



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

2024-2025 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: Andy Allen	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)
Administrative Assistant: Dee Raver	812-934-4384 (ext. 12140)
Student Services/Attendance: Lori Giesting	812-934-4384 (ext. 12000)
Guidance Department: Misty Jones	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. Giesting 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 Mrs. Giesting 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 2024-2025 Student Parking Pass Form and then see Mrs. Giesting with your \$5 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

When parents or community members have a question or concern about a child or the school, they are encouraged to contact the employee most directly involved. Please go to the [Staff Directory](#) on the BHS Website to see appropriate contact information. Many of our teachers are also sponsors and coaches of our extracurricular programs. However, there are certain individuals who sponsor/coach who may not work within the Batesville Community School Corporation. Please contact the main office or the athletic office for appropriate contact information.

Below is a list of our office personnel. If you have questions or concerns, please contact the individual. Contact information is located on the cover page of this handbook or email addresses can be found on the same site as listed above.

Main Office

Andy Allen, Principal
Dee Raver, Administrative Assistant: School Communication

Student Services

Brian A. McFee, Associate Principal
Lori Giesting, Student Services Secretary: Attendance, Student Driving and Background Checks

Guidance Office

Misty Jones, Guidance Department: Transcripts, Grade Reporting
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

Athletics

Bryan Helvie, Athletic Director
Greg Erhman, Treasurer: Transportation and Extracurricular Information
Bertha Hazelwood: Concessions, Athletic Boosters



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NONDISCRIMINATION POLICY

Batesville Community School Corporation will not intentionally discriminate on the basis of race, color, religion, sex, national origin, handicap, or age, in its programs or employment policies as required by the Indiana Civil Rights Act; Public Law 218; Titles VI and VII (Civil Rights Act 1964); the Equal Pay Act of 1973; Title IX (1972 Education Amendments); Public Law 94-142; and Public Law 93-112, Section 504.



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Compulsory Attendance Law

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

Educational Neglect

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

Procedure for Non-Attendance

If a student must be absent from school for any reason, the parent or guardian of the student should call the attendance line at 812-934-4384 or email the Student Services secretary within 24 hours of the date and time in which the student returns to school. The attendance line is available 24 hours a day. ***The following situations are absences, which require specific documentation PRIOR to the student's absence. A pre-arranged form is due by 8:00 a.m. of the first day of absence in both situations below:***

Vacations/Family Trips/Personal Time (Maximum 5 days per school year): Vacations and/or personal time are defined as at least one parent or guardian accompanying a student. Vacation and/or personal time must be taken for any reason related to missing any time of the normal school day for personal reasons including, but not limited to: weddings, vacations, extended trips, air travel, etc. (Please see page 9 for more information) ***Medical appointments do not require a Pre-Arranged Absence form to be completed.*** [Pre-Arranged Absence Link](#)



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Post High School Exploration/College Visits (Juniors and Seniors Only): Post high school exploration trips include colleges, technical schools, career/job visits, and any other post high school training facilities. The number of senior visits (4 per year) is handled on a case-by-case basis by the BHS administration. Juniors are only permitted (2) exploration visits each year. A letter from the appropriate institution must be filled out, signed, and turned in within 24 hours of the student's exploration visit. If this is done properly, the student will be excused without the absence being counted toward the attendance policy. (Please see pages 9-12 for more information) [Post High School Exploration Link](#)

When reporting an absence, the parent or guardian should give the following information:

- their name and relationship to the student
- student's name and grade in school (please spell the name)
- reason for absence
- the date of the absence

Procedures if Absent from School

When a student is absent from school, a medical slip, parent call, or note is to be filed with the Student Services secretary **SCHOOL TO WITHIN BE CONSIDERED EXCUSED 24 HOURS OF THE DATE AND TIME IN WHICH THE STUDENT RETURNS TO.** Any student who needs to leave early or arrives late must sign in/out in Student Services. **Students need both parent and administrative permission to leave school early.** Each student with a full schedule is allowed a **maximum 40 periods of absences from school per school year** (excluding those absences mentioned on page 10-11). *Students with a partial schedule will have an adjusted attendance allotment.* A (20 periods) of absence letter will be sent home by the Student Services secretary when a student reaches 20 or more periods of absence. If the allowed 40 periods of absences per school year is exceeded, a student will be placed on an attendance.

Procedures if Absent 40 or More Periods: Consequences for Violations:

An attendance plan between the student and school will be assigned to a student during an informal meeting once the student has reached 40 or more periods of absence. The student will be presented with a copy of the attendance plan as well as a document explaining the number and categories of absences. The student is expected to take the attendance plan home to be signed by a parent or guardian. Upon the signature by a parent or guardian, the student is responsible for returning the attendance plan to the Student Services secretary the next school day. The parent and student signature acknowledge that the student has been placed on the attendance plan. Students will be placed on an attendance plan even when the parent and/or student refuses signature. **The next absence that counts toward the 40-period limit will result in the following: This INCLUDES Friday school attendance.**

- 1st Unexcused Absence beyond Plan: One (1) Level III Friday School
- 2nd Unexcused Absence beyond Plan: Two (2) Level III Friday Schools
- 3rd Unexcused Absence beyond Plan: One-day suspension
- 4th Unexcused Absence beyond Plan: Three-day suspension



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- 5th Unexcused Absence beyond Plan: Five-day suspension
- 6th Unexcused Absence beyond Plan: Recommendation for expulsion
- An UNEXCUSED (TRUANCY) absence may result in further disciplinary action including, but not limited to a 3-day suspension, 5-day suspension, and/or possible recommendation for expulsion. Each incident will be handled on a case-by-case basis. TRUANCY will result in a 3-day suspension, 5-day suspension, and/or a possible recommendation for expulsion. The next absence is defined as all or part of the student's schedule. **Note: Batesville High School will assign the above discipline if a doctor's note or other verification is not presented upon the student's return to school. The school will not wait on a doctor's note or other verification to be received. All disciplinary procedures will be implemented on a timely basis for each attendance plan violation.**

