



BATESVILLE

HIGH SCHOOL

One Bulldog Blvd., Batesville, IN 47006 batesvilleinschools.com/bhs T: 812-934-4384 F: 812-934-5964

2026-2027 PARENT/STUDENT POLICY HANDBOOK

Batesville Community School Corporation Vision

Together we empower every student to believe in better.

Mission

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

Contact Information

Principal: Brad Stoneking	812-934-4384 (ext. 12133)
Associate Principal: Brian A. McFee	812-934-4384 (ext. 12132)
Athletic Director: Bryan Helvie	812-934-4384 (ext. 12142)
Guidance Counselor: Arika Burck	812-934-4384 (ext. 12144)
Guidance Counselor: Jen Steinkamp	812-934-4384 (ext. 12145)
Guidance Counselor: Tricia Stephens	812-934-4384 (ext. 12130)
Main Office: Administrative Assistant	812-934-4384 (ext. 12140)
Athletics: Dee Raver	812-934-4384 (ext. 12021)
Student Services/Attendance: Kim Feiss	812-934-4384 (ext. 12000)
Student Success/Guidance: Registrar	812-934-4384 (ext. 12202)



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FREQUENTLY ASKED QUESTIONS AT BATESVILLE HIGH SCHOOL

Topic	Question	Answer
Attendance (pg. 7)	We plan to go on vacation . What is the process for informing the school? <i>(5 days permitted per school year)</i>	Fill out a vacation form, submit the form to Mrs. Feiss by 8 a.m. of the first day of your vacation. Vacation form Link
Attendance (pg. 8)	I plan to take a college visit . What is the process for informing school? Post High School Exploration Form	Fill out a college visit form, submit the form to the Student Services Secretary by 8 a.m. the day of your college visit: Upon return, verification of attendance must be submitted to Student Services.
Attendance	What do I do to be excused from school when I am home sick ?	Your parent must call, email, or send in a note within 24 hours of the student's return to school in order to be excused. After 24 hours, the absence will be considered unexcused.
Attendance	What happens if I receive an unexcused absence?	Discipline will be assigned in accordance with the handbook.
Driving	How much are parking passes? Who do we see for this?	Parking passes cost \$5 and must be renewed every school year. Fill out the 2026-2027 Student Parking Pass Form and then see Officer Gross with your \$10 to receive your parking pass.
E-mail a teacher	How do I e-mail a teacher?	Enter the teacher's first initial, last name@batesville.k12.in.us or lookup the teacher in the Staff Directory on the BHS website.
Computer Issues	Who do I see if I have computer damage?	Visit the IT area in BHS or contact the IT department at 812-934-4384.
Diploma Types	How do I earn an Academic/ Technical Honors Diploma?	Contact the BHS guidance counselors, Mrs. Burck or Mrs. Steinkamp.
Athletics	Who do I contact if I want to join a sport?	Athletic director and the coach of the specific sport. Athletic Webpage



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Batesville High School Office Contact Information

For questions or concerns about your child or the school, please contact the appropriate staff member. Visit the [BHS Staff Directory](#) for direct contact information.

Some extracurricular sponsors or coaches may not be BCSC employees. For their contact details, reach out to the **main office** or [athletic office](#).

For office personnel inquiries, refer to the **cover page of this handbook** or check the [BHS website](#) for email addresses.

Main Office

Brad Stoneking, Principal
_____, Administrative Assistant

Student Services

Brian A. McFee, Associate Principal
Kim Feiss, Student Services Secretary: Attendance

Guidance Office

Jen Steinkamp, Guidance Counselor: Graduation Pathway Mgmt., 504 Coordinator
Arika Burck, Guidance Counselor: Work Based Learning, Master Schedule, Ivy Tech. Liaison
Tricia Stephens, Guidance Counselor: IEP Building Rep., 21st Century Scholars
_____, Administrative Assistant: Transcripts, Grade Reporting

Athletics

Bryan Helvie, Athletic Director
Dee Raver, Administrative Assistant: School Communication
Greg Ehrman, Treasurer & Transportation Director



NONDISCRIMINATION POLICY

Batesville Community School Corporation does not discriminate based on race, color, religion, sex, national origin, disability, age, or any other protected status in its programs or employment practices. This policy aligns with the Indiana Civil Rights Act, Title VI & VII of the Civil Rights Act (1964), the Equal Pay Act (1973), Title IX (1972 Education Amendments), Section 504 of the Rehabilitation Act (1973), and the Individuals with Disabilities Education Act (IDEA).

For inquiries regarding non-discrimination policies, contact Mr. Greg Ehrman.

School Safety Drills & Emergency Preparedness

Batesville Community School Corporation is committed to maintaining a safe and secure learning environment for all students and staff.

In accordance with Indiana law (I.C. 20-34-3-20), Batesville Community School Corporation will conduct an Armed Intruder Drill within the first ninety (90) days of the school year. These drills are conducted in a developmentally appropriate manner and do not include sensory components or simulation activities during the exercise.

In addition to armed intruder drills, the school conducts required emergency preparedness drills, including fire, severe weather, and other safety procedures throughout the school year.



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Compulsory Attendance Law

Indiana law requires children to attend school from the fall term of their 7th birthday until they graduate, legally withdraw, or turn 18 years of age. (*Indiana Code § 20-33-2-6*).

Failure to attend school may result in Juvenile Court intervention (*Indiana Code § 31-37-2-3*), including probation, community service, or other consequences. Parents/guardians who neglect this duty may face legal penalties (*Indiana Code § 20-33-2-27*).

Educational neglect is classified under child neglect in Indiana (*Indiana Code § 35-46-1-4*). 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.

Knowingly preventing a child from receiving an education can result in a Class D felony, punishable by up to three years in confinement and a fine of up to \$10,000.

For more information, visit the Indiana Department of Education or refer to Indiana Code Title 20 (Education).

Procedures for Non-Attendance

If a student must be absent, a parent or guardian should notify the school within 24 hours by calling the attendance line (812-934-4384 ext. 1) or emailing the [Student Services secretary](#). The attendance line is available 24/7.

Certain absences require pre-approval using a [Pre-Arranged Absence Form](#), submitted by 8:00 a.m. on the first day of absence:

- Vacations/Family Trips/Personal Time
 - Students may request approval for **up to five (5) school days per academic year** for pre-arranged family travel or personal circumstances.
 - Defined as at least one parent/guardian accompanying the student for reasons including weddings, vacations, extended trips, or air travel.
 - Medical appointments do not require this form.
- Post High School Exploration/College Visits (Juniors & Seniors Only)
 - Seniors: Up to 4 visits per year (case-by-case basis).
 - Juniors: Up to 2 visits per year.



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- A signed letter from the institution must be submitted within 24 hours of the visit for the absence to be excused.
- [Post High School Exploration Link](#)

Reporting an Absence

When reporting an absence, parents/guardians should provide:

- Their name & relationship to the student
- Student's full name & grade (please spell the name)
- Reason for the absence
- Date(s) of absence

Procedures for Absences & Attendance Limits

- To be excused, a medical slip, parent call, or note must be submitted to Student Services **within 24 hours** of the student's return.
- Students arriving late or leaving early **must** sign in/out at Student Services. Early dismissal requires both parent and administrative permission.
- Full-time students may miss a **maximum of 40 periods per year**.
- Part-time students have an adjusted attendance allotment.
- A warning letter will be sent when a student reaches 20 periods of absence.
- If a student exceeds 40 periods of absence, they will be placed on an attendance contract.

Attendance Plan & Consequences for Excessive Absences

Once a student reaches 40 or more periods of absence, they will be placed on an attendance plan following an informal meeting with school staff.

- The student will receive:
 - A copy of the attendance plan
 - A summary of absences (including number and categories)
- The student must take the plan home for parent/guardian signature and return it to Student Services the next school day.
- Even if a parent/student refuses to sign, the plan will still be enforced.
- The next absence that counts toward the 40-period limit will result in the following: This includes Friday School Attendance.

Consequences for Violations:

If a student exceeds the **40-period limit**, the following disciplinary actions apply:

1. **1st Unexcused Absence Beyond Plan → One (1) Level III Friday School**



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2. **2nd Unexcused Absence Beyond Plan** → **Two (2) Level III Friday Schools**
3. **3rd Unexcused Absence Beyond Plan** → **One-Day assignment to RCATS**
4. **4th Unexcused Absence Beyond Plan** → **Three-Day assignment to RCATS**
5. **5th Unexcused Absence Beyond Plan** → **Five-Day assignment to RCATS**
6. **6th Unexcused Absence Beyond Plan** → **Recommendation for Expulsion**

Truancy & Additional Disciplinary Actions

- Any unexcused absence (truancy) may result in further disciplinary action, including:
 - 3-day assignment to RCATS
 - 5-day assignment to RCATS
 - Possible expulsion recommendation (case-by-case basis)
- All absences count toward the total (including partial absences).
- Doctor's notes or verification must be presented upon return—the school will **not** delay disciplinary action while waiting for documentation.

*All disciplinary measures will be enforced for each attendance plan violation.

Excused Absences That Count Toward the 40-Period Limit:

- Personal illness (without a doctor's note, up to 40 periods).
- Driver's test.
- Funeral of a friend.
- College/postsecondary visits & Public/Private School visits (without required pre-approval or verification). [Post High School Exploration Link](#)
- Vacation/personal/family trips (max of 5 days; must have administrative approval by 8:00 AM on the first day). [Pre-Arranged Absence Form](#)
- Inclement weather absences (if a bus runs by the residence).
- Other extenuating circumstances (administrative discretion).

