



2023-2024 PARENT/STUDENT POLICY HANDBOOK

Batesville Community School Corporation Vision

Together we empower every student to believe in better.

Main Office Personnel

Principal: Dave Strouse
Assistant Principal: Justin Tucker
Athletic Director: Clint Pride
Guidance Counselor: Bridgitte Price
School Resource Officer: Ashley Meyer
School Nurses: Gayla Vonderheide and Brittany Gillman
Administrative Assistant: Carisa VanSickle
Receptionist/Attendance: Stacey Cornn



201 N. Mulberry Street, Batesville, IN 47006 batesvilleinschools.com/bms T: 812-934-5175 F: 812-933-0834

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School Expectations for BMS

1. Do right.
2. Do your best.
3. Treat others the way you want to be treated.

A Message from the Principal

Dear Batesville Middle School Families:

The staff and I are excited to welcome our students to Batesville Middle School for what promises to be another successful year for all students and staff. We look forward to providing engaging daily lessons that enhance your child's academic success while allowing them to reach their full potential. We want to encourage our students to become involved in the school community by participating in extracurricular activities, joining clubs, attending school dances, and supporting one another.

This handbook is designed for students and parents to familiarize themselves with the school policies and expectations. Parents are encouraged to take a few minutes to review and discuss the information in the handbook with your students. Teachers will also review the handbook with students at the start of the school year.

We appreciate your continued support, and if you have any questions or concerns, please feel free to contact the office. Please call 812-934-5175 or email me at dstrouse@batesville.k12.in.us if I can be of assistance in any way. We look forward to another great school year and Go Bulldogs!

Sincerely,

A handwritten signature in black ink, appearing to read 'Dave Strouse', with a stylized flourish at the end.

Dave Strouse
Principal
Batesville Middle School



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FREQUENTLY ASKED QUESTIONS AT BATESVILLE MIDDLE SCHOOL

Topic	Question	Answer
Attendance	We plan to go on vacation. What is the process for informing the school?	Fill out a vacation form, submit the form to the BMS receptionist (Stacey Cornn) or email it electronically to scornn@batesville.k12.in.us prior to the first day of your vacation.
Attendance	What steps should be followed 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.
Email a Teacher	How do I email a teacher?	Enter the teacher's first name initial and then whole last name @batesville.k12.in.us. Students may also message their teacher directly on Canvas.
Computer Issues	Who do I see if I have computer damage/tech issues?	Visit the IT area in BMS or contact the IT department by email at helpdesk@batesville.k12.in.us .
Athletics	Who do I contact if I want to join a sport?	The Athletic Director and/or the coach of the specific sport.
Work Permits	How do I obtain a work permit?	Please see Mrs. VanSickle in the office.
Washington, D.C. Trip	How do I participate in the 8 th grade Washington, D.C. trip?	Please see Mr. Strouse in the office for any specific questions.
Transportation	May I ride my bike or walk to school?	Yes. Bike racks are located around the school building. BMS recommends chaining and locking your bike to the bike rack. BMS is not responsible for any lost or stolen bikes.
Transportation	May I ride a different bus than my normal one?	Unless for day-care purposes, no. Please contact Mrs. Cornn in the office for questions.



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Batesville Middle 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. Teacher emails can be found on the BMS website at www.batesvilleinschools.com/bms under the students and parents tab. Please visit the staff directory 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

Dave Strouse, Principal

Justin Tucker, Assistant Principal

Carisa Vansickle, Administrative Assistant: Student Schedules, Fundraising, New Students

Stacey Cornn, Receptionist: Attendance

Ashley Meyer, School Resource Officer

Guidance Office

Bridgitte Price, Guidance Counselor: Standardized testing, scheduling, support, special education

Athletics

Clint Pride, Athletic Director and 504 Coordinator



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Grading Scale and Academic Information

Grading Information

Batesville Middle School operates on a nine-week grading period that averages out to a semester grade and grades are based on a minimum of 70% summative/30% formative assessments/assignments. It is the student's responsibility to maintain current and accurate records regarding progress in classes through PowerSchool. Teachers are required to regularly update PowerSchool and their Canvas pages.

Grading Scale

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

Honor Roll

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

Progress Reports and Report Cards

Student progress reports are always available by accessing PowerSchool. A parent may request a hard copy of the progress report to be sent home by contacting the BMS receptionist at 812-934-5175.

Arranging a Conference

Parents wishing to arrange a conference with a teacher, guidance counselor, and/or administrator may call the office at 812-934-5175 to contact the BMS receptionist to arrange an appointment. Voicemail is also available 24 hours a day. Students wishing to arrange a conference with office personnel can leave their names with the BMS receptionist or message the office personnel directly on Canvas.



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Daily Bell Schedule

6th Grade

Bulldog Day (Monday)

Block 1: 7:55- 8:43 am
 Block 2: 8:47- 9:30 am
 Block 3: 9:34- 10:17 am
 Block 4: 10:21- 11:04 am
Lunch/Recess: 11:04- 11:47 am
 Block 5: 11:51- 12:34 pm
 Block 6: 12:38- 1:21 pm
 Block 7: 1:25- 2:08 pm
 Block 8: 2:12- 3:00 pm

White Day (Tuesday/Thursday)

Block 2: 7:55- 9:25 am
 Block 4: 9:30- 11:00 am
Lunch/Recess: 11:00- 11:45 am
 Block 6: 11:50- 1:20 pm
 Block 8: 1:25- 3:00 pm

Blue Day (Wednesday/Friday)

Block 1: 7:55- 9:25 am
 Block 3: 9:30- 11:00 am
Lunch/Recess: 11:00- 11:45 am
 Block 5: 11:50- 1:20 pm
 Block 7: 1:25- 3:00 pm