Excused Absences: Count Toward 40 Period Limit

- Personal illness not under a physician's care (not exceeding 40 periods per school year).
- Driver's test
- Funeral of a friend
- A visitation to a public or private school, college or university, or other postsecondary exploration site with prior BHS administrative approval received no later than 8:00 a.m. of the first day of absence but does not return with a signed verification form from the site visited within 24 hours. **These guidelines apply to all 5.**
- Vacation days, personal days, and/or family trips (maximum of 5 days; one day may be used at a time and any time taken during a day will count as a full day of vacation). A family trip is defined as, at least one parent or legal guardian accompanying the student. Vacation and/or personal time must be taken for any reason related to missing any time of the normal school day for personal reasons including, but not limited to: weddings, vacations, extended trips, air travel, etc. *These trips require BHS administrative approval no later than 8:00 a.m. of the first day of absence.* NOTE: download needed approval paperwork from **These guidelines apply to all academic class periods.**
 - batesvilleinschool.com/bhs/students-parents/forms-information
 - Students are to download, and receive parent and administrative approval, no later than 8:00 a.m. of the first day of the absence. **(These absences will be counted toward the 40-period limit per school year)**
- Weather: If school is in session and a bus runs by a student's residence.
- Administrative consideration may be given when an extenuating circumstance would indicate that it would be in the best interest of the student or school.

Excused Absences: Do Not Count Toward 40 Period Limit

In accordance with Indiana State Law, students may be excused from school attendance for only the following reasons:

- Personal illness requiring a physician's statement. **Statement must indicate the complete time/date(s) being excused by the physician.**



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- Death and funerals of members of the household and/or immediate family: up to 5 non-counting days for any student for absence due to the death of father, mother, guardian, brother, sister, grandparent, spouse, child, father-in-law, mother-in-law. One-day absences will be allowed due to death of any other blood relative. Additional days of absences will be considered on an individual basis by the BHS Administration, if they are requested in advance.
- School sponsored/authorized activities. Clearance from the sponsoring teacher or coach must be presented in advance of the activity.
- Required religious observations or instruction: Must be verified by a note from the parent.
- Court/probation
- Subpoenaed to appear in court as a witness in a judicial proceeding.
- No regular school bus pick-up at residence due to inclement weather or bus breakdown.
 - 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 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 (for the day missed only).
- Becomes incapacitated or suffers from a chronic illness; must have a parent or legal guardian file with the school corporation the "Indiana Department of Education Certificate of Child's Incapacity."
*(These forms are available at the schools). After approval of this request, days absent from school will not count against the 40-period limit.
 - 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.

Schoolwork Make-up for Absences

- Teachers will allow for make-up work completion one (1) class session for each day and/or class session missed during any absence **EXCEPT** for the following reason. Most ELECTRONIC assignments are



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given one or more days or class sessions in advance prior to the due date. These ELECTRONIC formative and summative assignments will remain due to the teacher on the assigned date. If a student is absent the date the ELECTRONIC assignment is due, then he or she will be expected to have the ELECTRONIC assignment turned in

- ELECTRONICALLY on the date due, or to have the ELECTRONIC assignment completed prior to their excused absence, or will receive no credit and possible consequences.
- Generally speaking, 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.
- 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.
- Students should utilize Canvas to make contact with each individual teacher when absent from school to receive all coursework. Students and/or parents may request homework during extended absences by contacting Student Services.

Unexcused absences

Any absence that falls outside the guidelines of an excused absence previously listed on pages 10-12 will be considered unexcused and will count towards the 40-period limit per school year. Absences related to student personal time, vacation time, and/or post high school exploration visits without proper documentation that are not pre-arranged by 8:00 a.m. of the first day of absence will be considered unexcused. All unexcused absences, within the 40-period limit, except TRUANCY, will be considered a Category One offense. *Absences without parental verification within 24 hours of the student's return to school will be considered unexcused. Absences related to personal transportation issues will be considered unexcused. Absences related to oversleeping will be considered unexcused.* NOTE: Students are expected to be in school prior to all appointments. Reasonable travel time will be granted prior to and after all appointments. Failure to attend school prior to appointments or after appointments due to excessive travel time, personal transportation issues, or other related reasons would be considered unexcused. **NOTE:** For any absence deemed to be TRUANCY (missing any or all of a school day for reasons not approved by the parents and administration), no credit will be awarded for any academic work missed. *Truancy* will be considered a Category Two offense. Reports may be made to the Juvenile Probation Office when students are habitually absent/truant from school, and when necessary, reports may also be made to the Division of Family and Children and the Prosecuting Attorney.



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Tardy to School or Class

Student tardies may be accessed on Power School. All students are responsible for knowing the amount of tardies they have accumulated each nine weeks. Tardiness, unless a staff member detains a student, is defined as any unexcused appearance of a student beyond the scheduled time that a class begins. Any student who is not in the classroom when the bell rings will be counted tardy. Teachers may require students to be in their seats when the bell rings as a classroom management strategy. Almost all tardiness is avoidable. Tardiness disrupts not only school functions, but also the progress of class. It interferes seriously with the educational atmosphere. Habits of punctuality and promptness are the chief elements of reliability. Lack of such habits cannot help but be detrimental to a successful life. Future employers and college entrance boards have a high regard for promptness. Plan to arrive early. Allow for emergencies. Students are expected to report to school and to each class on time and be prepared for class according to each teacher's classroom management plan. The classroom teacher will count students who are late to their B1/W1 class tardy. Students who arrive to 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 who are more than 30 minutes late to school will be counted absent and considered unexcused. The Administration will handle consequences for violations of the tardy policy.

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 Suspension
- Tardy #8:** Three-day Suspension
- Tardy #9:** Five-day suspension
- 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 (with the exception of 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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Discipline Plan

The Batesville Community School Corporation (BCSC) is committed to programs that will ensure the development of students who have self-respect, respect for others, and who comply with existing laws and accept their corresponding rights and responsibilities. To accomplish this, the BCSC must formulate clear expectations for individual students, as well as for groups of students, and the legal processes that guarantee and regulate them.

The behaviors listed on the following pages of the handbook should be reviewed, and understood that certain behaviors, although not listed, may also constitute a violation within school. The following behaviors are prohibited on school property and school activities because they are considered not to be in the best interest of student welfare and/or counterproductive to the maintenance of a good educational environment. This plan is in effect at school, on the way to and from school, and for all school activities, and the penalties are assigned according to the degree in which the educational process is disrupted or has potential for disruption and to the potential for endangering the health and safety of students and staff.