Excused Absences That Do Not Count Toward the 40-Period Limit:

(Per Indiana State Law – proper documentation required)

- Personal illness with a physician's statement (including specific excused dates).
- Funeral of an immediate family member (up to 5 days for parent, sibling, spouse, or child; 1 day for other relatives; additional time considered case-by-case).
- School-sponsored activities.
- Religious observations/Instruction (verified by a parental note).
- Court or probation-related absences.
- Subpoenaed witness in a court proceeding.



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- No school bus pickup due to inclement weather/bus issues.
- Service as a Page for or as an honoree of the general assembly. This is a lawful excuse for a student to be absent from school, when verified by a certificate of the secretary of the senate or the chief clerk of the House of Representatives.
- Service on the precinct election board or for political candidates or parties. Before the date of the election, the student must submit a document signed by one (1) of the student's parents giving permission to participate in the election as provided in this section, and (2) the student must verify to school authorities the performance of services by submitting a document signed by the candidate, political party chairman, campaign manager, or precinct officer generally describing the duties of the student on the date of the election. School-related injury (missed day only).
- Chronic illness/incapacity (requires Indiana DOE Certificate of Child's Incapacity).
- A letter from the college, Tech. School, or other post high school training facility must be signed by a representative of the site visited and returned to the Student Services Secretary within 24 hours verifying that the student attended as planned. If this is done properly, the student will be excused without the absence being counted toward the attendance policy. Reminder: Exploration days will not count against the student's absence record only if the student has gotten prior approval and presented a verification form within 24 hours. These guidelines apply to all academic class periods. The student is responsible for all make-up work incurred. This work will need to follow the make-up guidelines for absences as described in the student handbook.

Important Notes:

- All absences require appropriate documentation.
- Failure to submit required verification on time will result in the absence counting toward the 40-period limit.
- Students are responsible for all makeup work, following the student handbook guidelines.

Unexcused absences

- Any absence outside the excused criteria is unexcused and counts toward the 40-period limit.
- Unexcused absences include missing school for personal reasons without pre-approval, transportation issues, oversleeping, and failure to provide parental verification within 24 hours.
- Truancy (Category II Violation) results in no credit for missed work and may lead to legal reporting.
- Students must attend school before and after appointments. Reasonable travel time is granted; absences beyond that for personal transport issues or other reasons may be unexcused.
- **Truancy** (unapproved absences) results in **no academic credit**, is a Category Two offense, and may be reported to **Juvenile Probation, DFCS**, or the **Prosecutor** if habitual.

Schoolwork Make-up for Absences

- Students receive one class session per missed class to complete make-up work (except for truanancies)



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- Teachers will announce major exams at least two days in advance. Therefore, if a student is absent the day before the exam and returns the day of the exam, the student will take the exam.
 - Teachers will provide students with **one (1) class session for each class session missed** to complete make-up work due to an absence, unless otherwise determined by the teacher.
 - Many electronic formative and summative assignments are provided to students one or more class sessions prior to the due date. Electronic assignments that are assigned in advance will **remain due on the originally assigned due date**, even if a student is absent on that day. Students are expected to submit assignments electronically by the established deadline unless otherwise directed by the teacher.
 - Students are responsible for checking **Canvas and communicating with teachers** regarding missed assignments, assessments, and coursework during absences.
 - Canvas should be used for communication with teachers during absences.
 - Administrative consideration to extend the make-up work deadline may be given when an extenuating circumstance would indicate that it would be in the best interest of the student or school.
 - A student and/or the students' parents may request homework during extended absences by contacting the Student Services Office.
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Tardiness to School or Class

Student attendance and tardy records may be accessed through PowerSchool. Students are responsible for monitoring their tardies each grading period.

A student is considered **tardy** if they are not present in the classroom when the bell rings, unless delayed by a staff member. Teachers may require students to be seated and prepared when class begins as part of their classroom expectations.

Students are expected to arrive at school and report to each class on time and prepared for learning. Excessive tardiness disrupts instruction and negatively impacts the educational environment.

Students arriving at school after **8:00 a.m.** must enter through the main entrance and report to the **Student Services Office** to receive a pass and will be counted tardy to **B1/W1**. Students arriving **more than 30 minutes late** to school will be counted absent and may be considered unexcused unless otherwise approved.

Students arriving **more than five (5) minutes late** to class (excluding **B1/W1**) will be referred to the office.

Tardies accumulate each nine-week grading period and may result in escalating disciplinary consequences, including Friday School, suspension, and possible expulsion for excessive violations. Additional disciplinary information is outlined in the student handbook and will be addressed by administration.

All tardies are cumulative per nine (9) weeks and will be handled in the following manner:

Tardy #1: No consequence/The student is responsible for checking PowerSchool for tardies

Tardy #2: No consequence/The student is responsible for checking PowerSchool for tardies

Tardy #3: One Level I Friday School

Tardy #4: One Level II Friday School

Tardy #5: One Level III Friday School

Tardy #6: Two Level III Friday Schools

Tardy #7: One day assignment to RCATS

Tardy #8: Three-day assignment to RCATS

Tardy #9: Five-day assignment to RCATS

Tardy #10: Recommendation for expulsion

These rules refer to the first 5 minutes of class. Any student that comes to class more than 5 minutes late (except for block one which must always have a pass from the office to be admitted) will be referred to the office for disciplinary action.



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The Batesville Community School Corporation (BCSC) is committed to fostering students who demonstrate self-respect, respect for others, and responsibility for their actions. To support this, BCSC establishes clear expectations for individual and group behavior, along with legal processes to uphold them.

All students are expected to:

- Attend school regularly and arrive on time unless excused.
- Treat staff, peers, and school property with respect.
- Adhere to all school rules and expectations at school, while traveling to and from school, and during school activities.

Behaviors that disrupt the educational environment or compromise student and staff safety—whether listed in the handbook or not—are prohibited. Consequences will be assigned based on the level of disruption and potential risk involved.

SCHOOL EXPECTATIONS FOR BHS

- Respect the rights, responsibilities, and property of yourself, others, and the school.
- Arrive on time and be prepared.
- Follow expectations for all school areas.
- Dress appropriately according to school guidelines.
- Obey all federal, state, and local laws.

CLASSROOM EXPECTATIONS

- Follow all teacher-established expectations and directions.
- Arrive on time and be prepared.
- Treat everyone with respect and kindness.
- Bring only the Batesville Community School Corporation-issued laptop carrying case—no bags, purses, etc., are allowed in classrooms.

Discipline Code Violations: Category 1 Violations

(These are guidelines, are not all inclusive, and may be increased as deemed necessary by the administration. Certain guidelines listed below may also pertain to violations, which may occur on a BCSC issued laptop computer and/or a personal electronic device, personal communication device, including a cell phone.)

CATEGORY 1 VIOLATION: (not all inclusive)

1. Improper dress.
2. Public display of affection. (Simple handholding is acceptable)
3. Failure to comply with established cafeteria etiquette or staff request.



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4. Throwing of objects of any kind.
5. Being in an area within the school or outside on the campus, which is off limits without permission and/or without a proper pass.
6. Failure to follow established teacher, handbook, school, & classroom expectations not covered in CATEGORY VIOLATIONS 1-4.
7. Littering.
8. Inappropriate behaviors, language, or gestures.
9. Bringing 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.
10. Tardy to class beyond 5 minutes.
11. Any unexcused absence that is not considered a truancy. (Will start over each semester)
12. Category I level - Violation of the Batesville Community School Corporation Respectable Use Policy.
13. Not prepared for class (not bringing your computer and/or charger to school) (1st Violation is a warning)
14. Driving violations including vehicles illegally parked while on school grounds
15. Any personal electronic communication device, which includes a cell phone, used in violation of classroom policies and expectations during normal school hours (8:00-2:50)

Consequences for violation of CATEGORY I (cumulative within a year):

1st time:	One Level I Friday School
2nd time:	One Level II Friday School
3rd time:	One Level III Friday School
4th time:	One-day suspension
5th time:	Three-day suspension
6th time:	Five-day suspension
7th time:	Recommendation for expulsion

REMINDER - A second suspension or expulsion may affect a student's driving privileges. Students on probation will also be referred to Probation officials when BHS Discipline Code violations occur.

Discipline Code Violations: Category 2 Violations

(These are guidelines, are not all inclusive, and may be increased as deemed necessary by the administration. Certain guidelines listed below may also pertain to violations, which may occur on a BCSC issued laptop computer and/or a personal electronic device, personal communication device, including a cell phone.)

CATEGORY 2 VIOLATION: (not all inclusive)

1. Truancy. Truancy is defined as an act of skipping all or any part of the student day. This may include missing more than 5 minutes of a specific class period. Student drivers may also lose driving privileges when truant from school.



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2. Possession of lighters, matches, lasers, sharp objects or other items deemed to be inappropriate for school.
3. Materials or language deemed to be offensive or harassing/bullying to other students and/or staff.
4. Failure to serve an assigned Level I or Level II Friday School.
5. Failure to tell the truth / deception.
6. Willful defiance.
7. Category II level - Violation of the Batesville Community School Corporation Respectable Use Policy

Consequences for violation of CATEGORY 2 (cumulative within the school year):

- 1st time: One Level III Friday School (failure to serve will result in a three-day suspension)
2nd time: One-day suspension
3rd time: Three-day suspension
4th time: Five-day suspension
5th time: Recommendation for expulsion

REMINDER - A second suspension or expulsion may affect a student's driving privileges. Students on probation will also be referred to Probation officials when BHS Discipline Code violations occur.

Discipline Code Violations: Category 3 Violations

(These are guidelines, are not all inclusive, and may be increased as deemed necessary by the administration. Certain guidelines listed below may also pertain to violations, which may occur on a BCSC issued laptop computer and/or a personal electronic device, personal communication device, including a cell phone.)