7th Grade

Bulldog Day (Monday)

Block 1: 7:55- 8:43 am
 Block 2: 8:47- 9:30 am
 Block 3: 9:34- 10:17 am
 Block 4: 10:21- 11:04 am
 Block 5: 11:08- 11:51 am
Lunch/Recess: 11:51- 12:34 pm
 Block 6: 12:38- 1:21 pm
 Block 7: 1:25- 2:08 pm
 Block 8: 2:12- 3:00 pm

White Day (Tuesday/Thursday)

Block 2: 7:55- 9:25 am
 Block 4: 9:30- 11:00 am
 Block 6: 11:05- 11:50 pm
Lunch/Recess: 11:50- 12:35 pm
 Block 6: 12:40- 1:20 pm
 Block 8: 1:25- 3:00 pm

Blue Day (Wednesday/Friday)

Block 1: 7:55- 9:25 am
 Block 3: 9:30- 11:00 am
 Block 5: 11:05- 11:50 pm
Lunch/Recess: 11:50- 12:35 pm
 Block 5: 12:40- 1:20 pm
 Block 7: 1:25- 3:00 pm

8th Grade

Bulldog Day (Monday)

Block 1: 7:55- 8:43 am
 Block 2: 8:47- 9:30 am
 Block 3: 9:34- 10:17 am
 Block 4: 10:21- 11:04 am
 Block 5: 11:08- 11:51 am
 Block 6: 11:55- 12:38 pm
Lunch/Recess: 12:38- 1:21 pm
 Block 7: 1:25- 2:08 pm
 Block 8: 2:12- 3:00 pm

White Day (Tuesday/Thursday)

Block 2: 7:55- 9:25 am
 Block 4: 9:30- 11:00 am
 Block 6: 11:05- 12:35 pm
Lunch/Recess: 12:35- 1:20 pm
 Block 8: 1:25- 3:00 pm

Blue Day (Wednesday/Friday)

Block 1: 7:55- 9:25 am
 Block 3: 9:30- 11:00 am
 Block 5: 11:05- 12:35 pm
Lunch/Recess: 12:35- 1:20 pm
 Block 7: 1:25- 3:00 pm



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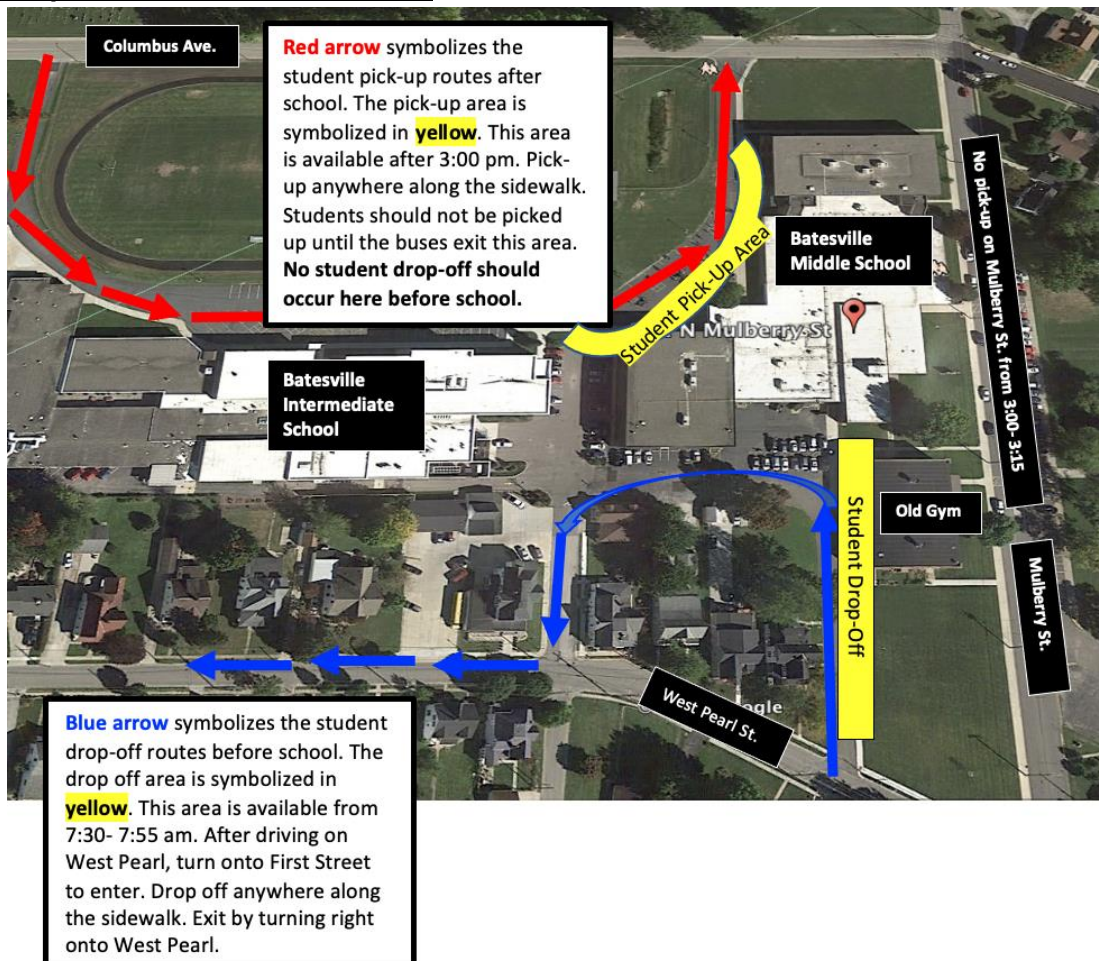
Student Drop-Off/Pick-Up Procedures

Student Drop-Off

Students should be dropped off at the back of the middle school near the old gym. Students will use Door G to enter the building. Cars should enter from First Street and exit on Second Street. The school buses load and unload in the driveway and parking lots that connect BMS and BIS. This area should be avoided by other traffic.