The rules of conduct at Batesville High School are few. In general, the rules of conduct may be summed up as follows: **Students are to be in attendance at school and on time, unless excused. Students are expected to treat our staff, school property, and their peers with respect.** This philosophy should be observed at all times in and about the school and school sponsored activities.

SCHOOL EXPECTATIONS FOR BHS

- Students will respect the rights and responsibilities of themselves and others.
- Students will respect the property of themselves, others and the school.
- Students will be prepared and on time.
- Students will follow the expectations of each specific area of the school.
- Students will dress appropriately according to school expectations.
- Students will obey all federal, state, and local laws.
- Students must have a proper BHS hall pass signed by a BHS staff member when out of their designated class.

CLASSROOM EXPECTATIONS

- Students will follow all expectations established by the teacher.
- Students will follow the teacher's directions at all times.
- Students will be prepared and on time.
- Students will treat everyone with respect and kindness.
- Students will ONLY bring their Batesville Community School Corporation issued laptop carrying case to class. No bags, purses, etc. are permitted in classrooms.



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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, 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.
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 gesture.
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 not considered 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

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.



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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, 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.
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
8. 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 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.*



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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, 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.
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, pocket knives, etc.]
14. 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.
15. Failure to serve an assigned Level III Friday School.

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

1st time: Three-day suspension



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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.



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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, 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
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):



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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.

Computer Violations

Objective: The purpose of this policy is to encourage responsibility and accountability among students regarding the proper care and maintenance of their electronic devices, specifically their computers and chargers.



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Friday School Information

Any teacher for classroom disruptions may assign a Level I Friday School. Any administrator may assign a Level I – Level III Friday School.

Parents may request one Friday School assignment date change per year. It would be changed to the next available date. Requests should be made to the 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 3:00p.m without a pass from a BHS staff member. If a student is late to Friday school, he or she will be referred to the Associate Principal who will determine if he or she is permitted to stay in Friday school. Failure to arrive on time will result in additional disciplinary consequences.

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

- a. Meet in the Large Group Instruction Room or other specified location by 3:00 p.m.
- b. Students must bring sufficient academic/reading material.
- c. No sleeping or listening of music is allowed.
- d. No food or drinks are allowed except for water.
- e. An absence (unexcused or failure to attend) from a Level I Friday School will result in a Category II Violation.
- f. Removal or not meeting expectations in a Level I Friday School will result in further disciplinary action.
- g. Level I Friday School will be dismissed at 4:00 p.m.

Level II Friday School (A 2nd attendance will be taken after the dismissal of the Level I Friday school)

- a. Same starting time and rules as a Level I Friday School.
- b. An absence (unexcused or failure to attend) from a Level II Friday School will result in a Category II Violation.
- c. Removal or not meeting expectations in a Level II Friday School will result in further disciplinary action.
- d. Level II Friday School will be dismissed at 5:00 p.m.

Level III Friday School (Will receive a break from 5:00-5:05/attendance will be taken a 3rd time at 5:05)

- a. Same starting time and rules as a Level I and II Friday School
- b. An absence (unexcused or failure to attend) from a Level III Friday School will result in a Category III Violation.
- c. Removal or not meeting expectation in a Level III Friday School will result in further disciplinary action.
- d. Level III Friday School will be dismissed at 6:00 p.m.



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IC20-33-8-14 GROUNDS FOR SUSPENSION OR EXPULSION Sec. 14.

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

- a. Student misconduct.
- b. Substantial disobedience.
2. The grounds for suspension or expulsion listed in subsection (a) apply when a student is:
 - a. on school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group;
 - b. off school grounds at a school activity, function, or event; or
 - c. traveling to or from school or a school activity, function, or event.

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

Students who are given out-of-school suspensions are not allowed to attend school at any time for any reason unless given permission from the school administration. Students will be permitted one class session for each class session missed to make-up formative and summative assignments. Students who are given out-of-school suspension and will attend RCATS will maintain possession of their school issued laptop computer, while students not attending RCATS will turn in their BCSC school issued laptop computer prior to leaving the building. Students who are given in-school suspensions are to attend school and will follow the same procedures for completing work. Students given in-school suspension will be given access to a computer depending on the violation. This is to the discretion of the administration. A suspension day ends at the start of the next school day. Suspended students are not permitted to participate in extracurricular activities during the span of the suspension. Suspended students are not permitted to be on any school campus nor permitted to participate in school-sponsored activities after school is dismissed. **The following regulation will be observed in In-School Suspension:**

1. Students are to bring all of their school materials and must work on the classwork. They may also read a book.
2. No sleeping is allowed (Sleeping may result in out of school suspension or further disciplinary action).
3. No food/drink allowed.
4. Students are not permitted to listen to music through any device, including BCSC issued computer.
5. No cell phone/electronic devices permitted (BCSC issued computer may be used, and will be monitored).
6. Students are to remain in their seat with feet on the floor.
7. Students may bring a sack lunch or may eat from the BHS cafeteria and will be served a Grade-A lunch from the cafeteria at the appropriate time.

Ripley County Alternative to Suspension Program (R-CATS)

All students placed on short term (1-5 days) out of school suspension are subject to assignment to the Ripley County Alternative to Suspension Program (R-CATS) at the discretion of the school. R-CATS is a county-wide program that provides an alternative to out of school suspension in which students are required to report



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to the Tyson Activity Center to serve their suspended days. R-CATS is a collaboration of Ripley County schools with the support of the Ripley County Judges, Prosecutor and Probation Department. Parents are responsible for transportation to the program and students are required to report with all necessary materials (including BCSC laptop) for the completion of class work. Students may bring a sack lunch or order food through the South Ripley High School cafeteria. Since this is an alternative educational placement, student attendance is mandatory. Failure to report to R-CATS, and behave in an appropriate manner while there, may result in the student and parents being summoned to appear in court. Students will receive full credit for class work

completed while in R-CATS. The R-CATS Day runs from 8:30 a.m. to 2:30 p.m. and includes times for completion of class work in the morning, a supervised lunch and community service in the afternoon. Specific information on the R-CATS program will be provided at the time of the suspension.

Bus Discipline

Our Philosophy:

- We believe all students can behave appropriately and safely while riding a school bus.
- We will not tolerate any students preventing drivers from doing their job or keeping other students from having safe transportation.