CATEGORY 3 VIOLATION: (not all inclusive)

1. The use or possession of tobacco products on school property. This includes materials or products containing nicotine or may contain nicotine, electronic cigarettes, electronic liquids, any objects used to produce a vapor and/ or scent, and all other products and materials. **Any student under 18 years of age using nicotine can be directed to a BCSC School Resource Officer and may be ticketed.
2. Fighting or provoking violence by gesture or words, including racial/ethnic slurs and objectionable epithets.
3. Forgery or alteration of school forms, such as passes, admits, progress reports, report cards, etc. or giving false information to school personnel.
4. Insubordination to staff or staff disrespect.
5. Obscene, vulgar, indecent or lewd acts, language, or behavior deemed to be offensive or harassing/bullying to other students and/or staff.
6. Possession or use of any chemical substances such as tear gas, etc. on school property or school sponsored event.
7. Minor damage and/or destruction of school or personal property.
8. Unauthorized entry or presence in school facilities.



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9. Any form of sexual harassment. Prohibited sexual harassment consists of sexual violence, unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature. Conduct of a sexual nature may include verbal or physical sexual advances and/or comments regarding physical or personality characteristics of a sexual nature. Examples of sexual harassment include verbal harassment or abuse, repeated remarks to a person with sexual or demeaning implications, unwelcome touching, pressure for sexual activity, and suggesting or demanding sexual involvement accompanied by implied or explicit threats.
10. 10. Category III level violation of the Batesville Community School Corporation Respectable Use Policy
11. Any violation of BCSC Student Code of Conduct for suspensions.
12. Theft of school or personal property. Restitution will be required if stolen property is damaged or lost. Failure to make restitution will be treated as insubordination.
13. Possession of objects, which could be considered look-alike weapons. [example: BB gun, paint gun, pocketknives, etc.]
14. Failure to serve or complete an assigned Level III Friday School.
15. Category III Level Violation: In addition to the grounds listed above, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function. IC 35-45-2-1.

Consequences for violation of CATEGORY 3 (cumulative within the school year):

- 1st time: Three-day suspension
2nd time: Five-day suspension
3rd time: Recommendation for expulsion.

*Restitution towards school damages will be made where appropriate

REMINDER - A second suspension or expulsion may affect a student's driving privileges. Students on probation will be referred to Probation officials when BHS Discipline Code violations occur.

Discipline Code Violations: Category 4 Violations

(These are guidelines, are not all inclusive, and may be increased as deemed necessary by the administration. Certain guidelines listed below may also pertain to violations, which may occur on a BCSC issued laptop computer and/or a personal electronic device, personal communication device, including a cell phone.)

CATEGORY 4 VIOLATION (School administration reserves the right to conduct: (under school's jurisdiction or on school property) (not all inclusive) search of the student's person, school locker, or vehicle if reasonable suspicion exists).

1. Possession of any firearms, knife or deadly weapons



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2. Possessing, using, selling, transmitting, or being under the influence of any narcotic drug, legend drug, hallucinogenic drug, amphetamine, stimulant-depressant, barbiturate, marijuana, drug paraphernalia, alcoholic beverage, inhalant drug including household products or any product used for huffing or inhaling, caffeine-based pills, Phenylpropanolamine (PPA) intoxicant of any kind, or any item that closely resembles or is represented to be any of the foregoing items.
 - a. Use of a drug authorized by medical prescription from a physician is not a violation of this subdivision. No student is to carry any medication unless authorized by the school.
 - b. **NOTE: All prescriptions are to be placed in the care of the nurse or designee during the school day.*
 - c. **NOTE: If there is reasonable suspicion of alcohol or drug use, a breathalyzer or drug test will be given. Refusal to submit to this test(s) will result in actions taken as if a positive test occurred.*
3. Burglary or major theft (to be determined after consultation with local judicial and/or law enforcement authorities).
4. False fire alarms, bomb threats, arson, or false calls to 911.
5. Use, possession, sale or distribution of any dangerous or caustic material.
6. Flagrant insubordination/staff disrespect, threats or physical assault on any staff person.
7. Threat, physical assault or harm to any BCSC student.
8. Major damage, destruction, and/or vandalism of school or personal property.
9. Felonies.
10. In addition to the grounds listed above, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function. IC 35-45-2-1.
11. Category IV level - Violation of the Batesville Community School Corporation Respectable Use Policy.
12. Continuous violation of school discipline policies outlined in all category violations.
13. The production of bodily fluids provoking a fight, causing damage or destruction to school property, or used for unlawful activity such as criminal mischief.
14. Violation of BCSC Student Code of Conduct for expulsions.

Consequences for violation of CATEGORY 4 (cumulative within the school year):

1. A recommendation for expulsion, or suspension from school for up to 10 days.
**Restitution towards school damages will be made where appropriate.*

REMINDER - *A second suspension or expulsion may affect a student's driving privileges. Students on probation will also be referred to Probation officials when BHS Discipline Code violations occur.*



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Seclusion and Restraint

Batesville Community School Corporation is committed to maintaining a safe learning environment for all students and staff. A student will **not be subject to seclusion or restraint unless the student's behavior poses an imminent risk of injury to the student or others.**

Seclusion or restraint will be used only when necessary to protect the safety of students or staff and in accordance with applicable Indiana law and school corporation policy.

Significant violations of the law, including assaults on students or staff, may be reported to law enforcement.

Following any incident involving the use of seclusion or restraint:

- A parent or guardian will be **verbally notified as soon as possible**;
- A written incident report detailing the circumstances that led to the use of seclusion or restraint and the actions taken by school personnel will be prepared; and
- A copy of the incident report will be provided to the student's parent or guardian.

The school corporation will document all incidents involving seclusion or restraint in accordance with state requirements and established procedures.

Friday School Information

Any teacher may assign a Level I Friday School for classroom disruptions. Administrators may assign Level I, Level II, or Level III Friday School as needed.

Parents may request one Friday School date change per year, which will be rescheduled to the next available date. Requests should be made to the Associate Principal or the Student Services Secretary.

A bell will ring at 3:00 p.m. to signal the start of Friday School. No student will be admitted after 3:00 p.m. without a pass from a BHS staff member. If a student arrives late, they will be referred to the Associate Principal, who will determine if they may stay. Failure to arrive on time will result in additional disciplinary consequences.

Level I Friday School (Attendance will be taken at 3:00)

- **Location:** Designated area.
- **Expectations:**
 - Bring sufficient academic/reading material.
 - No sleeping or listening to music.
 - No food or drinks allowed except for water.
- **Consequences:**



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- An unexcused absence or failure to attend results in a Category II Violation.
- Removal or failure to meet expectations results in further disciplinary action.
- **Dismissal: 4:00 p.m.**

Students remaining for **Level II Friday School** will receive a **5-minute break** before attendance is taken again. Break (4:00 – 4:05 p.m.)

Level II Friday School (Second attendance taken at 4:05 p.m.)

- Same expectations as Level I Friday School.
- **Consequences:**
 - An unexcused absence or failure to attend results in a Category II Violation.
 - Removal or failure to meet expectations results in further disciplinary action.
- **Dismissal: 5:00 p.m.**

Students remaining for **Level III Friday School** will receive a **5-minute break** before attendance is taken again. Break (5:00 – 5:05 p.m.)

Level III Friday School (Third attendance taken at 5:05 p.m.)

- Same expectations as Level I and II Friday Schools.
- **Consequences:**
 - An unexcused absence or failure to attend results in a Category III Violation.
 - Removal or failure to meet expectations results in further disciplinary action.
- **Dismissal: 6:00 p.m.**

Grounds for Suspension or Expulsion

IC 20-33-8-14:

The following are grounds for student suspension or expulsion, subject to the procedural requirements of this chapter and as stated by school corporation rules:

1. Student misconduct
2. Substantial disobedience

These grounds apply when a student is:

- a. On school grounds immediately before, during, or after school hours, or at any time when the school is being used by a school group.
- b. Off school grounds at a school-sponsored activity, function, or event.
- c. Traveling to or from school or a school-sponsored activity, function, or event.



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(As added by P.L.1-2005, SEC.17.)

Suspension Guidelines

- Students who receive an out-of-school suspension (OSS) are not permitted on school property or at any school-sponsored event during the suspension period, unless given explicit permission by school administration.
- Students are given one class session per class missed to make up both formative and summative assignments.
- Students attending RCATS during OSS may retain their school-issued laptop.
- Students not attending RCATS must turn in their school-issued laptop before leaving the building.
- Students serving in-school suspension (ISS) must attend school and complete all assigned work. Access to a computer will be granted at the discretion of the administration based on the nature of the violation.
- Suspended students are not permitted to participate in extracurricular activities for the duration of the suspension.
- A suspension ends at the start of the next school day.

In-School Suspension (ISS) Regulations

Students assigned to ISS must follow these regulations:

1. Students must bring all necessary school materials and work on class assignments. They may also read a book.
2. Sleeping is not permitted. Violation may result in OSS or additional disciplinary action.
3. No food or drinks are allowed.
4. Listening to music on any device is prohibited, including the school-issued laptop.
5. No cell phones or personal electronic devices are permitted. The school-issued computer may be used but will be monitored.
6. Students must always remain seated with feet on the floor.
7. Lunch:
 - Students may bring a sack lunch or purchase a meal from the BHS cafeteria.
 - They will be served a Grade-A lunch at the designated time.



