the absence will automatically be considered truancy. When it is necessary for a student to leave school during the day for any reason (doctor, dentist, etc.), the student must receive clearance through the administration prior to leaving.

A. Excused absences from the 10-day limit. (These absences do not count in the 10 days.)
1. Personal illness requiring a physician’s statement. Statement must indicate the complete time / date(s) being excused by a physician.
2. Death and funerals of members of the household and/or immediate family: up to 5 non-counting days for any student absence due to the death of father, mother, guardian, brother, sister, and grandparent. One day absence will be allowed due to the death of any other blood relative. Additional days of absence for out-of-state funerals will be considered on an individual basis by the administration.
3. School-sponsored/authorized activities
4. Religious Observation (required): Must be verified by a note from the parent.
5. Court Appearance: Court appearance verified by subpoena, summons, or written notice from an officer of the Court will be excused.
6. No regular school bus pick-up at residence due to inclement weather or bus breakdown.
7. Students that attend the State Legislature as a page or work at local election polls. Properly signed authorization must be presented. NOTE: Students are credited with days of attendance for these absences by State statute. However, the school requires students to make up work missed.
8. School related injury (for the day missed only).
9. Any student who becomes incapacitated or suffers from a chronic illness must have a parent or legal guardian file with the school corporation the “Indiana Department of Education Certificate of Child’s Incapacity”. After approval of this request, days of absent from school will not count against the 10-day limit.
10. Administrative consideration may be given when an extenuating circumstance would indicate that it would be in the best interest of the student or school.

B. Excused absences that count toward the 10-day limit.
1. Personal illness not under a physician’s care
2. Driver’s test
3. Funeral of a friend
4. Public or private secondary school visitation
5. Weather: If school is in session and a bus runs by the student’s residence
6. Administrative consideration may be given when an extenuating circumstance would indicate that it would be in the best interest of the student or school
7. Family trips (maximum of 5 days; one day may be used at a time). A family trip is defined as, at least
one parent or legal guardian accompanying the student. These trips require BMS administrative approval at least **48 hours** prior to absence. The student is expected to complete all work prior to the trip. Students that do not make prior approval will be subject to after school help sessions to make up missed work.

**NOTE:** Students are to pick up needed approval paperwork from the BMS office to get parent, administrative, and teacher signatures a minimum of 48 hours prior to the absence.

C. Unexcused absences

Any absence that falls outside the guidelines of an excused absence previously listed will be considered unexcused and will count toward the 10 day limit. All coursework/testing during an absence must be completed within one (1) school day for each day of absence. Any work assigned by a teacher before an absence is due on the day the student returns to school, unless the teacher extends the due date.

**NOTE:** For any absence deemed to be TRUANCY (missing any or all of a school day for reasons not approved by the parents and administration), no credit will be awarded for any academic work missed.

**TARDY POLICY**

Tardy to school or to class will result in disciplinary action as outlined in the demerit plan. Students are expected to arrive to class or their designated area on time.

**ADMINISTRATIVE WAIVER**

Any step may be waived for a violation if the administration deems necessary. The administration has made every attempt to develop rules and regulations in the Student Agenda that address most of the situations that may occur at Batesville Middle School. If a situation occurs which is not covered, it is the responsibility of the administration to take prudent and responsible action to protect the educational process from disruption and/or the safety and welfare of students and staff in the middle school building.

**ADDITIONAL BCSC POLICIES & INDIANA CODE**

The following policies of the Batesville Community School Corporation will be posted on-line on the Community and School.

- Non-Discrimination Policy
- Emergency Health Needs
- Family Educational Rights & Privacy Act (FERPA)
- Asbestos Notification, Bus Conduct, Drug and Alcohol Policy
- Search & Seizure - Locker Policy & Rules
- Sexual Harassment Policy
- Civility Policy
- Grounds for Suspension and Expulsion [BCSC Policy 6.0-22]
- In addition to the aforementioned policies, students will receive a copy of the student due process law regarding the grounds for suspension and expulsion as defined in IC 20-8.1-5.
- Driver Privilege Revocation Law (PL 121-1989)

**GUIDANCE INFORMATION**

The mission of the Batesville School Guidance and Counseling Program is to enable all students to experience educational success by providing guidance in the areas of academic, career, and citizenship development; counseling to help students overcome challenges that interfere with learning; and advocacy for an environment that supports high achievement for all students. The responsibilities of the guidance counselor include assisting students in adjustment to adolescence; helping them to adjust to the middle school from either the intermediate school or from another community; and coordinating and supervising our advisory program. Academic counseling regarding grades and student achievement, career counseling, communicating with parents and teachers, and social and personal
counseling are areas in which the counselor can be of assistance. We urge parents to contact our guidance counselor and/or their child’s advisory class teacher if a question, problem, or concern arises.