“*In accordance with IC20-33-8-14 Grounds for Suspension or Expulsion Sec. 14. Student misconduct on any Batesville Community School Corporation bus may be subject to disciplinary action under Category 1-4. Bus expectations are enforced during all academic and extra-curricular activities.”

Our Bus Rules:

1. Follow directions of the driver.
2. Keep all parts of your body inside the bus, and stay in your seat.
3. Keep hands, feet, and other objects to yourself.
4. No profanity, offensive gestures, loud talking, or disruptive behavior.
5. No gum chewing, eating or drinking while on the bus.
6. A note from the parents must be given to the teacher and bus driver before changing buses or bus stops.
7. Guest riders may be allowed, at the driver’s discretion, with a permission slip.

Under normal circumstances, if a student chooses to break a rule, the progressive discipline policy below will be followed:

1. Driver verbally warns student and/or sends home Bus Conduct Report
2. Driver makes parent and school contact in person, by telephone, or by Bus Conduct Report
3. Notification to parents, building principal, and Director of Transportation by Bus Conduct Report.

Bus Discipline: Multiple or Severe Infractions

Disciplinary consequences following a 2nd or 3rd incident may involve a suspension of bus privileges and/or a Friday School. Category 1-4 infractions, which take place on a Batesville Community School Corporation



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bus, will be dealt with in the same manner as if they occurred on Batesville High School's campus. The loss of bus privileges may be for 1, 3 or 5 days, depending upon the number of previous occurrences. Bus drivers in Indiana have the right to suspend a student from riding the bus for one day. School administrators may impose longer suspensions.

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.

Serious Violations:

Some types of inappropriate behavior will require by-passing the progressive discipline procedure described above and result in an automatic suspension of bus privileges. This suspension would most likely be for five (5) days or longer. Serious violations include, but are not limited to, the following:

1. Physical harm to student: Physical harm or threat of physical harm to driver (May also result in an arrest).
2. Property damage.
3. Willful insubordination.
4. Speech or Conduct: Engaging in speech or conduct, including clothing, jewelry or hairstyle, which is profane, indecent, lewd, vulgar or offensive to school purposes will be grounds for disciplinary action, including suspension or expulsion.

The Batesville Community School Corporation (BCSC) Board of School Trustees has granted permission for the use of audio-video (AV) monitoring systems on corporation and privately-owned school buses used by the corporation.



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Tobacco Use or Possession

Students are not permitted to carry on their person, in their automobiles or use tobacco products or materials on the school campus, buildings, grounds, or at any school activity. Any student found using or possessing tobacco products or materials will be subject to immediate referral to the BHS Administration or designee and will have violated the BHS Code of Conduct. Tobacco products or materials also consist of 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. Parents will also be informed.

In addition to the steps listed in the BHS Discipline Plan, a law enforcement official may be summoned to the BHS campus as per *35-46-1-10.5 A person less than twenty-one (21) years of age who: (1) purchases tobacco; or (2) accepts tobacco for personal use; commits a Class C Infraction under state law.*

Substance Abuse

The staff of Batesville High School believes it has a responsibility to see that each student meets his or her potential. That potential may never be achieved if a student uses drugs or alcohol. At Batesville High School we realize some of our students have substance abuse problems. Therefore, we encourage self-referral **before** a student is found to be in violation of the BHS Discipline Code.

THE SELF-REPORTING STUDENT:

When a student voluntarily seeks help for a drug or alcohol problem through a licensed medical professional and/or BHS administrator **before** being investigated and/or found in violation of the law or any BHS substance abuse rule, the school will **not** view it as a matter of discipline. Instead, the student will have violated the BHS Code of Conduct (self-report) for extra-curricular/co-curricular activities.

SUBSTANCE ABUSE VIOLATIONS OF THE BHS DISCIPLINE CODE:

A search of a student's person, a school issued locker, and/or a student's vehicle by the school administration may occur if there is reasonable suspicion that the person may have in possession evidence leading to the violation of law or the school rules and regulations. Those students who are found to be in violation of BHS substance abuse rules and who have not previously asked for help on their own will be dealt with according to the BHS Discipline Code and the BHS Code of Conduct for extra-curricular/co-curricular activities.

A student who has violated the BHS discipline code regarding substance abuse may be allowed an alternative to expulsion for the first offense only provided that ALL of the following conditions be met plus any additional conditions deemed necessary by the administration and/or Hearing Examiner:

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



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Electronic Device Usage Policy

The use of electronic devices while on school grounds is a privilege. As a general rule, students are not permitted to use electronic devices on school grounds during school hours without the permission of a staff member. However, BHS recognizes the educational value and ubiquitous nature of electronic devices. Therefore, students are allowed to use these devices before school, during passing periods, during lunch, and after school unless directed otherwise by a staff member. Students may use electronic devices in the classroom at the discretion of the classroom teacher. Teachers reserve the right to not permit electronic devices, including cell phones, in their classroom. An electronic device, including a cell phone, that is seen in a classroom may result in a Category II violation. Students are not permitted to use such devices to engage in an activity that violates school rules or state or federal law. Failure at any time to comply with a staff member's request to store or turn over an electronic device will be considered, at minimum, a Category II Violation and will result in disciplinary action. Batesville High School assumes no liability for lost or stolen items. Failure to comply with any part of the electronic device policy is considered, at minimum, a Category II violation.

Current Issues Regarding Personal Electronic Devices and School Issued Computers

Batesville High School encourages the use of technology as an instructional and learning tool. Batesville High School recognizes the role of technology and communication devices in our daily lives. Communication initiated outside of school, which is later brought into school, may cause educational and legal consequences. The following is an informational legal opinion supported by Batesville High School concerning student electronic device usage and current issues. The following information also pertains to a BCSC school issued laptop computer. The following information pertains to all individuals using a personal electronic device, including a cell phone. Batesville High School administration reserves the right at any time to confiscate and search a student's BCSC school issued laptop computer. The Batesville Community School Corporation school issued laptop computer is solely owned by the Batesville Community School Corporation.

The following guidelines below, along with the guidelines in Batesville Community School Corporation Respectable Use Policy, are subject to disciplinary action. The BHS administration will determine the appropriate action on a case-by-case basis depending on the severity of the violation. These are guidelines, are not all inclusive, and consequences will be deemed by the BHS administration.