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Ripley County Alternative to Suspension Program (R-CATS)

Students on short-term (1-5 days) out-of-school suspension may be assigned to R-CATS at the school's discretion. This county-wide program, supported by Ripley County schools, judges, the prosecutor, and probation, provides an alternative suspension setting at the Tyson Activity Center.

- Attendance is mandatory. Failure to report or comply with expectations may result in a court summons.
- Parents provide transportation. Students must bring all necessary materials, including their BCSC laptop.
- Lunch options: Students may bring a sack lunch or order from South Ripley High School's cafeteria.
- Schedule (8:30 a.m. - 2:30 p.m.): Morning academics, supervised lunch, and afternoon community service.
- Full credit will be given for completed classwork.

Bus Discipline

Our Philosophy:

- We believe all students can behave appropriately and safely while riding a school bus.
- We will not tolerate any behavior that prevents drivers from doing their job or compromises student safety.
- *In accordance with IC20-33-8-14, student misconduct on any Batesville Community School Corporation bus may result in disciplinary action (Category 1-4), including during academic and extracurricular activities.*

Bus Rules:

1. Follow driver directions.
2. Stay in your seat; keep all body parts inside the bus.
3. Keep hands, feet, and objects to yourself.
4. No profanity, offensive gestures, loud talking, or disruptive behavior.
5. No gum, food, or drinks.
6. A parent note must be given to the Associate Principal and driver before changing buses or stops.
7. Guest riders require a driver-approved permission slip.

Discipline Process:

1. **First Infraction:** Verbal warning and/or Bus Conduct Report.
2. **Second Infraction:** Parent contact by the driver or Bus Conduct Report.
3. **Third Infraction:** Notification to parents, principal, and Director of Transportation.

Multiple or Severe Infractions:

- Consequences may include bus suspension (1, 3, or 5 days) and/or Friday School.



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- Repeated violations may result in the **loss of bus privileges for the school year**.
- Indiana law allows bus drivers to suspend a student for **one day**; administrators may impose longer suspensions.

Serious Violations (Immediate 5+ Day Suspension):

- Physical harm or threats (may lead to arrest).
- Property damage.
- Willful insubordination.
- Profane, indecent, or offensive speech, conduct, or attire.

*Any additional infraction following a loss of bus privileges of 5 days may result in a loss of those privileges for the remainder of the school year.

Audio-Video Monitoring:

BCSC buses, including privately owned ones used by the corporation, may be monitored via AV recording systems.

Tobacco Use or Possession

Students may not possess or use tobacco products, nicotine-containing materials, or vaping devices on school property, in vehicles, or at school activities. Violations result in an immediate referral to BHS Administration and a violation of the BHS Code of Conduct. Parents will be notified.

Tobacco-related items include, but are not limited to:

- Tobacco products and nicotine-containing materials
- Electronic cigarettes, vape devices, and e-liquids
- Any object producing vapor or scent

Legal Consequences:

As per IC 35-46-1-10.5, individuals under 21 found purchasing or accepting tobacco may face a Class C Infraction. Law enforcement may be notified.

Substance Abuse

Batesville High School is committed to helping students reach their full potential, which can be hindered by drug or alcohol use. Self-referral for substance abuse issues is encouraged before a violation of the BHS Discipline Code occurs.



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Self-Reporting for Substance Abuse

Students who voluntarily seek help from a licensed medical professional or BHS administrator before an investigation or violation will not face school discipline. However, they will be subject to the BHS Code of Conduct for extracurricular/co-curricular activities.

Substance Abuse Violations

If reasonable suspicion exists, school administrators may search a student, a school issued locker, or vehicle for evidence of a violation. Students found in violation who did not previously seek help will face consequences under the BHS Discipline Code and BHS Code of Conduct for extracurricular/co-curricular activities.

Alternative to Expulsion (First Offense Only)

A student **may** avoid expulsion if **ALL** the following conditions—and any others set by administration—are met:

1. Minimum 10-day suspension from school
2. Enrollment in the BHS Code of Conduct

Personal Communication Devices (PCDs) / Electronic Device Policy

The use of personal communication devices (PCDs), including cell phones, smartwatches connected to cellular service or the Internet, earbuds, tablets, and similar electronic devices, is a privilege and must not interfere with the educational environment.

In accordance with Indiana law and Batesville Community School Corporation expectations, Batesville High School maintains a “Bell to Bell” policy designed to support student learning, minimize distractions, and maintain a safe and focused school environment.

School Day Expectations

Students are expected to turn off and store all personal communication devices in their assigned locker prior to the beginning of the school day. Personal communication devices are not permitted to be carried on a student’s person or used during the school day unless an approved exception applies.

Students may retrieve their devices at the conclusion of the school day.

Students leaving school grounds during the school day for an approved reason (e.g., appointments, work-based learning, college visits, dual credit, or school-approved activities) may retrieve their device upon leaving



campus. Students returning to school during the instructional day must turn off and return the device to their locker immediately upon re-entering the building.

Exceptions to the Prohibition of PCD Use

In accordance with Indiana law, students may use a personal communication device during the school day only when:

- A. The device is necessary for management of a documented medical condition pursuant to licensed medical documentation.
- B. Use of the device is included in the student's Individualized Education Program (IEP) or Section 504 Plan;
- C. Use is authorized by school administration during an emergency situation; or
- D. Use is necessary for language translation services.

Privacy, Recording, and Appropriate Use

Students are prohibited from using personal communication devices, including devices with cameras or recording capabilities, in any location where a reasonable expectation of privacy exists, including but not limited to restrooms, locker rooms, changing areas, and shower facilities.

Except as authorized by a teacher, administrator, IEP team, or Section 504 team, students may not photograph, record, livestream, or transmit audio, video, or images of students, staff, or others without permission.

Unauthorized recording or distribution of content may be considered an invasion of privacy and may result in disciplinary and/or legal consequences.

Students shall not use personal communication devices in any way that reasonably creates disruption, intimidation, harassment, bullying, humiliation, or interference with school purposes or educational functions.

School-Issued Computers & Digital Conduct

Students are responsible for the care and appropriate use of BCSC-issued technology, including computers and chargers. Misuse, damage, loss, or failure to return school-issued equipment may result in disciplinary consequences and/or financial responsibility. This policy applies to both personal communication devices and Batesville Community School Corporation-issued technology, including student laptops.

BCSC-issued devices remain the property of Batesville Community School Corporation. School administration reserves the right to confiscate and search school-issued technology in accordance with school policy and applicable law.

Communication initiated off-campus that substantially disrupts the school environment may result in school disciplinary action.

The following actions are considered violations of school policy and the BCSC Responsible Use Policy and may result in disciplinary consequences:



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- Harassment, bullying, sexual harassment, intimidation, or threatening behavior through digital communication;
- Sending, sharing, viewing, searching, or possessing inappropriate, sexually explicit, or prohibited content;
- Unauthorized recording, photographing, or sharing of students, staff, or school materials;
- Academic dishonesty involving electronic devices or digital platforms;
- Attempts to bypass school technology restrictions or access blocked content;
- Misuse of school-issued devices, personal devices, or digital platforms in a manner that disrupts school operations.

Legal Issues Regarding Personal Electronic Devices

Important Notice: Students and parents should understand the serious legal consequences associated with misuse of electronic devices involving minors. Indiana law requires school personnel to report suspected child exploitation or child pornography to law enforcement or child protective services.

Mandatory Reporting

Under Indiana Child Abuse and Neglect reporting laws, school personnel are legally required to report suspected child exploitation or child pornography.

Child Exploitation – Level 5 Felony

I.C. 35-42-4-4(b)

It is illegal to:

- Create, exhibit, or distribute any image, video, or digital content depicting a minor engaged in sexual conduct;
- Possess or share such material through text messages, social media, cloud storage, or other digital means.

Child Pornography – Level 6 Felony

I.C. 35-42-4-4(c)

It is illegal to possess photographs, videos, or digital content depicting a minor (under age sixteen) engaged in sexual conduct.

Definition of “Sexual Conduct”

I.C. 35-42-4-4(a) includes:

- Sexual intercourse or sexual touching;
- Exhibition of uncovered genitals intended for sexual arousal;
- Fondling or contact intended for sexual gratification.

Sex Offender Registry Requirements

Under I.C. 11-8-8-7 and I.C. 35-42-4-11, individuals adjudicated or convicted of child exploitation offenses may be required to register as sex offenders.



Student Responsibility for Personal Devices

Students are personally responsible for the care and security of their devices. Batesville High School and Batesville Community School Corporation assume no responsibility for lost, stolen, damaged, or unauthorized use of personal communication devices brought onto school property.

Failure to comply with this policy may result in disciplinary consequences as outlined elsewhere in the student handbook.

Academic Misconduct: Assignments & Testing Irregularities

(Applies to both individual and group work, including violations involving BCSC-issued laptops, personal devices, and AI tools.)

Classroom supervisors have the authority to address academic misconduct to maintain integrity, order, and test security. Violations may result in disciplinary action based on the severity of the offense.

Examples of Academic Misconduct:

1. Cheating – Giving or receiving unauthorized assistance. Evidence may include physical proof or supervisor observation.
2. Unauthorized use of Artificial Intelligence (AI) – Using AI tools (e.g., generative AI, chatbots, writing assistants, or answer generators) to complete assignments, assessments, projects, or other academic work without teacher permission or in a manner inconsistent with classroom expectations.
3. Using unapproved aids during an assignment or assessment. .
4. Disrupting others during an assessment.
5. Sharing, photographing, or distributing assignments or tests via any method (e.g., email, Airdrop). Receiving unauthorized materials is also a violation.
6. Accessing incorrect test sections or exceeding the time limit.
7. Removing test materials from the room.
8. Ignoring test regulations or refusing to follow instructions.
9. Engaging in unauthorized talking during an exam.
10. Plagiarism – Submitting another’s work as one’s own, including AI-generated content without permission.