MEDIA CENTER INFORMATION

The Batesville Middle School Media Center provides resources for completing school assignments, materials for recreational reading, and an atmosphere for quiet studying. The use of the media center and its resources are a privilege afforded all students of Batesville Middle School. The media center is open between 7:50 a.m. and 3:15 p.m. during regular school days. Hours will vary for shortened school days.

CHECKING OUT MATERIALS
Books and magazines may be checked out at the circulation desk. Students may have two books and two magazines at any given time. Students may have one bookmark for each book checked out. The newest issues of magazines are for use only in the media center and cannot be checked out. Books are checked out for two weeks and magazines are checked out for one week. It is the student’s responsibility to see that all books and magazines borrowed are returned by the due date. Books and magazines can be renewed if no one else is waiting to use the same material. Media Center privileges may be suspended for excessive overdue books or magazines. This may include demerits being assigned, limited access to the media center, a student not being able to check out books and/or magazines, only using books or magazines in the media center and/or referred to the Assistant Principal.

LOST OR DAMAGED MATERIAL
Students are responsible for all material checked out in their name. If a student thinks they have lost the material, report the loss to the media center as soon as possible. When materials are lost or damaged the student will be charged the retail cost of the materials or the cost of repair. If the lost material is later found and returned in good condition to the media center a refund will be issued. Damaged material paid for remains the property of Batesville Middle School Media Center.

COMING TO THE MEDIA CENTER
Students will use the sign in sheet or the computer sign up sheet at the circulation desk when coming to the media center from a classroom or during lunch/recess.

MEDIA CENTER BEHAVIOR
It is expected that you came to the media center to get a book and/or magazine or study and that you will behave in a reasonable manner. Small quiet talking is acceptable but not if it creates a disturbance. However, if your behavior is disruptive you will be warned. If the misbehavior continues to occur, appropriate discipline will be assigned.

CAFETERIA/FOOD SERVICE INFORMATION

Batesville Middle School offers both a breakfast program and a lunch program. Breakfast will be served from 7:30-7:55 a.m. Students wishing to bring their lunches may do so. They may either purchase milk from the cafeteria or may bring their drink from home. Glass containers are not allowed. Students are not permitted to leave school for lunch except in special cases where the parent has made arrangements in advance with administrative approval.

Students will be required to fill out a deposit slip each time they make a deposit. A carbon copy of the deposit slip will be returned to the student after the amount has been checked and entered into the computer. The deposit slips are available in the commons from 7:30 to 7:55 a.m. Cash will not be accepted in the cafeteria line. Students must have written permission to purchase second lunches and/or extras. Forms for this purpose will be available at the office. Negative account balance labels will be sent home once a week.
GENERAL INFORMATION

BOOKSTORE / School Fees / Damage FINES
School fees must be paid prior to the first day of school or upon enrollment of new students during the school year. Each student is responsible for the care, custody, and control of the computer that he/she has rented. In order to insure all computers are well cared for a fine is levied for damages done to computers while checked out by the student. Fines are set-up on a fair basis per type of damage and are outlined in the Respectful Use Agreement. Students withdrawing from school are required to turn in their student computer before leaving.

HOURS FOR STUDENTS
During the regular school day, the building is open to students from 7:30a.m.-3:05p.m. Early bus students and students arriving early in the morning report to the cafeteria/commons or gymnasium until the dismissal time. The school building closes to students each day when the buses leave. The only students permitted to remain in the building are those with their assigned sponsor or coach in the area designated for the scheduled meeting or practice.

DRINKS
No drinks shall be brought to school with the exception of lunch. Water is permitted in the classroom per teacher discretion.

STUDENT DROP-OFF
Students should be dropped off at the back of the middle school near the old gym. Students will use Exit D to enter the building. Cars should enter from 1st Street and exit on 2nd Street. The school buses load and unload in the driveway and parking lots that connect BMS and BIS. This area should be avoided by other traffic.

STUDENT PICK-UP
After school student pick-up will take place near the game gym entrance. Parents should park along Columbus Avenue until all buses have arrived at their normal pick-up spots between BIS and BMS. Once all buses are staged for pick-up, parents will be allowed to proceed forward to begin picking up students at the gym entrance of the middle school, much as they do for pick-up from BMS dances. If you are picking up both BIS and BMS students, we ask that your BIS student walk to the BMS entrance and wait there until car riders and walkers are dismissed from BMS. We suggest that parents not arrive at Columbus Avenue until 2:55 or later as bus traffic before that time will be very heavy. NO CAR RIDERS WILL BE PERMITTED TO EXIT BMS ONTO MULBERRY STREET TO BOARD A VEHICLE.