Student Pick-Up

After school student pick-up will take place near the game gym entrance. Parents should park along Columbus Avenue until all buses have arrived at their normal pick-up spots between BIS and BMS. Once all buses are staged for pick-up, parents will be allowed to proceed forward to begin picking up students at the gym entrance of the middle school. If you are picking up both BIS and BMS students, we ask that your BIS student walk to the BMS entrance and wait there until car riders and walkers are dismissed from BMS. We suggest that parents not arrive at Columbus Avenue until 2:55 pm or later as bus traffic before that time will be very heavy. **No car riders will be permitted to exit BMS onto Mulberry Street to board a vehicle.**





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Attendance

A good attendance record is important not only to the student but also to the school. Students with a poor attendance record often lose interest in school, tend to feel left out, and, in the future, are commonly school dropouts.

These guidelines have been implemented in order to attain a dual purpose: To (1) provide daily interaction in the classroom and (2) help the student achieve a high level of academic performance. A very high correlation exists between school attendance and productive learning just as in the workforce a high correlation exists between attendance and productivity.

State Law Regarding Attendance

Compulsory Attendance Law

** An individual is required to attend school from the fall term the individual becomes seven years of age until the date on which the individual graduates, legally withdraws or reaches at least eighteen years of age.

**A child commits a delinquent act when failing to attend school as required by law and is within the jurisdiction of the Juvenile Court. A child who is habitually absent from school may be reported to the Juvenile Court. Juvenile Court proceedings can result in probation, out-of-home placement, community service, psychological services and/or curfew.

•• It is unlawful for a parent/guardian to fail, neglect or refuse to send his or her child to school in compliance with this law.

Educational Neglect

**Indiana Juvenile Law categorizes educational neglect within the scope of child neglect. Neglect is the impairment or endangerment of a child's physical or mental condition as a result of the inability, refusal or neglect of the parent/guardian to supply the child with necessary food, clothing, shelter, medical care, education, or supervision.

**A person who knowingly or intentionally deprives a dependent of the education required by law commits Neglect of a Dependent, a Class D felony. This law does not require that a person intend for the child not to receive an education, only that he or she knows that there is a high probability that his actions or inactions are preventing the child from getting an education. Such a violation is punishable by up to three years confinement and a fine of up to \$10,000.



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Procedure for Non-Attendance

If a student must be absent from school for any reason, the parent or guardian of the student should call Batesville Middle School at 812-934-5175 or email the Batesville Middle School receptionist, Stacey Cornn, at scornn@batesville.k12.in.us within 24 hours of the date and time in which the student returns to school. The attendance line is available 24 hours a day. A pre-arranged absence form is due for vacations or family trips prior to the first day of the absence in order to be considered excused:

1. Vacations/Family Trips (Maximum 5 days per school year): Vacation 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. Pre-arranged absences count against the ten days of allotted excused absences. (Please see page 14 for more information)

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

- a. the student's name and relationship to the student
- b. student's name and grade in school
- c. reason for absence
- d. the date of the absence

Your child may not come to school when:

1. The student has a fever of 100 degrees Fahrenheit or higher. The student should be fever free without the use of Ibuprofen or Tylenol for 24 hours before re-attending school.
2. The student is experiencing vomiting and/or diarrhea. The child should be kept home until symptoms have been resolved for 24 hours and the child is able to keep down food and/or liquid before re-attending school.
3. LICE: We have a no-nit policy. If your child is found to have lice or nits (eggs), you must pick the student up from school. The child should not return until the student has been treated with lice killing shampoo, nits are combed out and you have found no lice or nits while examining the student's hair. When the child returns to school, you will need to bring the student to the school's health clinic to be checked prior to going to class. If you discover your child has lice at home, keep the student home and treat. Please call the school and report it to the health clinic. Again, when your child returns to school, you need to bring the student to the clinic to be checked prior to going to class.

*If your child is sent to school and has a temperature of 100 degrees Fahrenheit or above, your child is required to be picked up from school by the parent/guardian or parent/guardian designee within two hours of being notified. If the child is not picked up, it may be reported to the Department of Child Services for neglect.

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Procedures if Absent from School

When a student is absent from school, a medical slip, parent call, parent email or note is to be filed with the Batesville Middle School receptionist **WITHIN 24 HOURS OF THE DATE AND TIME IN WHICH THE STUDENT RETURNS TO SCHOOL TO BE CONSIDERED EXCUSED**. Any student who needs to leave early or arrives late must sign in/out in the main office. Students need both parent and administrative permission to leave school early. Each student with a full schedule is allowed a maximum of 10 days of absences from school per year (excluding those absences mentioned on page 13-14). After 10 days of excused absences, any additional absences that count against the 10 day limit will be considered unexcused. Students with a partial schedule will have an adjusted attendance allotment. An absence letter will be sent home by the Batesville Middle School receptionist when a student reaches 5 or 8 days of absence. If the allowed 10 days of absences per year is exceeded, a student will be placed on an attendance plan.

Procedures if Absent 10 or More Days: 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 10 or more days 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 Batesville Middle School receptionist the next school day. The parent and student signature acknowledges 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. After 10 days of excused absences, any additional absences that count against the 10 day limit will be considered unexcused and will result in the following. **This INCLUDES Friday school attendance.**

1st Unexcused Absence beyond Plan:	One (1) Level II Friday School
2nd Unexcused Absence beyond Plan:	Two (2) Level II Friday Schools
3rd Unexcused Absence beyond Plan:	One-day suspension
4th Unexcused Absence beyond Plan:	Three-day suspension
5th Unexcused Absence beyond Plan:	Five-day suspension
6th Unexcused Absence beyond Plan:	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 Middle 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.