This policy ensures fairness and upholds academic integrity at Batesville High School.

Academic Integrity & Plagiarism Policy

At **Batesville High School**, an assignment bearing a student’s name must reflect their own effort, unless collaboration is explicitly permitted. This includes, but is not limited to:

- Copying from books, magazines, the Internet, videos, or any other media.



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- Using another student’s work or submitting work written by someone else.
- AI-generated content that is not properly credited or authorized.
- Using AI-generated content, responses, summaries, images, coding, or writing without teacher permission or required attribution.
- Unauthorized collaboration on individual assignments.

Plagiarism applies to all types of assignments, not just writing. Any violation constitutes academic misconduct and may result in:

- A disciplinary referral
- A zero (0%) on the assignment (*at teacher discretion*)
- Further disciplinary action, classified as a Category II-IV violation depending on severity.

These guidelines are **not all-inclusive** and may be adjusted by administration as needed. Digital misconduct via BCSC-issued laptops, personal devices, personal communication devices or cell phones are also subject to these rules.

Violation: Academic Misconduct – Test or Assignment Irregularities

Consequences (cumulative within the school year):

- 1st time: Level III Friday school (The student will be referred to the office and may also receive a zero on the assignment).
- 2nd time: One-day suspension or two-level III Friday schools (Deemed by the BHS administration). The student may also receive a zero on the assignment.
- 3rd time: Three-day suspension. The student may also receive a zero on the assignment.
- 4th time: Five-day suspension. The student may also receive a zero on the assignment.
- 5th time: Recommendation for expulsion. The student may also receive a zero on the assignment.

REMINDER - A second suspension or expulsion may affect a student’s driving privileges. Students on probation will also be referred to Probation officials when BHS Discipline Code violations occur.



Dress Code

Batesville High School expects students to dress in a way that supports a positive learning environment, maintains safety and professionalism, and avoids disruptions to the school day.

General Guidelines

- Clothing must provide full coverage of the chest, torso, and undergarments.
- Sheer, see-through, excessively ripped, or revealing clothing is not permitted.
- Shorts, skirts, and dresses should be an appropriate length to avoid disruptions.
- No exposed midriffs for any student.
- Tank tops and sleeveless shirts must have adequate strap width and coverage.

- *Clothing must fully cover undergarments, the chest, torso, buttocks, and sides of the body.*

- *Clothing that is sheer, see-through, excessively revealing, or excessively ripped in areas that expose undergarments or private areas is not permitted.*

- *Shorts, skirts, and dresses must provide appropriate coverage and may not create a disruption to the educational environment.*

- *Clothing that exposes the midriff is not permitted.*

- *Tank tops and sleeveless shirts must provide appropriate coverage and may not expose undergarments or excessively reveal the torso.*

Prohibited Items

- Clothing displaying profanity, violence, drugs, alcohol, tobacco, or sexually suggestive content.
- Items with hateful, offensive, or disruptive messages.
- Hats, hoods, or head coverings (except for religious or medical reasons).
- Bulky coats/jackets during class (8:00 AM - 2:50 PM), as determined by teachers.
- Any attire that alters appearance in a way that disrupts the school environment.

Footwear & Weather-Appropriate Dress

- Shoes must be always worn for safety reasons.
- Students should dress appropriately for the indoor school climate.



Enforcement & Consequences

- Students in violation of the dress code will be referred to the guidance office or associate principal.
- Repeated violations may result in Category I or higher disciplinary consequences.
- If unsure about an item, parents or students should contact administration before wearing it to school.

Batesville Community School Corporation Bullying Policy **(Refer to BCSC Bylaws and Policy 5517.01)**

I. Policy Statement

The Batesville Community School Corporation (BCSC) strictly prohibits bullying in any form. This policy applies:

- On school grounds before, during, and after school hours.
- At any school-sponsored activity, function, or event, whether on or off school grounds.
- While traveling to or from school, a school event, or using school-provided transportation.
- When using school property or equipment, including digital platforms.

Additionally, this policy applies regardless of physical location if:

- Both the person engaging in bullying and the targeted student attend a BCSC school.
- The bullying behavior substantially disrupts the learning environment or creates an unsafe learning environment.

II. Definitions

A. Bullying

As defined by IC 20-33-8-0.2, bullying includes overt, unwanted, and repeated acts that can be:

- Verbal or written (including electronic communication, social media, text messages, etc.).
- Physical (hitting, pushing, or intimidation through gestures).
- Relational/social (exclusion, spreading false information, or damaging reputations).
- Cyberbullying (intimidation, harassment, or threats made via digital means).

These behaviors must be intentional and create a hostile school environment by:

1. Placing the targeted student in reasonable fear of harm to their person or property.



2. Causing a substantial impact on the targeted student's physical or mental well-being.
3. Interfering significantly with the targeted student's academic performance.
4. Limiting the student's ability to participate in or benefit from school services, activities, or privileges.

III. Reporting & Consequences

Reporting Bullying

- Students, parents, or staff may report bullying concerns confidentially to any school staff member or administrator.
- Anonymous reports can be submitted through the school's designated reporting system.

Investigations & Actions

- All reports will be taken seriously and investigated promptly.
- Consequences will be based on the severity of the bullying behavior and may range from restorative interventions to disciplinary action, up to suspension or expulsion for severe cases.

I. Administrative Procedures

- A. All Batesville Community School Corporation employees, volunteers and contracted service providers who have contact with students are required to report alleged violations of this policy to the principal or the principal's designee within one (1) school day that an incident was witnessed or reliable information regarding the occurrence of an incident was received.
- B. Students, parents and visitors of a school within the Batesville Community School Corporation are encouraged to report any alleged violations of this policy to the principal/designee within one (1) school day that an incident was witnessed or reliable information regarding the occurrence of an incident was received. Such a report may be made anonymously. Formal action for violations of the code of student conduct may not be taken solely on the basis of an anonymous report.
- C. Any Batesville Community School Corporation employee, volunteer or contracted service provider who witnesses or receives a report of bullying from a student, parent, visitor or colleague and fails to initiate or conduct an investigation may be subject to disciplinary action.



- D. The principal/designee shall conduct a thorough and complete investigation for each report of an alleged incident of bullying received. The investigation shall be initiated by the principal/designee within one school day of the report of the incident. The principal/designee may appoint additional personnel to assist in the investigation. The principal/designee shall submit documentation of the incident to the superintendent or designee of the school corporation within ten (10) school days. A final report will be submitted upon the completion of the investigation.
- E. The principal/designee shall provide the parents of the students who are parties to the investigation with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents includes the nature of the investigation, whether Batesville Community School Corporation found evidence of bullying, and whether consequences were imposed or services provided to address the bullying incident if the evidence of bullying was substantiated.
- F. As appropriate to the investigation findings, the principal/designee shall ensure the code of student conduct has been implemented and provide intervention and/or relevant support services.

Data Collection & Reporting

Each school within the Batesville Community School Corporation (BCSC) must track and record all reported bullying incidents, categorized as:

- **Verbal bullying** (name-calling, threats, etc.).
- **Physical bullying** (hitting, pushing, or other physical aggression).
- **Social/relational bullying** (exclusion, spreading rumors, damaging reputations).
- **Cyberbullying** (harassment via digital communication, social media, or electronic devices).

This data must be submitted annually to the Indiana Department of Education by July 1.

False Reporting of Bullying

The principal or designated school official has the authority to investigate and respond to false reports of bullying.

- If a student or individual intentionally makes a false accusation as an act of bullying, appropriate disciplinary and remedial actions will be taken, in accordance with P.L. 285-2013.



Student Instruction & Prevention

Each school will provide age-appropriate, research-based bullying prevention instruction to all students in grades 1-12 no later than October 15 of each school year.

- Anti-bullying education should be continuous and integrated into a comprehensive prevention program throughout the school year.
- This instruction must be provided by a trained school safety specialist, counselor, or another qualified professional with expertise in bullying prevention and intervention.

Staff & Volunteer Training

All BCSC employees, volunteers, and contracted service providers who have direct and ongoing contact with students must receive annual training on:

- The BCSC Bullying Policy and reporting procedures.
 - Strategies for bullying prevention and intervention.
 - Best practices for supporting students who have been bullied.
-



Batesville Community School Corporation Sexual Harassment Policy

I. Policy Statement

The Batesville Community School Corporation (BCSC) is committed to maintaining a safe, respectful, and harassment-free learning and working environment. Sexual harassment by any employee, student, volunteer, or non-employee under school authority is strictly prohibited.

II. Definition of Sexual Harassment

Per Title IX and Indiana law, sexual harassment includes:

- Unwelcome sexual advances or requests for sexual favors.
- Verbal, physical, or digital conduct of a sexual nature that:
 1. Affects employment or academic conditions (e.g., grades, promotions).
 2. Creates a hostile, intimidating, or offensive environment.
 3. Substantially interferes with a student's education or an employee's job.

III. Examples of Sexual Harassment

Sexual harassment includes but is not limited to:

- Sexual comments, jokes, or gestures.
- Unwelcome touching or physical advances.
- Pressure for sexual activity or favors.
- Threats or retaliation for rejecting advances.

IV. Reporting & Investigation Procedures

A. Reporting Sexual Harassment

1. Victims or witnesses should report incidents to a school administrator, supervisor, or Title IX coordinator.
2. Reports can be made in writing or verbally; school officials will document verbal complaints.
3. Confidentiality will be respected to the extent permitted by law.