1. Sending, sharing, viewing, searching, or possessing pictures, text messages, emails, or other material of a sexual nature in electronic or any other form, including the contents of a cell phone and/or a BSCS school issued laptop computer.
2. Sending, sharing, viewing, searching, or possessing pictures, text messages, emails, or other material of a sexual nature in electronic or any other form, including the contents of a cell phone and/or a BSCS school issued laptop computer also pertains to all social media sites including, but not limited to Twitter, Facebook, Snapchat, and Instagram.



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3. Sending, sharing, viewing, searching, or possessing pictures, text messages, emails, or other material deemed to be forms of harassment, sexual harassment, and/or bullying in electronic or any other form, including the contents of a cell phone and/or a BSCS school issued laptop computer.
4. Using an electronic device, including a cell phone, within a classroom where the teacher has informed the students that certain devices are not permitted. This includes, but is not limited to, possessing, using, texting, calling, listening to music, watching videos, and having the device out in a viewing area.

Current Legal Issues Regarding Personal Electronic Devices

Please be aware:

- The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with “child exploitation” or “child pornography” as defined by Indiana Criminal Statutes.
- It is “child exploitation,” a Class C felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph or create a digitalized image of any incident that includes “sexual conduct” by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes “sexual conduct” by a child under the age of 18.
- It is “child pornography,” a Class D felony under I.C. 35-42-4-4(c), for any person/student to *possess* a photograph, motion picture, digitalized image, or any pictorial representation that depicts or describes “sexual conduct” by a child who the person knows is less than 16 years of age or who appears less than age 16.
- “Sexual conduct” is defined by I.C. 35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.
- The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.
- Because student cell phones have been found in a number of Indiana school districts to have contained evidence of “sexual conduct” as defined above, it is important for parents and students to be aware of the legal consequences should this occur in the Batesville school system.



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Academic Misconduct: Individual or Group Assignment/Test Irregularities

(The guidelines listed below also pertain to certain violations, which may occur on a BCSC issued laptop computer or another personal electronic device including a cell phone)

Classroom supervisors have the authority to discipline students for test and/or assignment academic misconduct to maintain order as well as the security of the test and testing room. If a student's behavior during a testing situation, in the classroom supervisor's opinion, prevents the violating student and/or other students from doing his/her/their best work, the classroom supervisor may give a warning or file a disciplinary action. Classroom supervisors may also expand this definition because some classroom activities involve unique supervision, testing, individualized and group assignments.

The following are examples of irregularities subject to the BHS discipline code unless the classroom supervisor gives permission in advance for students to ignore or violate any of the following:

1. Cheating - giving or receiving assistance of any kind from another student during or outside of class without direct permission from the classroom teacher and/or supervisor. Evidence can be either a physical or a visual account by the classroom supervisor.
2. Using a prohibited or unapproved aid, including Artificial Intelligence (AI).
3. Disturbing other students.
4. Sharing, taking pictures, emailing, airdropping, sending assignments to other students. It is also a violation to receive any hardcopy or electronic assignments from other students.
5. Working on the wrong portion of the test.
6. Removing any part of the test from the testing room.
7. Working longer on the test than permitted.
8. Refusing to adhere to any other testing regulation.
9. Unauthorized talking.
10. Plagiarism

At Batesville High School, instructors assume that an assignment with a student's name on it represents his/her effort on the assignment--not sentences copied from any passage in print or audio (including books, magazines, Internet, videos, etc.), not passages from another student's paper, not words that someone else wrote, and not a joint effort (unless otherwise approved). This is not an offense confined solely to writing, but an offense on any project or assignment. If any student is in violation of this policy, he/she has committed plagiarism. The consequence for plagiarism is a discipline referral. The student may also receive a 0% on the assignment, dependent upon teacher discretion. The consequences for the above violations may result in a category II violation through a category IV violation depending on the severity. Assignment irregularities are listed as a category II violation, but may be increased or decreased depending on the severity of the violation.



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(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 including a cell phone)

Violation - Academic Misconduct: Test and/or Individual or Group Assignment Irregularities. The student may also receive a zero for the assignment/test.

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.

Violation - Academic Misconduct: Test and/or Individual or Group Assignment Irregularities. The student may also receive a zero for the assignment/test.

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.



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Dress Code

Shorts, dresses, and other pieces of clothing are acceptable. However, they should not be so short as to cause a distraction or disturbance. No bare midriffs on ladies or gentlemen. No tops causing a distraction or disturbance, including but not limited to tops with straps too narrow, see-through tops, and distracting tank tops, should not be worn while in class or during the normal academic school day. All tops must properly cover undergarments and students are not permitted to wear other clothing otherwise too revealing on ladies or gentlemen. Any clothing, which reveals undergarments or the lack of undergarments, will be considered inappropriate. No clothing should be worn that causes a distraction or disturbance while in class or during the normal academic school day. Excessively ripped or torn clothing is not appropriate. No coats/jackets (Bulky external coats/jackets) are to be worn during normal class time (8:00-2:50). Coats/jackets causing a distraction, or that may look suspicious are not to be worn to any class or during class time. This is to the discretion of each classroom teacher to make this determination. Students are not permitted to alter their appearance, which may cause a distraction or the disruption of the school purpose. No clothing with insignias or words referring to alcoholic beverages, tobacco, other drugs, profanity, those, which are suggestive in nature, or other references, deemed to be inappropriate for school. Also, clothing that contains messages that can be construed to be inappropriate is prohibited.

No items that can be interpreted as hats/hoods are to be worn in the building. Shoes are to be worn in school at all times. Students should dress appropriate for the climate in the school. If a student or parent is unclear whether a particular article of clothing is acceptable at Batesville High School, please contact the administration prior to the student wearing the clothing to school. Students who are not meeting expectations for proper dress while in school will be referred to the guidance office or to the associate principal. Consequences may result in a category I violation or more if the dress code is not followed consistently.



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

I. Policy Statement

The Batesville Community School Corporation Board of School Trustees prohibits acts of bullying of a student. This policy applies when a student is on school grounds immediately before or during school hours, immediately after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity, function, or event; traveling to or from school or a school activity, function, or event; or using property or equipment provided by the school.

- A. Additionally, this policy applies regardless of the physical location when: the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within the Corporation; and
- B. the bullying behavior results in a substantial interference with school discipline or an unreasonable threat to the rights of others to a safe and peaceful learning environment.