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Excused Absences: Do Not Count Against 10 Day Attendance Limit

Students may be excused from school attendance for only the following reasons:

1. Personal illness requiring a physician's statement. **Statement must indicate the complete time/date(s) being excused by the physician.**
2. 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, child, and/or step-family members. 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 BMS Administration if they are requested in advance.
3. School sponsored/authorized activities. Clearance from the sponsoring teacher or coach must be presented in advance of the activity.
4. Required religious observations or instruction: Must be verified by a note from the parent.
5. Subpoenaed to appear in court as a witness in a judicial proceeding.
6. No regular school bus pick-up at residence due to inclement weather or bus breakdown.
7. 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.
8. School related injury (for the day missed only).
9. Private or public secondary school visitation.
10. 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 relating to the Certificate of Child's Incapacity will not count against the 10 day limit.
11. The student or a member of the student's household exhibits or participates in the Indiana State Fair for educational purposes (IC 20-33-2-17.7)
12. Administrative consideration may be given when an extenuating circumstance would indicate that it would be in the best interest of the student or school.



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Excused Absences: Count Against the 10 Day Attendance Limit

(Note: After 10 days of excused absences, any additional absences that count against the 10 day limit will be considered unexcused.)

1. Personal illness not under a physician's care.
2. Funerals not listed on page 13.
3. Vacation days, personal days, and/or family trips (maximum of 5 days; one day may be used at a time). These trips require BMS administrative approval prior to the first day of absence. NOTE: Students are to download needed approval paperwork from batesvilleinschool.com/bms/students-parents/forms-information.
5. Weather: If school is in session and a bus runs by a student's residence.
6. Court/probation
7. Administrative consideration may be given when an extenuating circumstance would indicate that it would be in the best interest of the student or school.



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Schoolwork Make-up for Absences

1. Teachers will allow for make-up work completion one (1) class session for each day and/or class session missed during any excused or unexcused absence or at teacher's discretion.
2. 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.
3. Students should utilize Canvas to make contact with each individual teacher when absent from school to receive all coursework. Parents may request homework during extended absences by contacting the Batesville Middle School receptionist.

Unexcused absences

Any absence that falls outside the guidelines of an excused absence previously listed on pages 12-14 will be considered unexcused and will count against the 10 day allotted absence limit. Absences related to vacation time without proper documentation that are not pre-arranged by the first day of absence will be considered unexcused. Students who arrive more than 30 minutes after the start of the school day will be counted absent as a half-day and will be considered unexcused. All unexcused absences, 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: 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 PowerSchool. 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. Almost all tardiness is avoidable. Habits of punctuality and promptness are the chief elements of reliability. Students are expected to report to school and to each class on time and be prepared for class according to each teacher's expectations. **Students who arrive to school after 7:55 a.m. must enter through the main entrance and report to the receptionist to receive a pass and will be counted tardy to the first period of the day. Students who are more than 30 minutes late to school will be counted absent for a half-day and considered unexcused. The Assistant Principal 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 Lunch Detention

Tardy #4: Two Lunch Detentions

Tardy #5: One Level I Friday School

Tardy #6: One Level II Friday School

Tardy #7: Two Level II Friday Schools

Tardy #8: One-day suspension

Tardy #9: Three-day suspension

Tardy #10: Five-day suspension

*If a student is more than five minutes late to class, it may result in an office referral.



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Discipline Philosophy

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 behaviors listed on the following pages are prohibited on school property and school activities because they are considered not to be in the best interest of student welfare and/or counter productive to the maintenance of a good educational environment. These handbook policies are 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.



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Demerit System

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

- | | |
|-------------------------------------------|-----------|
| 1. Lack of needed supplies for class | 1 demerit |
| 2. Failure to follow teacher's directions | 1 demerit |
| 3. Inappropriate behavior | 1 demerit |

Consequences for accumulation of demerit violations

<u>Demerits</u>	<u>Consequence</u>
4 - 5	Lunch Detention
6 - 7	Level I Friday School
8 - 9	Level II Friday School
10 - 11	Two Level II Friday Schools
12 - 13	One day of In-School Suspension
14 - 15	One day of Out-of-School Suspension (RCATS)

*If a student receives more than 15 demerits, it may be determined as a Category III Violation.

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

Demerit Notification

Students will be given a "Notice of Demerit" through Canvas from the administration indicating the violated infraction for that class period. It is the student's responsibility to see that the parents read this notification. Students will start each nine-week grading period with zero demerits. Students who exhibit good behavior will receive a reward at the end each nine weeks grading period.



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Discipline Code Violations: Category 1 Violations

CATEGORY 1 VIOLATION: (not all inclusive)

1. Improper dress.
2. Public display of affection.
3. Failure to comply with established cafeteria etiquette or staff request.
4. Throwing of objects of any kind.
5. Misbehavior for a sub.
6. Failure to follow established teacher, handbook, school, & classroom expectations not covered in CATEGORY 1 VIOLATIONS.
7. Littering.
8. Inappropriate behaviors, language, or gesture.
9. Any unexcused absence not considered truancy. **(Will start over each semester)**
10. Category I level - Violation of the Batesville Community School Corporation Respectable Use Policy.