B. Investigation & Action

1. The principal or designee will conduct a prompt, thorough, and impartial investigation.
2. Findings will be reported to the superintendent and Board of School Trustees (executive session).
3. The Board will determine appropriate action; victim names will remain confidential unless required by law.



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V. Consequences & Sanctions

- Employees found guilty of sexual harassment face disciplinary action, including reassignment, suspension, or termination.
- Students found guilty face disciplinary measures, including suspension or expulsion per the Student Conduct Code.

VI. False Reporting

Knowingly filing false accusations to harass, demean, or embarrass another individual will result in disciplinary action per school policy.

VII. Policy Awareness & Training

- This policy will be circulated annually in employee and student handbooks.
- Mandatory training on sexual harassment prevention will be provided for staff, students, and volunteers.

Batesville Community School Corporation **Student Lunch/Meal Account Procedure**

The National School Lunch Program (NSLP) requires schools to establish written procedures for meal charges. Batesville Community School Corporation (BCSC) follows these guidelines:

I. Payment Methods

All cafeteria purchases must be prepaid before meal service begins. Accepted payment methods include:

- Cash or check deposits at school.
- Electronic payments via "Send Money to School" or "eFunds", accessible from the school website.

II. Charging Policy & Negative Balances

- Students with negative balances cannot charge or purchase à la carte items, including snack milk or extra entrées.
- If a student repeatedly arrives without lunch or money, food service staff must notify the building principal, as this may indicate neglect or abuse, requiring further action.
- The food service director or designated school personnel will communicate with parents/guardians to resolve unpaid charges.



III. Notifications & Collection Procedures

- The Meal Magic system will send weekly notifications for low or negative balances.
- If a negative balance exceeds \$25, parents will receive a monthly letter.
- At the end of the school year, families will receive a final notification if a balance is outstanding.
- Negative balances over \$50 not paid within 10 days of the school year's end may be referred to collections, small claims court, or other legal means.

IV. Refunds & Transfers

- Students withdrawing or graduating may request a refund or transfer funds to another student if their balance is \$5 or more.
- Requests must be made within 10 days of leaving the Corporation. Unclaimed balances will be transferred to the Cafeteria Operating Fund.

Medication

Some students may require medication during school hours due to illness or disability. To comply with Indiana law, school personnel may only administer prescription medication with a written physician's order (a pharmacy label on the original container qualifies).

Medication Guidelines

- All medication must be stored and taken in the clinic.
- A parent note or completed medication form must accompany all medications, including dosage and administration times.
- Medication forms are available at the school office or local doctor's office.
- Long-term medication orders will be reviewed periodically

When your child MAY NOT come to school:

1. The student has a fever of 100 degrees Fahrenheit or higher. The student should be fever free without the use of fever reducing medication (Ibuprofen or Tylenol) for 24 hours before attending school.
2. The student is experiencing vomiting and/or diarrhea. The child should be kept home until symptoms have been resolved for 24 hours and the child is able to keep down food and/or liquid before attending school.
3. A child cannot attend school if the child is found to have lice or nits (eggs). The child cannot return to school until the student has been treated with lice killing shampoo, ALL



nits are combed out and you have found no lice or nits when examining the child's hair
See more information below regarding the BCSC 'No Nit' Policy.

If your student is found to have any of the above, the parent/guardian will be called to pick them up within 1 hour of calling. If a student vomits while at school, it is at the school nurse's discretion to determine if the student vomited due to illness and needs to go home or if there is another cause and the student may stay at school. An example would be if a student is coughing hard, swallows' food incorrectly, etc.

Other reasons the nurse may send your school home would be:

1. Thick mucus or pus draining from the eye or pink eye (conjunctivitis) No return until 24 hours after beginning antibiotic eye drops
2. Unknown rashes or skin lesions (open sores)

****If your child is diagnosed with Strep Throat, Staph infection, Mono, Conjunctivitis, Fifth's disease, Chicken Pox or any other communicable condition, please report this to the school nurse as soon as possible.**

LICE/No Nit Policy

If a child has head lice or lice eggs (nits), the parent(s) or guardian will be called, and the child will be sent home. The child may return to school after he / she has been treated, and all nits have been removed as determined by the school nurse or her designee. The nurse will provide the parent with information about head lice and its eradication. The parent may get additional information and assistance from the county health nurse as well. To return to school, the school nurse will recheck the student's hair to assure all lice/nits have been removed. Absences due to head lice will be considered excused under the school attendance policy. If this becomes recurring, absences will be unexcused.

Immunizations

Parents of all children enrolled in school must furnish the school with a written statement of the child's immunizations. All required immunizations need to be up to date no later than the child's first day of school unless such a statement is submitted for file. State law requires that no student be permitted to attend school without this written statement, unless:

- 1 The school gives the parents of the child a waiver.
2. The local health department or a physician determines that the child's immunization schedule has been delayed due to extreme circumstances, and that the required immunizations will not be completed before the first day of school. In such case, the



parent must furnish this written statement and a time schedule approved by a physician or local health department for the completion of the remainder of the immunizations.

3. If a parent objects to their child undergoing immunizations on religious grounds, the parent must state in writing their objection(s) yearly, sign it and give it to the principal/school nurse.

If these stipulations are not met, the school may exclude the student from school until proper documentation is obtained.

Medication

There are some illnesses and disabilities for which a child requires medication during school hours. However, in compliance with Indiana statutes, the school personnel do not give prescription medication to any child while in school unless there is a written order by the doctor. (A pharmacy label on the original container will constitute a physician's order). All medication shall be kept in the clinic and be consumed by the student at the clinic.

To avoid errors, the office requires a completed medication form accompany all medication, which is to be given at school, with the physician's order stating dosage and hours to be given. Medication forms are available at the office, the BCSC Health website, or at the local doctor's office. This form **MUST** be filled out each school year.

Proper Procedure for Medication Taken at School:

Prescription drugs can be given at school if prescribed by a physician and ordered to be taken at school. The permission form to administer medication is to be filled out by the physician and parent. This form may be obtained through the school office. The medication must be brought to the office in the original container and the permission form to administer medication with it. A new form must be completed each year.

According to Batesville Community School Corporation Policy 6.0-31, a written order of a practitioner must accompany the medicine. The school may contact the physician if there are any questions regarding the medication ordered for the student.

Over the counter (FDA approved) medication can be given at school. If given, the medication must be sent to school in the original manufacturer's package or container. The student's name must be on the medication package and a note from the parent. The note should contain - date, name of student, name of medication, amount to be given, time to be given and the time this



medication was last given. The dose and frequency given cannot exceed what is listed on the package without a physician's order or note.

There are two ways a student may receive medication:

1. The student's parents may come to school and give the medication.
2. The school nurse, clinic aid or office personnel may give the medication only if the medication is accompanied by the above information.

All medication must be brought to the clinic immediately. It should not be kept in pockets, lockers, desks or backpacks. It is the student's responsibility to come to the clinic to take the medication.

Non-FDA approved products, herbal/dietary products, medications purchased in foreign countries, or non-traditional preparations (including but not limited to: vitamins, supplements, homeopathic remedies and essential oils) will not be administered by school personnel. Medications will not be given if not prescribed by a medical physician or accompanied by a physician's note.

Release of Medication:

By state law 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 over the counter medication and/or non controlled prescriptions that are possessed by a school for administration during school hours or at school functions with a student if the student's parent provides written permission for the student to receive the medication. **Any CONTROLLED medication will not be sent home with anyone under the age of 18.**

Possession and Self-Administration of Medication permitted:

According to state law IC 20-33-8-13 students with certain acute or chronic diseases can carry and self-administer their own medications. This is permitted only if the medication must be given on an emergency basis, and if a parent files an annual authorization, which includes a written statement from a physician stating that the student has an acute or chronic disease or medical condition for which the physician has prescribed medication, the student has been instructed in how to self-administer the medication and the nature of the disease or medical condition requires emergency administration of the medication. The authorization and statement



described must be filed annually with the student's principal or school nurse. If you have a question regarding a specific medical/medicine situation, please contact the school nurse.

Locker Information

All lockers and storage areas at school are the property of the school corporation and are provided for storing school supplies and personal items needed during the school day. Lockers may not be used to store items that disrupt school, break rules, or violate the law.

The school retains full ownership and control of lockers and may inspect them at any time to ensure proper use, maintain safety and cleanliness, locate lost or stolen items, or prevent storage of prohibited items such as weapons, drugs, or alcohol.

Misuse of a locker may result in loss of locker privileges, restitution for damages, and/or other disciplinary action.

Media Center Information

The Batesville High School Media Center provides resources for assignments, recreational reading, and quiet study. Use of the media center is a privilege. It is open 7:45 a.m. – 3:15 p.m. Students must sign in and out at the circulation desk.

Checking Out Materials

- Use your student ID number to check out materials at the circulation desk.
- Due dates vary by item and are given at checkout.
- Items may be renewed if no hold requests exist.
- You are responsible for returning materials on time.

Lost or Damaged Materials

- Report lost items immediately.
- You will be charged the retail cost or repair cost for damaged or lost items.
- Refunds are issued if a lost item is found and returned in good condition.
- Paid-for damaged items remain school property.

Overdue Policy

- No overdue fines, but timely returns are expected.
- 1-7 days overdue: First electronic reminder.
- 8+ days overdue: Second reminder with 3 days to return, renew, or pay.
- Failure to respond: Referral to the Associate Principal.



During Class & SRT Time

- **Class Time:** Teachers must email permission for students to work in the Media Center. Students must sign in and out at the desk.
- **SRT Time:** Sign out using the 2026-27 Sign-Out Sheet and remain in the Media Center for the full segment.