WALKING and/or RIDING BICYCLES to SCHOOL
Students either walking or riding bicycles to school should not arrive before 7:00 a.m. Bicycle parking is between the old gym and the south end of the school building. All bikes must be secured with a lock. Bicycle riding is not allowed during lunch activities.

SUPERVISION of STUDENTS
Students are supervised by teachers and/or support staff throughout the school day. Students are not to be in classrooms, outside or in the gym unless they are under the direct supervision of a staff member or with permission of the principal or assistant principal.

STUDENT LOCKERS and LOCKS
Every student will be assigned a locker with a combination. Students should not share lockers and/or combinations with others. Lockers are to be kept cleaned and organized. Outside of lockers are not to be decorated. Student may be issued a combination padlock in physical education if they choose. The student will be assessed a replacement charge if the lock is damaged or missing. Students may not use their own padlocks. The school corporation locker policy will be posted on-line.

INSPECTION POLICY
The school has the right to inspect students’ lockers, belongings, and their persons if a situation warrants.
HALL PASSES
If it should become necessary for a student to leave the classroom while class is in session, the student shall have the teacher sign the appropriate page in the agenda.

BRINGING MONEY and VALUABLES to SCHOOL
The school requests that students not bring large sums of money or valuable items to school. Batesville Middle School is not responsible for lost or stolen items. Students should bring only items necessary for class work, school sponsored extracurricular or sports activities. Valuables, large sums of money, collectors’ items, toys, unnecessary sports equipment, etc., should be left at home. If it is necessary to bring such items, make arrangements with the sponsor or teacher for safekeeping. The school will not be responsible for any item damaged, lost or stolen. Anything punishable by the State of Indiana is not permitted at school and will be confiscated. Disciplinary action will be taken.

PTSO
Batesville Middle School encourages all parents to take an active role in the educational process. This organization exists to provide a variety of services to students, parents, and teachers. There are numerous committees functioning under the auspices of the PTSO. More information may be obtained from the PowerSchool Daily Bulletin, attending meetings and serving on committees established by the Batesville Middle School PTSO.

VISITORS to BMS
Students are not permitted to bring visitors to school during school hours unless prior approval has been granted by the administrative staff. All visitors to BMS are to check in at the office before visiting a classroom and/or staff member. For the safety of students and staff, visitors are required to wear a visitor’s badge that will be issued upon checking in at the office and should be returned there when leaving the building.

TELEPHONES
The office telephone is for school business and may be used by students only in cases of emergency with the permission of the office personnel.

SCHOOL CLOSING
In the event of inclement weather or mechanical breakdown, school may be closed or delayed. School closing, delayed starting time, or early dismissal will be announced over local and regional radio and/or TV stations. Please do not call the school office or school personnel, as their phones must be kept open for emergencies. A message will be placed on either Nixle.com or SchoolMessenger as soon as a decision has been made official.

EARLY DISMISSAL
Arrangements should be made for the care and supervision of children in the event of dismissals due to weather or other unforeseen emergencies. School closing, delayed starting time, or early dismissal will be announced over radio station WRBI-103.9 Batesville. This information will also be carried on the Cincinnati stations as well as Nixle.com.

EMERGENCY DRILLS
Periodic fire, disaster, and lockdown drills are conducted. Instructions are posted in each room outlining directions in case of emergency. Students are to follow instructions, move in an orderly and quiet manner, and refrain from talking or running.

FIELD TRIPS
Teachers and administrators expect students to have satisfactory attendance and be in good standing academically and behaviorally in order to participate in these events.

INTERNET USE
Batesville Middle School policy requires that all persons, students and adults, who “log” on to the Internet at school have a signed Internet usage form on file with the appropriate school. Unfortunately, there is material on the Internet that is inappropriate. We will do everything reasonable to insure that these sites are avoided.
CLINIC INFORMATION

NURSE AND CLINIC
Students who become ill or injured at school should obtain a pass from their teacher to visit the nurse for an assessment. Students may visit the nurse without a pass in the morning and at lunchtime. Students are permitted to leave school grounds due to illness ONLY with the approval of the nurse. **It is against school policy to call home on your own and arrange to be picked-up by someone.** Students should not come to school with a temperature of 100 degrees or above. Students must be fever free for 24 hours. If a student develops a temperature of 100 degrees or greater while at school, the parent will be called to pick up their student from school and keep them home until they are fever free for 24 hours. Students need to be assessed by parents before leaving home and medicated accordingly. Injuries occurring after school hours need to be addressed by parents and/or the family physician. Elevator passes are only given out with a doctor’s note or at nurse’s discretion.