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

- | | |
|-----------|-----------------------------------------------------------------|
| 1st time: | One Lunch Detention |
| 2nd time: | One Level I Friday School |
| 3rd time: | One Level II Friday School |
| 4th time: | Two Level II Friday Schools |
| 5th time: | One-day suspension |
| 6th time: | Three-day suspension |
| 7th time: | Five-day suspension |
| 8th time: | Recommendation for expulsion and a suspension for up to 10 days |

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



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Discipline Code Violations: Category 2 Violations

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.
2. Possession of lighters, matches, lasers, sharp objects or other items deemed to be inappropriate for school.
3. Materials, behavior, or language deemed to be offensive, harmful, or harassing to other students and/or staff.
4. Rudeness or disdain to staff.
5. Failure to serve an assigned Level I or Level II Friday School.
6. Failure to tell the truth / deception.
7. Willful defiance.
8. Any personal electronic communication device, which includes a cell phone, used in violation of classroom/school policies and expectations during normal school hours (7:55 am-3:00 pm)
9. Academic Misconduct/Cheating (Teachers may give a zero for that assignment and/or assessment)
10. Failure to follow established teacher, handbook, school, & classroom expectations not covered in CATEGORY 2 VIOLATIONS.
11. Category II level - Violation of the Batesville Community School Corporation Respectable Use Policy

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

- | | |
|-----------|-------------------------------------------------------------------------------------|
| 1st time: | One Level II Friday School (failure to serve will result in a Category 2 Violation) |
| 2nd time: | One-day suspension |
| 3rd time: | Three-day suspension |
| 4th time: | Five-day suspension |
| 5th time: | Recommendation for expulsion and a suspension for up to 10 days |

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



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Discipline Code Violations: Category 3 Violations

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 producing a vapor and/or scent, and all other products and materials.

***NOTE: Any student using or in possession of nicotine may be directed to a BCSC School Resource Officer and may be ticketed.**

2. Fighting or provoking violence by gesture or words.

3. Forgery or alteration of school forms, such as passes, 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, harmful, or harassing to other students and/or staff.

6. Possession or use of any chemical substances 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. 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 follow established teacher, handbook, school, & classroom expectations not covered in CATEGORY 3 VIOLATIONS.

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

1st time: Three-day suspension

2nd time: Five-day suspension

3rd time: Recommendation for expulsion and a suspension of up to 10 days

*Restitution towards school damages will be made where appropriate

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



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Discipline Code Violations: Category 4 Violations

CATEGORY 4 VIOLATION: (under school's jurisdiction or on school property)

1. Possession of any firearms, knife or deadly weapons (School administration reserves the right to conduct a search of the student's person, or school locker if reasonable suspicion exists).
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.
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.

***NOTE: All prescriptions are to be placed in the care of the nurse or designee during the school day.**

***NOTE: If there is reasonable suspicion of alcohol or drug use, a breathalyzer or drug test can 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. Severe Threatening Behavior.
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. Continuous violation of school discipline policies outlined in all category violations.
12. The production of bodily fluids provoking a fight, causing damage or destruction to school property, or used for unlawful activity such as criminal mischief.
13. Violation of BCSC Student Code of Conduct for expulsions
14. Category IV level - Violation of the Batesville Community School Corporation Respectable Use Policy.

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

1. Recommendation for expulsion and/or a suspension for up to 10 days
*Restitution towards school damages will be made where appropriate.

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



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Friday School Information

Any administrator may assign a Level I – Level II 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 Assistant Principal or the BMS receptionist. **Friday School begins at 3:00 p.m. Failure to arrive on time could result in additional disciplinary consequences.**

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

- a. Meet in the Batesville Intermediate School Library 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 2 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. 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 2 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.



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Ripley County Alternative to Suspension (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 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/or behave in an appropriate manner while there, may result in the student and parents being summoned to appear in court or the student being assigned more days to RCATS. Students will receive full credit for class work completed while in R-CATS. Students will be permitted one class session for each class session missed to make-up formative and summative assignments. The R-CATS day runs from 8:30 a.m. - 2:30 p.m. and includes times for completion of class work in the morning, a supervised lunch and community service in the afternoon. Specific information on the R-CATS program will be provided at the time of the suspension.

Ripley County Court Services oversees RCATS and should be contacted for any questions regarding the placement. **The phone number for Ripley County Court Services is 812-689-6063.**



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

(a) 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:

- (1) Student misconduct.
- (2) Substantial disobedience.

(b) The grounds for suspension or expulsion listed in subsection (a) apply when a student is:

- (1) 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;
- (2) off school grounds at a school activity, function, or event; or
- (3) 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 or assignments to RCATS are not allowed to be on BCSC property at any time, 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 in-school suspensions are to attend school, will follow the same procedures for completing work, and will abide by the original assigned teacher due dates for work completion. 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 BCSC school campus nor permitted to participate in school-sponsored activities after school hours.

INDIANA CODE: GROUNDS FOR NON-ISSUANCE OF DRIVER'S PERMIT/LICENSE

Indiana Code 20-33-2-11 provides that any person, while of the ages of 13 and 14, who is determined to be a habitual truant as defined by school board policy, cannot be issued an operator's license or learner's permit until the age of 18.

Indiana Code 9-1-4-29 (g) states:

An operator's license or learner's permit may not be issued to a person less than eighteen (18) years of age who is under:

- (1) at least a second suspension from school for the school year under IC 20-33-8-9;
- (2) an expulsion from school under IC 20-33-8-9;
- (3) an exclusion from school due to misconduct under IC 20-33-8-10.

NOTE- Students are not permitted to drive to or from Batesville Middle School in any capacity.



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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 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:

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



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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 bus, will be dealt with in the same manner as if they occurred on Batesville Middle 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:

Physical harm to student.

Physical harm or threat of physical harm to driver (May also result in an arrest).

Property damage.

Willful insubordination.

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.

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.