Outside Class Time

- Before/after school, during lunch, or passing periods: Sign in and out.
- Lunch period visits require staying the full period.

Behavior Expectations

Students must:

- Respect individuals and property.
- Keep voices low and minimize casual conversations.
- Follow directions.

Behavior Violations (progressive consequences):

- Verbal or visual warning.
- Asked to leave.
- Two-week suspension from the Media Center.
- Semester-long suspension from the Media Center.

Severe Infractions → Immediate referral to the Associate Principal:

- Insubordination
- Disregard for school policies
- Deliberate property damage
- Harming others
- Other severe misconduct

Computer Usage: Students must demonstrate responsible behavior when using school computers, just as in the classroom. All users must follow the Acceptable Computer/Network Use and Internet Safety Policy. Violations may result in loss of access, disciplinary action, or legal consequences.

Schedule Change Policy

Students make course selections for the entire school year and are expected to give careful consideration to course selections when they are made during the scheduling period. After



students register for classes, teachers will be hired and teacher schedules established based upon selections made by students. Students will be able to review their schedules in May prior to the schedule change deadline. Once a student's schedule has been prepared, changes may be made until the end of the school year. Change after the conclusion of the school year may be made only under the following conditions:

- need to meet high school graduation requirements
- need to meet college entrance requirements
- student is academically misplaced
- need to balance over-crowded classes
- an error in computer entry
- late staff changes

Although course selections are made for the entire school year, a student may request a course selection change for the second semester with parent approval through late November. Course selection changes will be made on a very limited basis, which meet criteria listed above.

Requested changes related to teacher assignments, lunch assignments, class periods, etc. will not be considered.

The BHS administration reserves the right to make schedule changes based upon legitimate student needs.

Education Records

Family Educational Rights and Privacy Act (FERPA)

Parents and students aged 18 or older have the right to:

- Inspect and review the student's education records.
- Request amendments to records that are inaccurate, misleading, or violate privacy rights.
- Consent to the disclosure of personally identifiable information, except where FERPA permits disclosure without consent.
- File a complaint with the U.S. Department of Education regarding non-compliance.
- Obtain a copy of the Batesville Community School Corporation's FERPA policy by contacting Katy Eastes, Superintendent.

Student Records Policy (#6.0-19)

Education records are governed by federal law and school board policy, which includes:

1. **Confidentiality** – Records are private and only disclosed per policy.
2. **Applicability** – Covers both elementary and secondary student records.



3. **Parental Access** – Parents may examine their child’s records if the child is under 18, not in a post-secondary institution, or a dependent under Section 152 of the IRS Code.
4. **Student Access** – Students may examine their own records at reasonable times.
5. **Third-Party Disclosure** – Written consent is required from:
 - A parent for students under 18 and not in a post-secondary institution.
 - A student who is 18 or enrolled in post-secondary education.
6. **Authorized Access Without Consent** – School officials with legitimate educational interests and officials from institutions where a student seeks to enroll may access records without prior consent. Batesville Community School Corporation forwards records to new institutions without prior notification.
7. **Directory Information** – Pursuant to BCSC Policy 8330, Batesville Community School Corporation (BCSC) intends to make available, upon request, certain information known as "directory information." The Board designates the following as student directory information: a student's name; date of birth; photograph; major field of study; grade level; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; type of diploma awarded; awards received; honor rolls; and scholarships.
 - Directory information, including student photographs, may be used by the Corporation in school publications, yearbooks, recognition programs, the Corporation website, and official Corporation social media accounts, as well as released to outside organizations as permitted by law and Board policy.
 - Parents and eligible students may refuse to allow the Corporation to disclose any or all directory information by providing written notification to the School Office. Requests to withhold directory information must be submitted in writing and will remain in effect until the end of the school year.

Emergency Health Needs

The Batesville Community School Corporation responds to emergency health needs presented by any individual on school grounds or while being transported by immediately telephoning an emergency medical care provider and then telephoning a family member. (See MEDICATION section)



Military Recruiter Request: Student Directory

High school students or their parents/guardians may submit a signed written request to the Batesville High School principal at the end of the student's sophomore year to withhold the student's directory information from military recruiters. Once submitted, the school will not provide access to the student's information. (I.C. 20-10.1-29-3(B))

Extracurricular Information

Philosophy:

The Batesville Community School Corporation values extracurricular activities as an essential part of a well-rounded education. These activities foster personal growth, citizenship, and school spirit while aligning with school policies and state regulations, including those of the Indiana High School Athletic Association (I.H.S.A.A.).

Key Principles:

- Extracurricular activities contribute to students' overall development.
- High standards of conduct and sportsmanship are expected.
- Programs should integrate seamlessly with school policies.
- Activities must not disrupt academic responsibilities.
- Success should be pursued with integrity and fairness.
- Student well-being is the top priority.
- All activities should be school-controlled and directed.
- Sponsors and coaches should collaborate to ensure balance within the school program.

OBJECTIVES FOR PARTICIPATION

Extracurricular activities at Batesville Community School Corporation aim to:

- Promote a positive image of school activities.
- Encourage excellence while prioritizing sportsmanship and student well-being.
- Increase participation, attendance, and financial support for program sustainability.
- Provide real-world learning experiences that foster:
 - Physical, mental, and emotional growth.
 - Skill development in chosen activities.
 - Teamwork, loyalty, cooperation, and fair play.
 - School and community unity.
 - Goal setting and achievement.
 - Meaningful leisure activities for the future.
 - Opportunities for skilled students to explore future career paths.



Code of Conduct Requirement

All students and parents must read and sign the **BHS Code of Conduct** before participating in any extracurricular activity. This one-time requirement remains valid throughout the student's high school career. Copies are available from sponsors or the **BHS Main Office**.

School Dances

Policy Statement of Purpose

The purpose of this policy is to eliminate substance abuse from school sponsored dances thereby creating a positive and safe climate for all students.

The primary goal of this policy is to protect the health and safety of students by eliminating the use of illegal substances or the abuse of legal substances. This policy is not intended to be punitive; however, there will be natural and logical consequences for inappropriate choices. Students testing positive under a mandatory screening will be suspended from school, will be referred to the Police Department and if applicable will have violated the BHS Code of Conduct.

Rules:

- A. All dances are for Batesville High School students only. At some dances, students *may* be allowed one guest from outside the school provided the guest is at least a freshman, not older than 20 years of age, and has been previously registered in the office. An announcement will be made prior to the scheduled dance if guests are welcome to attend. Guests attending the dance are subject to the same rules and regulations as Batesville High School students. In addition, the following procedures will be followed for all dances and proms:
- B. All school rules apply.
- C. Proper dress is required.
- D. No student will be admitted more than one hour past the starting time of the dance without being preapproved by the administration.
- E. All Batesville High School students attending a dance must have a signed BHS Code of Conduct form on file.
- F. All students, including guests, will be tested prior to being admitted to any dances. The test being used will be AlcoBlow. Students and guests testing positive will be denied admission to the dance and will receive the appropriate consequences, in addition to their



parents/guardians being called. Refusal to submit to testing at a school-sponsored dance will result in actions taken as if a positive test occurred.

- G. Students leaving the dance early will be required to sign out listing the time left and will not be allowed re-entry.
- H. This information will be available to students' parents upon request.

STUDENT ACTIVITY CODE OF CONDUCT POLICY

INTRODUCTION

For the purpose of providing a safe, drug, alcohol, and tobacco free school environment, this policy provides accountability for appropriate student conduct for those students who are involved in athletics, extracurricular, and co-curricular activities as well as those students who drive to school and attend dances/ prom. This policy offers redirection and opportunities for help to those students who violate the Code of Conduct.

Students could have a violation of the Code of Conduct by any of the following but not limited to:

- Positive Random Drug Testing Result
- Positive Drug Test because of Reasonable Suspicion
- Arrest
- Inappropriate In-School Conduct
- Self-Report of Violation
- Police Report
- Act of Delinquency
- Other Major Handbook Violations **RANDOM DRUG TESTING PROCEDURE**

The School Board requires that each high school student participating in one of the corporation's interscholastic athletic programs, extracurricular and co-curricular programs, driving to school, or attending a school dance/prom sign an enrollment application agreeing that the student will participate in a random drug-testing program, conducted and paid for by the school corporation. Students will not be allowed to participate in activities or drive to school until they have registered for the program. Initial registration will take place at the beginning of each school year. Students participating in fall activities must have enrollment forms completed prior to the start of their activities. The program is designed to create a safe, drug free environment for students and assist them in getting help when needed. No student shall be expelled or suspended from school as a result of any verified "positive" test conducted by the school under this



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program; however, this program will not affect the policies, practices, or rights of Batesville school administrators in dealing with drug or alcohol possession on school grounds. Once enrolled in the Random Drug Testing Program, the students will remain enrolled for the duration of their time at Batesville High School. Students will have the opportunity to withdraw from the program. The request must be in writing from a parent and/or guardian. Once a parent has withdrawn a child, he/she may not participate in one of the corporation's interscholastic athletic programs, extracurricular or cocurricular programs, drive to school or attend a dance/prom unless enrolled back into the program. The superintendent will be responsible for developing regulations to implement this random drug testing policy.

Parents and/or guardians must alert designated representatives of Batesville High School if a student is taking any sedatives, opiates or sympathomimetic drugs.

SELECTION AND NOTIFICATION PROCEDURE

The number of individuals to be tested on a given date will be determined by the building principal or designee.

Each individual in the testing pool will be assigned an identification number that will represent his/her name. The building principal will maintain a cross listing of the participants and their prearranged identification number. The selection for testing will be done randomly by the chosen agency from the numbers in the pool. Students will be eligible for selection even if they have previously been selected.