II. Definitions

- A. Bullying
- B. As defined by IC 20-33-8-.2, bullying means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:
 - i. Places the targeted student in reasonable fear of harm to the targeted student's person or property;
 - ii. Has a substantially detrimental effect on the targeted student's physical or mental health;
 - iii. Has the effect of substantially interfering with the targeted student's academic performance; or
 - iv. Has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.



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III. 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 of 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.



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- A.** Each school within the school corporation shall record the frequency of bullying incidents in the following categories: verbal bullying, physical bullying, social/relational bullying and electronic or written communication bullying. Information shall be submitted to the Indiana Department of Education by July 1 of each year.
- B.** The principal/designee of each school within the school corporation is authorized to acknowledge and respond to instances of false reporting of alleged bullying incidents. The principal/designee is expected to respond with consequences and remedial actions regarding any person found to have falsely accused another as a means of bullying as permitted under P.L. 285-2013.
- C.** Each school shall provide research-based instruction to prevent bullying to all students in grades 1-12 within the school no later than October 15th of each school year. It is expected that anti-bullying information will be part of a more comprehensive bully prevention effort communicated to the students throughout the school year, and that the age appropriate, research-based instruction for all students in grades 1-12 be delivered by a school safety specialist, school counselor or other person with training and expertise in the area of bullying prevention and intervention.
- D.** Each school within the school corporation shall provide annual training on this policy and bullying prevention and intervention instruction to Batesville Community School Corporation employees, volunteers and contracted service providers who have direct and on-going contact with students.



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Batesville Community School Corporation Sexual Harassment Policy

- I. The Policy
 - A. It is the policy of the Batesville Community School Corporation to maintain a learning and working environment that is free from sexual harassment.
 - B. It shall be a violation of this policy for any employee of the Batesville Community School Corporation to harass another employee or student through conduct or communications of a sexual nature as defined in Section II. It shall also be a violation of this policy for students to harass other students through unwelcome conduct or communication of a sexual nature as defined in Section II. The use of the term “employee” also includes non-employees and volunteers who work subject to the control of school authorities.
- II. Definitions of Harassment
 - A. Types of Sexual Harassment
 - B. **Sexual harassment** shall consist of unwelcome **sexual** advances, requests for **sexual** favors, and other inappropriate verbal or physical conduct of a made by any employee to another employee, or when made by any student to another student when:
 - sexual nature when made by any employee to a student, when
 - i. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or education;
 - ii. Submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting that individual;
 - iii. Such conduct has the purpose or effect of substantially interfering with an individual’s academic or professional performance or creating an intimidating, hostile, or offensive employment or educational environment;
 - iv. Denial of an employment or educational opportunity occurs directly because an employee or a student submits to unwelcome requests for results favorably for that particular employee or sexual favors made by a supervisor or teacher which;
- III. Such conduct is engaged in by volunteers and/or non-employees over which the school corporation has some degree of control of their behavior while on school property.



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- IV. Unwelcome Conduct of a Sexual Nature
 - A. Conduct of a sexual nature may include verbal or physical sexual advances and/or comments regarding physical or personality characteristics of a sexual nature.
 - B. Verbal or physical conduct of a sexual nature constitutes sexual harassment when the allegedly harassed employee has indicated, by his or her conduct or verbal objection, that it is unwelcome.
 - C. In the situation involving sexual harassment of an elementary student, unwelcomeness of the harassment is to be presumed and is not a factor to be considered.
 - D. An employee who has initially welcomed such conduct by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome.
- V. Examples of Sexual Harassment
 - A. Sexual harassment, as set forth in Section II.A. may include but is not limited to the following:
 - i. Verbal **harassment** or abuse.
 - ii. Repeated remarks to a person with **sexual** or demeaning implications.
 - iii. Unwelcome touching.
 - iv. Pressure for **sexual** activity.
 - v. Suggesting or demanding **sexual** involvement accompanied by implied or explicit threats concerning one's grades, job, promotion, and/or salary increase.
- VI. Specific Prohibitions
 - A. Administrators and Supervisors.
 - i. It is **sexual harassment** for an administrator or supervisor to use his or her authority to solicit **sexual** favors or attention from subordinates when the subordinate's failure to submit will result in adverse treatment, or when the subordinate's acquiescence will result in preferential treatment.
 - ii. Administrators and supervisors who either engage in sexual harassment or tolerate such conduct by other employees shall be subject to disciplinary actions, as described below.
 - B. Non-administrative and Non-supervisory Employees
 - i. It is sexual harassment for a non-administrative and non-supervisory employee to subject another such employee to any unwelcome conduct of sexual nature. Employees who engage such conduct shall be subject to disciplinary actions as described below.



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VII. Complaint Procedures

- A. Any person who alleges sexual harassment by any employee or student in the school corporation may use the complaint procedure explained below in Section III C. or may report directly to his or her immediate supervisor, building principal, or the Title IX complaint designee of the school corporation. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades, or work assignments.
- B. The right of confidentiality, both of the complainant and of the accused, will be respected consistent with the school corporation's legal obligations and the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

VIII. Reporting Sexual Harassment

- A. All reports of sexual harassment shall be handled in the following manner:
 - a. Reports must be in writing on forms supplied by the Corporation (if a verbal complaint is made, the school official should file a written report);
 - b. Reports must name the person(s) charged with sexual harassment and state the facts;
 - c. Reports must be presented to the building principal where the alleged conduct took place. The building principal shall inform the superintendent, or his/her designee, of all filed reports;
 - d. The building principal who receives a report shall thoroughly investigate the alleged sexual harassment
 - e. The report and the results of the investigation will be presented to the superintendent, and then to the Board of School Trustees in executive session by the superintendent; and
 - f. The Board of School Trustees will take whatever action it deems appropriate. The alleged victim's name will not be released to the public unless required by law.

IX. Alternates:

- A. The report and the results of the investigation will be presented to the superintendent. The superintendent shall review the report and make a recommendation to the Board of School Trustees of any action she/he deems appropriate.
- B. The Board of Trustees may consider the report and the superintendent's recommendation in executive session. The Board may take any action it deems appropriate. The alleged victim's name will not be released to the public unless required by law.