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Dress Code

Proper student dress and appearance are important for creating an educational atmosphere geared for school success. Any apparel, fashion, or style of clothing which, in the opinion of the administration, interferes with the educational process of students will be considered inappropriate and, therefore, unacceptable and subject to disciplinary action.

- Shorts are acceptable. However, they should not be so short as to cause a distraction or disturbance.
- No tank tops with straps too narrow to properly cover undergarments or clothes that are otherwise too revealing.
- Excessively ripped or torn clothing is not appropriate.
- Clothing with insignias or words referring to alcohol, tobacco, drugs, or profanity, are not to be worn at school.
- Clothing that contains messages that can be construed to be inappropriate is prohibited.
- No chains, spikes, dog collars, straps, sunglasses, hats, bandanas, hoods, face painting or non-permanent writing on the skin.
- Students are not to wear coats while in the classroom.
- Students are not to bring backpacks, purses/handbags, duffle-type bags or other carrying cases to class. These must be left in the locker from 7:55 a.m. to 3:00 p.m.

If a student or parent is unclear whether a particular article of clothing is acceptable at Batesville Middle School, please contact the administration prior to the student wearing the clothing to school.



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Tobacco Use or Possession

Students are not permitted to carry on their person 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 BMS Administration or designee for disciplinary action and will have violated the BMS 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 BMS Discipline Plan, a law enforcement official may be summoned to be involved per 35-46-1-10.5 A PERSON LESS THAN TWENTY-ONE (21) YEARS OF AGE WHO: (1) PURCHASES TOBACCO, AN E-LIQUID, OR AN ELECTRONIC CIGARETTE; OR (2) ACCEPTS TOBACCO, AN E-LIQUID, OR AN ELECTRONIC CIGARETTE FOR PERSONAL USE; OR (3) POSSESSES TOBACCO, AN E-LIQUID, OR AN ELECTRONIC CIGARETTE ON THE PERSON'S PERSON COMMITS A CLASS C INFRACTION UNDER STATE LAW.



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Electronic Device and Headphone Usage Policy

As a general rule, students are not permitted to have personal electronic devices (not including electronic watches) on their person at any point during the school day. If any personal electronic device (not including watches) is brought to school, the device should be powered off and placed in their student locker. Any personal electronic device, including cell phones, that are seen during the school day may result in a Category II violation. Additionally, 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 a Category II Violation and will result in disciplinary action. Batesville Middle 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.

Earbuds, headphones, or listening devices are not permitted to be worn or used unless permitted by a classroom teacher in their classroom. These devices should not be used in hallways, during lunch/recess, or at any time without specific permission.

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.



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Drink Policy

As a general rule, students are not permitted to bring drinks to school with the exception of lunch. However, per teacher and BMS administration discretion, water is permitted in the classroom and throughout the school.



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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 use of sharing lockers or locker combinations is prohibited. Student may be issued a combination padlock in physical education if they choose. The student will be assessed a replacement charge if the lock is damaged or missing. Students may not use their own padlocks. Outside of lockers are not to be decorated.

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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Search and Seizure

A search of a student's person, such as, but not limited to, belongings, and/or a student's personal electronic device, including a cell phone, 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. Students shall not have an expectation of privacy of school-issued property, such as, but not limited to, a student desk, lockers, school-issued computers, and/or school-issued computer bags. A parent or guardian of the student will be contacted after the search occurs.

Those students who are found to be in violation of BMS school rules or regulations or is violating the law will be dealt with according to the BMS Discipline Code (Pages 17-22) and the BMS Extracurricular Code of Conduct (Pages 48-50).

For more details, please refer to the BCSC Bylaws and Policy 5771.



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Media Center Information

Introduction

The Batesville Middle School Media Center provides resources for completing school assignments, materials for recreational reading, and an atmosphere for quiet studying. The use of the media center and its resources is a privilege afforded to all students of Batesville Middle School. The media center is open from 7:45 a.m. – 3:00 p.m.

Checking Out Materials

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

Lost or Damaged Material

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

Coming To the Media Center

Students will use the sign-in sheet at the circulation desk when coming to the media center from a classroom or during lunch/recess.

Media Center Behavior

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



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Schedule Change Policy

Schedules are provided to each student at the beginning of each semester/school year or upon enrollment. The schedule is based on student needs and available class space. Any request for a schedule change must be approved by the building principal. Please note that course selections for fine arts classes (such as band or choir) are year-long commitments and changes after the start of the school year may only be considered after the first semester. However, in addition for fine arts classes, there will be a two-week exploratory phase at the beginning of the school year to determine if the student is in the proper placement. During that phase, a student may request a change from his/her fine arts class(es). Schedule changes will be considered under the following conditions:

- *Student is academically misplaced
- *Need to balance over-crowded classes
- *An error in computer entry
- *Late staff changes
- *Although class selections are made for the entire school year, a student may request a course selection change for second semester with parent approval. 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 BMS administration reserves the right to make schedule changes based upon legitimate student needs.



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Retention Policy

Batesville Middle School administration will recommend placement in summer school or possible retention based on a variety of data points. Each situation is determined on a case-by-case basis.

The following data points could be considered, but it is not limited to the following:

1. Do not pass Statewide Standardized Testing (Math and/or Language Arts)
2. Fail both semesters of Language Arts
3. Fail both semesters of Math
4. Have any five semester "F's" in the core academic classes (Math, LA, Science, and Social Studies)
5. Lack of attendance

NOTE- The BMS administration reserves the right to retain any student deemed necessary.



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School Dance Policy

Rules

All dances are for Batesville Middle School students only. An announcement will be made when dances are scheduled. All students will abide by the following rules and procedures during school dances:

1. All school rules apply.
2. Proper dress is required.
3. Students are not allowed to leave the dance early, unless under special and pre-approved circumstances.