SPECIMEN COLLECTION PROCEDURE

- The principal or designee shall locate participants for testing and escort them to the collection site.
- At the collection site each participant will be asked to complete a pre-testing form, which will include procedures that will be followed during the collection process.
- Each student will remain under school supervision until he/she has produced an adequate specimen.
- If a student cannot produce a specimen, water will be provided and the student will be given 2 hours in which to give a specimen. If a student cannot produce a specimen, the student will be considered to have failed the drug test. The student will be informed that he/she will no longer be eligible for activities until a new test can be given at an approved testing agency. Parents will be notified if this occurs.
- All specimens must register between 92.0- and 99.8-degrees Fahrenheit to be valid.
- Any student attempting to use urine other than their own or in any way attempting to alter the outcome of the test will face disciplinary action including possible suspension



and/or expulsion from school. That student would also face a violation and the test would be considered positive.

- Students refusing to test will result in the student being treated as if he/she had a positive test.
- A student who is taking any prescription or over the counter medication which may contribute to a positive drug test shall inform the collector or designee of this fact at the time that the specimen is requested. This information may require confirmation from the parent/guardian or a physician if requested by the administration.
- Parents and/or guardians must alert designated representatives of Batesville High School if a student is taking any sedatives, opiates or sympathomimetic drugs.
- The student will be released to return to class immediately after a specimen has been taken.

TEST FLOW CHART

*Steps contingent as to who is conducting the testing

1. Student names are entered into the data pool by assigned number.
2. The testing numbers are selected by the testing agency.
3. The principal matches the numbers to student names.
4. An administrator or designee will escort students to the testing site for specimen collection by the school nurse
5. The specimen will be sent to the testing agency.
6. The testing agency will follow the chain of custody and test the samples.
7. Any positive test screening will result in a second confirming test on the same sample by the laboratory.
8. The testing agency will notify the school principal of the results.
9. The school principal will notify parents and the student testing positive and set up a meeting with the parents and the student to explain the consequences of the positive test.
10. Parents of students testing negative will be notified by the principal in writing.

REASONABLE SUSPICION DRUG TEST

Students may be required to submit to drug testing or a Breathalyzer test when reasonable suspicion exists. Batesville Community School Corporation reserves the right to test any student who, at the time, exhibits cause for reasonable suspicion of drug or alcohol usage. Reasonable suspicion may arise from the following supportive indicators: (1) a student's behavior in conjunction with physical appearance and/or odor, (2) the student possesses drug paraphernalia, alcohol, marijuana, or any controlled substance, and (3) information communicated to an administrator by a teacher, staff member, parent, other adult, or a student



indicating a student is using, possessing, or under the influence of alcohol, marijuana, or any other controlled substance. (Any such report will be investigated by the administration and will be substantiated by other indicators, if deemed necessary.) If a student tests positive as a result of being tested for reasonable suspicion, the student will be subjected to school rules as outlined in the Student/Parent Handbook. This could result in suspension and expulsion from school and possible arrest.

Other than Random Drug Testing and Reasonable Suspicion Violation, a student could also violate this Code of Conduct by:

- Arrest
- Inappropriate In-School Conduct
- Self-Report of Violation
- Police Report
- Act of Delinquency
- Other Major Handbook Violations

**If a student violates the code of conduct by creating a disruption at school or any other violation of the code of conduct not previously discussed in this policy, the principal has the discretion to investigate and determine if a violation has occurred and then to apply appropriate consequences.*

****This Code of Conduct is in effect 365 days a year.**

CONSEQUENCES FOR VIOLATIONS

First Violation

**Mirror policy for any student who is found to have a violation that is not found through a random drug test.*

The student shall be put on probation from all extracurricular activities for 365 days (one calendar year) from the day that the violation is verified. The student may resume activities 4 weeks from the date a positive test is verified (or 2 weeks if a student or the student's parents or guardians report the violation to the Batesville High School administrator, coach or sponsor prior to the independent verification of a violation) if the following conditions are met:

1. *Counseling Program.* The student must agree to an appropriate program. The program must have approval by the Student Assistance Counselor and will include a recommendation for parent or guardian participation. The cost of the program is the responsibility of the student and/or parents or guardians. Failure to complete the program will result in the student's original suspension of 365 days being enforced.



2. *Drug Free.* The student must supply the school with a negative test at the cost of the student and/or his/ her parents or guardians. The follow-up test must be taken at the high school. The results of the test will be sent directly to the parent/guardians of the student.
3. *Administrative Drug Test.* The student agrees to be tested once eligibility has been reinstated (steps 1 and 2 completed). The test will take place at the discretion of the administration. The cost of the test is the responsibility of the school. If the student tests positive during this test, it will be treated as a second violation and the student will be excluded from all extracurricular and co-curricular activities for 365 days from the verification of the second positive test.

*If the student cannot complete the Counseling Program requirement within the 4 weeks (2 weeks if self-reported), the student could be allowed to resume all activities if the student is involved in the counseling program process (must have written verification by the Student Assistance Counselor) and the student has produced a negative drug specimen. If the student is allowed to return to activities under these conditions but then fails to complete the counseling program, the original suspension will occur for the remainder of the 365 days. The Principal and the Student Assistance Counselor will make this decision.

Second Violation

The student shall be excluded from all extracurricular activities for 365 days (one calendar year) from the day the second violation is verified. The student may resume activities after 365 days and only if the following conditions are met:

- 1) *Counseling Program.* The student must agree to an appropriate program. The program must have approval by the Student Assistance Counselor and will include a recommendation for parent or guardian participation. The cost of the program is the responsibility of the student and/or parents or guardians. Failure to complete the program will result in the student's original suspension being enforced.
- 2) *Drug Free.* The student must supply the school with a negative test at the cost of the student and/or his/ her parents or guardians. The follow-up test must be taken at the high school. The results of the test will be sent directly to the parents/guardians of the student.
- 3) *Administrative Drug Test.* The student agrees to be tested once eligibility has been reinstated (steps 1 and 2 completed). The test will take place 365 days following reinstatement. The date of the test will be at the discretion of the administration. The cost of the test is the responsibility of the student and/or his parents or guardians. If the student tests positive during this test, it will be treated as a third violation and the student



will be excluded from all extracurricular and co-curricular activities for the remainder of the student's career.

Third Violation

The student shall be excluded from all extracurricular activities for the remainder of the student's high school career.

During the suspension, as long as the student is working to complete the conditions set forth to re-establish eligibility, the individual may continue to be a part of practices and/or meetings but will not be allowed to participate as an active participant in any games, contests, performances or be allowed to drive to school or school activities. The coach, teacher or club sponsor may require the student to perform duties at games, contests or performances other than active participation in the event.

A Student who violates this policy after the last day of a school year and prior to Monday of week number five of the I.H.S.A.A. calendar will begin their suspension starting on Monday of week number five of the I.H.S.A.A. calendar.

SELF-REPORTING

Students will be able to self-report any violation to a Batesville High School administrator, coach or sponsor prior to the independent verification of a violation and within 48 hours of the violation. Students will not be able to self-report once they have been notified of their selection to be tested through the random drug-testing program. Students who self-report may resume activities two weeks from the date of confirmation if requirements (stated above) are met.

No student will have the opportunity to exercise the self-reporting option more than once during attendance at Batesville High School.

ADDITIONAL INFORMATION

At the discretion of administrators, all students attending high school functions may be required to submit to a Breathalyzer test as a condition of admittance. Breathalyzers may also be used in the case of reasonable suspicion of alcohol use.

At any time, a parent may require that their student be tested utilizing the school's contracted hospital drug testing lab. The process will occur at the school, and at the parent's expense. The student will be informed that it is a parent requested test. The results will be sent to the family directly. In order to initiate this process, the parent should contact a counselor who will instruct the parent on the process.



Less serious violations of school, coach, teacher or sponsor rules are to be handled by the head coach, teacher or sponsor.

DEFINITIONS

Alcoholic Beverages – For the purpose of this policy, an alcoholic beverage would include beer, wine, distilled liquors and any other liquid containing alcohol. It could also include the misuse of cough syrup and/or mouthwash containing alcohol.

Co-Curricular Activities – School activities outside of the formal curriculum that are an extension of a curricular area.

Drugs – For the purpose of this policy, a drug includes, but is not limited to, marijuana (THC), cocaine, methamphetamines, amphetamines, barbiturates, benzodiazepines, opiates, phencyclidine (PCP), alcohol, anabolic steroids, nicotine, look alike substances such as Spice or K2, or any other substance which is defined as a controlled substance by Indiana law.

Extracurricular Activity – Any activity outside of the regular school day in which a student actively and voluntarily participates. This also includes all school driving privileges.

Student Pool – Includes any high school student who drives to school and parks on school grounds, any high school student who is a member of a school sponsored athletic team, any high school student who is a member of a school club or organization, any student who participates in a co-curricular activity, any student who wishes to attend a school dance/prom, and any student whose parents agree for the student to be a part of the student pool. Any student intending to participate in any extracurricular activity during the second semester must enroll in the program by the end of the first semester.

Tobacco – For the purpose of this policy, tobacco use may be in the form of cigarettes, electronic (E) cigarettes, chew, dip, snuff, or any other form of tobacco.

Verification – Self-admitted involvement by the student, witnessed student involvement by a coach or any Batesville Community School Corporation staff member, parent admission of their student's violation of the code of conduct, and/or verification by an official police agency or probation.



365-Day Policy – This program is in effect from the time the student is enrolled in the program until the completion of their academic and athletic career. This includes summertime activities outside of school as well as time after graduation if the student is still involved in athletic competition.