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- X. Sanctions for Misconduct
 - A. A substantial charge against an employee in the school corporation shall subject such employee to disciplinary action including but not limited to reassignment, suspension, or discharge.
 - B. A substantial charge against a student in the school corporation shall subject that student to disciplinary action including suspension and/or expulsion consistent with the Student Conduct Code.
- XI. False Reporting
 - A. Any person who knowingly files false charges against an employee or a student in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to disciplinary action consistent with school policy and the Student Conduct Code.
- XII. Notification of this Policy
 - A. Notice of the policy will be circulated to all schools and departments of the Batesville Community School Corporation and incorporated in each employee and Student Handbook.



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Procedure for Student Lunch/Meal Accounts

The National School Lunch Program (NSLP) requires school food authorities to establish written administrative guidelines and procedures for meal charges. Batesville Community School Corporation will adhere to the following meal charge procedure.

All cafeteria purchases are to be prepaid before meal service begins. The following methods of payment will be accepted:

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

A student who has a negative balance may not charge or purchase "a la carte" item(s), including snack milk and extra entrees.

If a student repeatedly comes to school with no lunch and no money, food service employees must report this to the building principal, as this may be a sign of abuse or neglect and the proper authorities should be contacted.

The food service director or other school personnel will coordinate communications with the parent(s)/guardian(s) to resolve the matter of unpaid charges.

The automated Meal Magic system will notify parents every week of any outstanding negative balance or low balance in the student’s lunch/meal account. The food service director or other school personnel will also send home letters each month to parents of students who carry negative balances greater than \$25.

All accounts must be settled at the end of the school year. Letters or email notification will be sent home approximately 14 days before the end of the school year to students who have any negative balances. Negative balances of more than \$50 not paid in full within ten days of the conclusion of the school year will force the Corporation to take action to collect unpaid funds by means of collection agencies, small claims court, or any other legal method deemed necessary by the Corporation.

Within 10 days of a student graduating or withdrawing from the Corporation with a balance of \$5 or more left in their lunch/meal food service account, a request may be made to transfer the funds to another student or to receive a refund. If no request is received within 10 days the student’s lunch/meal account will close and the funds will no longer be available. Unclaimed remaining balances will be transferred to the Cafeteria Operating Fund.



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Medication

There are some illnesses and disabilities for which a child requires medication during school hours. However, in compliance with Indiana statutes, school personnel will 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.

In order to avoid errors, the office requires that a parent note or a completed medication form accompany all medication, which is to be given in school, with the physician's order stating dosage and hours to be given. Medication forms are available at the office or at the local doctor's office. All long-term medication orders will be reviewed periodically.

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. [Authorization for Medication Link](#)

- 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.
- 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 well-being of the student.
- Over the counter 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.
- There are two ways a student may receive medication:
 1. The student's parent 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.



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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 medication that is 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.

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.

If you have a question regarding a specific medical/medicine situation, please contact the school principal or school nurse.

Locker Information

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

The student's use of the locker does not diminish the school corporation's ownership or control of the locker. The school corporation retains the right to inspect the locker and its contents to ensure that the locker is being used in accordance with its intended purpose, and to eliminate fire and other hazards, maintain sanitary conditions, attempt to locate lost or stolen materials, and to prevent use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs or alcohol. Misuse of a locker may result in loss of locker use, restitution for damages, and/or other discipline deemed necessary.



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Media Center Information

Introduction: The Batesville High School Media Center provides resources for completing school assignments, materials for recreational reading, and an atmosphere for quiet studying. The use of the media center and its resources is a privilege afforded to all students of Batesville High School. The media center is open from 7:45

a.m. – 3:15 p.m. Students are expected to sign in and sign out at the circulation desk when entering and leaving the media center.

Checking Out Materials: Materials need to be checked out at the circulation desk in the media center. Your student identification number will be used to check out material. The due date for an item will be indicated upon checkout and will vary by the type of material. You are responsible for returning all materials by the due date. Items may be renewed if no holds have been placed for them.

Lost or Damaged Material: You are responsible for all material checked out in your name. If you think you have lost an item, report the loss to the media center as soon as possible. When materials are lost or damaged you, will be charged the retail cost of the item or the cost of repair. If the lost item is later found and returned in good condition, a refund will be issued. Damaged material paid for remains the property of Batesville High School Media Center.

Overdue Policy: The purpose of this policy is to encourage students to return materials to the media center in a timely manner. The Batesville High School Media Center does not charge fines for overdue materials. The media center is more interested in having the materials returned for others to use rather than punishing a student.

When materials have not been returned or renewed by the due date, the following will occur: (1) An electronic overdue message is sent to students with materials overdue from one to seven days. (2) A second electronic overdue message is sent to students with materials overdue eight or more days. This message gives students three school days from the date of the message to contact the adult media center staff regarding the overdue material and to make arrangements to return, renew, or pay for the materials. (3) If students fail to respond within three school days, they will be referred to the Associate Principal for discipline.

During Class: Teachers must email the Media Center personnel permission to work in the Media Center. Sign in at the circulation desk with your full name and the time of entrance.

When you are ready to return to your class, sign out at the circulation desk and Media Center Personnel will notify the teacher of your return to class.

SRT Time: Students are required to sign out via the 2024-25 Sign- Out Sheet. Students are welcome to come to the media center during their SRT time. Sign in and out at circulation desk upon entering. You are required to stay in the media center until the end of the segment.

Outside Class Time: If you are coming to the media center before/after school, during your lunch period or during the passing time between blocks, but you will still be required to sign-in and sign-out at the circulation desk.



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If you come to the media center during lunch, you are required to stay until the end of the lunch period.

Behavior: It is expected that you will:

- (1) Show respect for individuals and property;
- (2) Keep casual conversations to a minimum and conduct them in quiet voices; and
- (3) Follow directions.

If these expectations are not followed over the course of the semester, you will:

- (1) Be given a verbal or visual warning;
- (2) Be asked to leave the media center;
- (3) Not be allowed to come to the media center for two weeks; and
- (4) Not be allowed to come to the media center for the remainder of the semester. This process depends on the severity of the behavior, and how often the behavior has occurred. The media center supervisor reserves the right to recommend removal for an amount of time to the administration.

The following behaviors will result in the above steps being bypassed and you being sent to the Associate Principal's office immediately: insubordination; blatant disregard for school rules and policies; deliberate destruction of school property; causing bodily harm to an individual; or other behaviors deemed to be severe.