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8th Grade Washington, D.C. Trip

Batesville Middle School offers 8th grade students the opportunity to attend a Washington, D.C. Trip in the spring of their 8th grade school year. Batesville Middle School Administration requires all students who are attending the trip to be in good standing with Batesville Middle School. Good standing is defined on a case-by-case basis through a variety of measures.

NOTE- The BMS administration reserves the right to deem any student ineligible to attend the Washington, D.C. trip, if necessary.



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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 "snack" 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.

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



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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. All prescription Medications will not be given if not prescribed by a medical physician.

Proper Procedure for Medication Taken at School:

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

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.

Non FDA approved products, herbal/dietary products, medications purchased in foreign countries, or non-traditional preparations (including but not limited to: vitamins, supplements, homeopathic remedies and essential oils) will not be administered by school personnel.

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.



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Work Permits

Minors who are 14, 15, 16, and 17 years of age and are gainfully employed, will be required to obtain work permits (employment certificates) and will be restricted by the hours they can work.

Work permits issued under the Indiana Laws may be revoked by the school corporation if it is determined there has been a significant decrease in a student's grade-point average since the issuance of the permit or if the student becomes involved in any disciplinary action that results in suspension or expulsion from school.

Intent-To-Employ forms will be provided by the employer. This form is then brought to the BMS receptionist, and it is ultimately sent to Central Office for approval. Once approved, Central Office will send it back to BMS to be issued to the student.

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Education Records

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Each parent 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 the Superintendent.

Education records are governed by federal law and regulation. The requirements of these laws and regulations are contained in school board policy. 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 post-secondary 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.

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)



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

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. Additionally, this policy applies regardless of the physical location when:

- A. 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.

For more details, please refer to BCSC Bylaws and Policy 5517.01.



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Batesville Community School Corporation Sexual Harassment Policy

It is the policy of the Batesville Community School Corporation to maintain a learning and working environment that is free from sexual harassment.

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.

For more details, please refer to BCSC Bylaws and Policy 1662.



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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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Extracurricular information

The Batesville Community School Corporation agrees that extracurricular activities are desirable and they constitute one of the invaluable heritages of all American youth. At Batesville Middle School, our hope is that students participate in athletics and clubs during their middle school career and provide a positive image of school activities in the school corporation. Please contact the BMS Athletic Director for more information. Batesville Middle School offers the following athletics and clubs.

ATHLETICS

Fall

7th Grade Football
 8th Grade Football
 7th Grade Volleyball
 8th Grade Volleyball
 6th, 7th, 8th Grade Boys' Cross Country
 6th, 7th, 8th Girls' Cross Country
 6th, 7th, 8th Tennis (Co-Ed)
 7th Grade Cheer
 8th Grade Cheer

Winter

7th Grade Boys' Basketball
 8th Grade Boys' Basketball
 7th Grade Girls' Basketball
 8th Grade Girls' Basketball
 6th, 7th, 8th Grade Wrestling
 7th Grade Cheer
 8th Grade Cheer

Spring

6th, 7th, 8th Grade Golf
 6th, 7th, 8th Boys' Track and Field
 6th, 7th, 8th Girls' Track and Field

CLUBS

Academic Team
 Archery
 Art Club
 Dance Team
 Interact Club
 Rube Goldberg Club
 Spelling Bee
 Spell Bowl
 Student Council
 World Music

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Batesville Middle School Extracurricular Code of Conduct

In order to participate in the Batesville Middle School athletic program or an extracurricular event, a student is expected to maintain certain standards. Certain guidelines apply to allow each student understand the expectations and develop consistency and fairness toward each individual.

Academic Expectations

If a student has at least two failing grades at the conclusion of a grading period, the student may not participate in competition, but may practice. Grade checks for reinstatement may be done at the discretion of the BMS administration.

Tobacco, Drug, or Alcohol Use

The student will have violated the Extracurricular Code of Conduct policy if a student uses or is in possession of tobacco products, which includes materials or products containing nicotine or may contain nicotine, electronic cigarettes, electronic liquids, any objects used producing a vapor and/or scent and all other products and materials on or off school grounds.

Additionally, the student will have violated the Code of Conduct Extracurricular Policy if a student uses or is in possession of drugs or substances representing drugs on or off school grounds. This also includes using or possessing alcohol on or off school grounds. Violating the Code of Conduct Extracurricular Policy will result in a suspension of four (4) weeks from the time of the first infraction. The violating student can still practice if a student violates the code of conduct, but cannot compete in contests. The student, parents, legal and school officials will be contacted. A second offense will be a suspension of 18 weeks through the academic year. A third offense will result in the suspension of athletic and extracurricular events for 365 days. More than three offenses will be at the discretion of the BMS administration.

Attendance

Students who do not attend school are not allowed to practice or participate in contests or activities on that school day. If a student does attend school, but fails to arrive to school by 8:30 am, the student-athlete may not participate in a competition for the day of (the student may still practice). Verified appointments do not affect contests and/or practice eligibility.

Truancy

There will a suspension of one contest for the first time a student is truant. A second truancy during a school year may result in the student being deemed ineligible for participation at Batesville Middle School for that particular year.



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Friday School (Detention)

A student's participation in contests for extracurricular events, including athletic events, after receiving a Lunch Detention, Level I Friday School, Level II Friday School, or an after school detention (one hour) will be at the Coaches' discretion.

Suspension

A suspended student may not practice or attend contests during the suspension (Handbook, p.25). Any other contests a student may not be able to participate in is at Coaches' discretion. If a student receives a second suspension from school, it may result in the student being removed from the activity by BMS administration.

Profanity or unacceptable language

A coach will handle unacceptable language at practice. If a student uses unacceptable language at contests that results in a penalty, official reprimand or removal from the contest, the athlete may be suspended for the next contest or a portion of it by coaches or the BMS administration.