MEDICATIONS TAKEN AT SCHOOL (It is the student’s responsibility to come to the clinic to take all medication.)

1. No medicine prescribed by a physician shall be given to a student without written consent of the physician AND parent. (BCSC 6.0-31.)
2. It is the responsibility of the parent/guardian or designated adult to make sure that medications are delivered safely to the nurse. (IC 20-34-3)-18 Medication that is possessed by a school for administration during school hours or at school functions for a student may be released to: the student’s parent or an individual who is at least eighteen years of age; and designated in writing by the student’s parent to receive the medication. A school corporation may send home medication that is possessed by a school for administration during school hours or at school functions with the student if the student’s parent provides written permission for the student to receive the medication.
3. A copy of the original prescription or a BMS physician’s permission form must be on file. All prescribed medicines must have the pharmacy label on the ORIGINAL CONTAINER. This includes all medicines, inhalers and epi-pens. The school may contact the physician if there are any questions regarding the medication ordered for the well being of the student.
4. Medication must be administered in accordance with the physician’s prescription. The dosage cannot exceed the recommendation of the Physicians Desk Reference. Any changes to doses or time of dosage must be given to the nurse in writing and signed by the physician.
5. Non-prescription medicines (over-the-counter) will be dispensed with parent/guardian written permission. This permission will be for the period of time specified and **NEVER** longer than the current school year. The note should contain: the date, name of student, name of medication, and amount given, time to be given, and the times the medication was last given. All medicines are to be delivered in a new, **UNOPENED** container with the student’s name on it.
6. Self-administered medicines, such as inhalers, epi-pens and insulin, must have a physician’s order stating that your child has been instructed on how to administer the medication and that they can carry it on them. The nurse needs to know the location of inhalers (example: locker, purse or backpack). This is according to I.C. 20-8.1-5.1-7.5 and 7-22.
7. No student is to have **ANY** medication on them, unless proper documentation is submitted.
8. Unless other arrangements are made, medications left at the end of the year will be disposed of.
9. If your child goes on field trips and/or participates in sports, they will need to be capable of administering their medications on an emergency basis. Examples would be inhalers, epi-pens and insulin. If this should be a problem the parent/guardian should be present during such events.

LICE
We have a no-nit policy. If your child is found to have lice or nits (eggs) you must pick them up from school. The child should not return until they have been treated with lice killing shampoo, nits are combed out and you have found no lice or nits while examining their hair. When the child returns to school, you will need to bring them to the schools health clinic to be checked prior to going to class. If you discover your child has nit or lice at home, keep them home and treat. Please call the school and report to the health clinic. Again, when your child returns to school, you need to bring them to the clinic to be checked prior to going to class.
STUDENT INSURANCE
At the beginning of the school year, parents are given the opportunity to purchase student accident insurance for their child at a reasonable rate.

EXTRA CURRICULAR INFORMATION

ATHLETIC INFORMATION
In order to participate in extracurricular activities, a student must be in good standing. This means:

1. Students are expected to pass all classes and display satisfactory citizenship.
2. If a student has one failing grade he or she can petition the Administration for reinstatement on a probationary basis.

None of the above is seen as a forfeiture of the right of coaches or sponsors of extracurricular activities to set additional rules approved by the administration which regulate the participation of students in extracurricular activities. It is the responsibility of the school administrators to protect the image of the school by removing a student participating in any extracurricular activity at any time that the student’s participation is not in the best interests of the school corporation.

BMS Sports Teams
7 - 8          Basketball
7 - 8          Cheerleading
6 - 8          Cross-Country
7 - 8          Football
6 - 8          Golf
6 - 8          Track
7 - 8          Volleyball
6 - 8          Wrestling

PHYSICAL FORMS – This is a state-approved form that must be filled out completely and signed by parent, student and physician. The physical form must be dated after April 1, 2014 to be applicable for the 2014-2015 school year and must be returned to the main office prior to the first practice.

ATTENDANCE
Students who do not attend school (all scheduled classes) because of illness are not allowed to practice or participate in contests or activities on that school day. Verified appointments do not affect contest and/or practice eligibility.

TRANSPORTATION
Student participants are required to travel via school transportation to and from events held at other schools. Exceptions will be made in extenuating circumstances with the approval of both coach/sponsor and the student’s parents.

QUITTING the ACTIVITY/ORGANIZATION
A student must remain on the squad/team until the entire schedule has been completed and/or until he/she has been released by the sponsor/coach.