Computer Usage: Students are responsible for good behavior while using school computer resources just as they are in a classroom. They are also expected to follow the Acceptable Computer/Network Use and Internet Safety Policy. Violations will result in the loss of access as well as other disciplinary or legal action.



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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 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)

Each parent, and student age eighteen (18) or older, has the right to inspect and review the student's education records; request the amendment of the student's records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights; consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the Family Educational Rights and Privacy Act ("Act") authorize disclosure without consent; file a complaint with the U.S. Department of Education concerning alleged failures of the agency or institution to comply with the requirements of the Act, and obtain a copy of the policy adopted by the Batesville Community School Corporation by contacting Paul Ketcham, Superintendent.



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Education records are governed by federal law and regulation. The requirements of these laws and regulations are contained in school board policy #6.0-19, entitled Student Records. Generally, this policy provides for the following:

- (1) Records are confidential and may be disclosed only as provided in the policy.
- (2) The policy concerns both elementary and secondary student education records.
- (3) Parents have a right to examine their child's records at reasonable times if the child is less than 18 years of age and not attending a post-secondary institution or if the child is a dependent student as defined by Section 152 of the Internal Revenue Code.
- (4) Students have a right to examine their records at reasonable times.
- (5) Before education records are disclosed to third-parties, the school requires a signed and dated written consent of (a) a parent of a student who is less than 18 years of age and not attending a post-secondary educational institution, or (b) a student who is at least 18 years of age or attending a post-secondary institution.
- (6) Certain persons may examine education records without a parent's or student's consent as provided in the above paragraph. These include school officials (who have legitimate educational interests) and officials of another school, school system, or institution of post-secondary education where the student seeks or intends to enroll. This school corporation forwards education records to another school corporation, school system, or institution of postsecondary education where the student seeks or intends to enroll without prior notification to the parent or student.
- (7) Directory information will be released to media organizations (including radio, television, and newspapers), colleges, civic or school related organizations, and state or local government agencies without the consent of parent or student as provided in paragraph 5 above. Directory information includes the student's name, address, parent home and work telephone number, major field of study, participation in official recognized activities and sports, height and weight of members of athletic teams, dates of attendance, student work displayed at the discretion of the teacher with no grade visible, awards received, motor vehicle description (including license plate number), hair and eye color, race, sex, date of birth, height, weight, grade level, and other similar information which would not generally be considered harmful or an invasion of privacy if disclosed. A parent of a student less than 18 years of age or a student who is at least 18 years of age may object to disclosure of any of the categories of directory information by filing BCSC FORM 6.0-19 (Denial of Permission to Release Certain Directory Information Without Prior Written Consent) from the principal's office no later than 14 calendar days from the beginning of the school year.



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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

If: (1) a high school student; or (2) the parent, guardian, or custodian of a high school student; submits a signed written request to a high school at the end of the student's sophomore year that indicates the student or the parent, guardian, or custodian of the student does not want the student's directory information to be provided to official recruiting representatives under subsection (a), the high school may not provide access to the student's directory information to an official recruiting representative. This signed written request is to be sent to the Batesville High School principal. I.C. 20-10.1-29-3 (B)

Extracurricular Information

I. PHILOSOPHY

The Batesville Community School Corporation agrees that extracurricular activities are desirable and that they constitute one of the invaluable heritages of all American youth:

- A.** the extracurricular activities are an important and vital part of the American educational system and they have great potential to contribute to the sound growth and all-around development of the students.
- B.** the standards and ideals established and practiced will influence greatly the youth, the school and community; and therefore, only the best traditions of good citizenship and conduct will be fostered.
- C.** the program of activities should conform to and be closely and wholly integrated with the administrative policies of the school to the end.
- D.** there shall be no undue interruptions or interferences with the established rules and principles. Extracurricular activities will be governed by rules and established by the Indiana High School Athletic Association (I.H.S.A.A.), other state sponsoring organizations, and by local regulations developed by Batesville Community School Corporation.
- E.** the will to win and be successful is a natural human trait and entirely desirable, but this urge, whether of individual or collective, is not to be attained at the price of an unfair advantage or gained through violation of established rules and principles.



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- F. the welfare of the students takes precedence over any other interest.
- G. all activities should be school controlled and school directed.
- H. the extracurricular sponsors and/or coaches should be a very closely-knit organization, and all activities should be considered in their right perspective with each other and with the rest of the school program.

II. OBJECTIVES FOR PARTICIPATION

- A. To provide a positive image of school activities in the school corporation.
- B. To strive always for playing excellence that will produce winning teams within the bounds of good sportsmanship and mental health of the student participant.
- C. To ensure growth and development that will raise the number of individual participants; that will give impetus to increasing attendance at each activity; that will build up gate receipts and will enable a program of continuing upkeep and improvement of facilities and equipment.
- D. To provide opportunities that will allow the program to serve as a laboratory where students may cope with the problems and handle situations similar to those encountered under conditions prevailing in the contemporary world. The laboratory should provide adequate and natural opportunities for:
 - a. Physical, mental and emotional growth and development.
 - b. Acquisition and development of special skills in activities of each student's choice.
 - c. Teamwork with the development of such commitments as loyalty, cooperation, fair play and other desirable social traits.
 - d. A focus of interests on activity programs for the student body, faculty and community that will generate a feeling of unity.
 - e. Achievement of initial goals as set by the school in general and the student as an individual.
 - f. Provisions for worthy use of leisure time in later life, either as a participant or spectator.
 - g. Participation by the most skilled that will enable these individuals to expand possibilities for future vocational pursuits.

Each BHS student and his/her parent are required to read and sign the **BHS Code of Conduct** prior to participation in ANY extracurricular activity. The student and parent need only sign the policy once during the student's high school career. This policy is available from the various sponsors and/or in the BHS Main Office.



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School Dance

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.



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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 as a result 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 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 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.



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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.



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TEST FLOW CHART

*Steps contingent as to who is conducting the testing

Student names are entered into the data pool by assigned number.

The testing numbers are selected by the testing agency.

1. The principal matches the numbers to student names.
2. An administrator or designee will escort students to the testing site for specimen collection by the school nurse
3. The specimen will be sent to the testing agency.
4. The testing agency will follow the chain of custody and test the samples.
5. Any positive test screening will result in a second confirming test on the same sample by the laboratory.
6. The testing agency will notify the school principal of the results.
7. 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.
8. 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.



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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.



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*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.



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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.



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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 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.