Fighting

Fighting on school property will be handled according to the rules in the BMS Student Handbook. The school administration can also remove an athlete from a team if deemed necessary.

Other violations

In addition to use or possession of alcoholic beverages, tobacco products, drugs or substances representing drugs, a student could also violate this Code of Conduct by:

- Arrest
- Inappropriate In-School Conduct
- Police Report
- Act of Delinquency
- Other Major Handbook Violations deemed by the BMS Administration

Transportation

The student/athlete is expected to ride to and from contests with the team on school-provided transportation. Exceptions can be made, but the student must have a pre-arranged Travel Release form approved by BMS administration. If the appropriate paperwork is not provided to the coach, he/she is expected to ride the bus. Failure to follow the procedures may result in disciplinary action.



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Dress Code

Clothes may not be worn to home or away events that call undue attention to the individual in accordance with the school policy. Coaches may develop a dress code for individual teams regarding home and away events, as well as practice.

Quitting the Activity/Organization

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

Eligibility to tryout

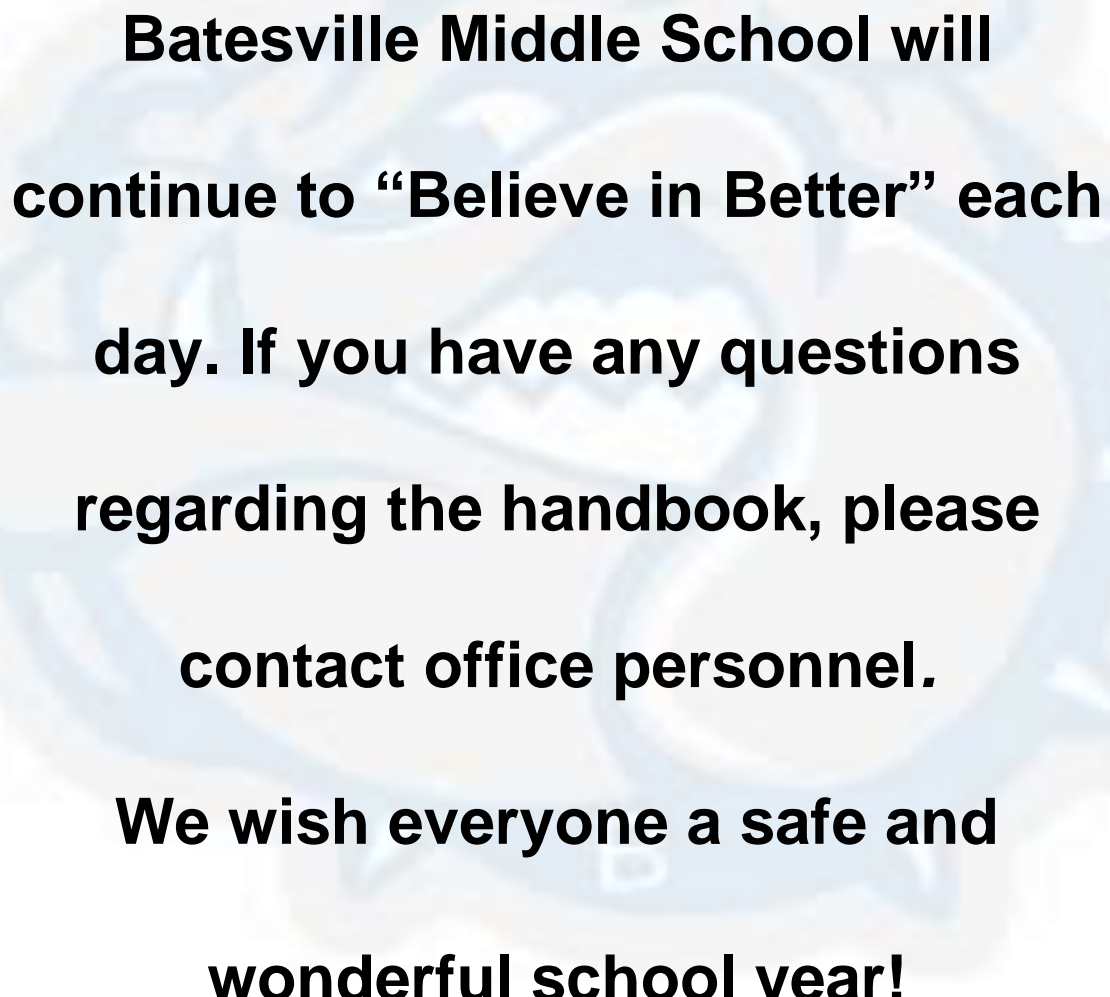
Student-athletes are required to submit a completed physical examination form, including proof of insurance prior to participating in athletics (school board policy). Student-athletes must also complete and return the Concussion/Sudden Cardiac Arrest Acknowledgement Form.

*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 or his/her designee has the discretion to investigate and determine if a violation has occurred. At that point, the BMS administration may apply appropriate consequences.

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

**A student who violates this policy after the last day of a school year and prior to first day of the following school year will begin their suspension starting on the first academic school day of the upcoming school year.

None of the above is seen as forfeiture of the right of coaches or sponsors of extracurricular activities. The goal of this extracurricular policy is to set additional rules approved by the administration which regulate the participation of students in extracurricular activities. It is the responsibility of the school administrators to protect the image of the school by removing a student participating in any extracurricular activity at any time that the student participation is not in the best interest of the Batesville Community School Corporation.



**Batesville Middle School will
continue to “Believe in Better” each
day. If you have any questions
regarding the handbook, please
contact office personnel.
We wish everyone a safe and
wonderful school year!**