

WELCOME TO BLACKFORD HIGH SCHOOL & BLACKFORD JUNIOR HIGH SCHOOL HOME OF THE BRUINS

BHS School Office Personnel

<u>Phone</u>	<u>Email</u>
Mr. Scott Shimer, Principal	sshimer@blackfordschools.org
Mr. McVicker, Assistant Principal	cmcvicker@blackfordschools.org
Mr. Uggen, Athletic Director	tuggen@blackfordschools.org
Mrs. Mealy, Guidance Counselor	kmealy@blackfordschools.org
Mr. Ragsdale, Guidance Counselor	sragdale@blackfordschools.org
Mrs. Marcum, Corporation Nurse	hmarcum@blackfordschools.org
Mrs. Goodspeed, Principal's Secretary	dgoodspeed@blackfordschools.org
Mrs. Armstrong, Guidance Secretary	varmstrong@blackfordschools.org
Mrs. Musselman, Athletic Secretary	lmusselman@blackfordschools.org
Mrs. Johnson, Treasurer	njohnson@blackfordschools.org
Mrs. Henderson, Attendance Secretary	thenderson@blackfordschools.org

BJHS School Office Personnel

<u>Phone</u>	<u>Email</u>
Mrs. Blossom, Principal	mblossom@blackfordschools.org
Mr. Uggen, Athletic Director	tuggen@blackfordschools.org
Mr. Hill, Guidance	thill@blackfordschools.org
Mrs. Hollowell, Principal's Secretary	phollowell@blackfordschools.org
Treasurer	
Mrs. Boles, Nurse	aboles@blackfordschools.org

General Information

ACADEMICS

Graduation is dependent on meeting all BHS and IDOE requirements: these include total number of credits.

Graduation Policy

Students must complete all graduation requirements prior to graduation to participate in the graduation ceremony. Additionally, students must meet all financial obligations to the school corporation to participate in prom and the graduation ceremony.

7th Semester Completion

In order for a senior student to be approved for an early release, the student must have the following:

1. Obtained all the necessary credits needed to graduate.
2. Be enrolled into a post-secondary college program with at least 2 classes or 6 hours credit.
3. Military deployment
4. Must be on Core-40 diploma track or higher.

ECA Waiver Requirements

To qualify for an End-of-Course-Assessment waiver, a student must meet the following:

1. Test at least one time a year.
2. Maintain a 95% attendance rate.
3. Maintain a minimum 1.667 GPA in 34 selected credits.
4. Meet remediation requirements.
5. Must attend summer school.
6. Obtain supporting documentation from math/English teachers.

A student may repeat a course to qualify for a particular diploma type, but both grades remain on the transcript and are figured into his/her GPA.

Honor Roll for BHS and BJHS

The honor roll is figured by computer and is published upon the release of report cards. To qualify for the "A/B" honor roll all grades must be a "B-" or above. To qualify for the "A" honor roll all grades must be an "A-" or above.

Academic Awards Program

To qualify for this program, a student must meet the following:

1. Be named to the All "A" Semester Honor Roll.
2. Be enrolled as a full-time Blackford High School student.

Bruin Club

Bruin Club is an after school study session where students can complete missing assignments and catch up on academic work. When students are receiving multiple failing grades, they will be assigned to Bruin Club by their SRT/Advisory teacher. Communication will be made with parents regarding dates and times.

The Blackford High School grading policy is as follows:

Semester Grade:

1st 9 weeks grading period – 45% of final grade

2nd 9 weeks grading period – 45% of final grade

Semester Final Exam – 10% of final grade

Blackford High School courses that are offered as dual credit courses will be calculated according to both the BHS grading scale, as well as the designated University/College grading scale from which the dual credit is earned. The grade, according to the BHS grading scale, will be reported on the student's BHS academic transcript. The Dual Credit grade based on the specific college course grading scale will be reported to the designated college as transcribed credit. In order for a student to earn the dual credit, he or she has to meet the grade requirements based on the specific college course grading scale.

PLEASE REFER TO THE BHS COURSE DESCRIPTION GUIDE FOR DIPLOMA TYPES, GPA CALCULATION (WITH WEIGHTED GRADES), CLASS WITHDRAWAL INFORMATION AND TEXTBOOK RENTAL POLICY.

CONSENT FORM

To try out or participate in any school sponsored extracurricular activity, or issuance of parking/driving permit, the student must read this policy and sign a consent form by which the student agrees that as condition of participation in the aforementioned activities, he or she will be eligible for the drug, alcohol, and steroid testing program outlined in this procedure. This consent form must also be signed by the student's parents or legal guardians in advance of any participation in extracurricular activities, or before the issuance of a parking/driving permit as outlined in the Student Handbook. The consent form will be valid for the current school year, including the following summer, and must be renewed annually. **If the student or his or her parents or legal guardians refuse to sign the consent form, the student will not be permitted to participate in any extracurricular activity or receive a parking/driving permit. Also, if during the school year the student refuses to be tested or is in school the day to be tested but does not report at the scheduled time without being excused by the School Principal, the student will be banned from participation in all aforementioned activities.**

DANCE POLICY

Throughout the school year there will be occasional dances both on and off campus. All dances will be treated as an extra-curricular activity and suspensions and other disciplinary actions apply. In addition, if a student is failing more than one class, they will not be permitted to attend unless written confirmation of work completed is provided by the teacher. BJHS dances will involve only BJHS students. BHS will make available dance guest request forms for each dance for outside guests. These forms will be made available when tickets go on sale.

DRIVING REGULATIONS

The responsibility for students driving to and from school rests with the students and parents. Parents who do not want their children to drive to school or ride with other student drivers should so advise them. Blackford High School will abide by student and parent decisions regarding driving to and from school while students abide by the following regulations:

1. Students will enter the parking lot and park their cars in the west parking lot.
2. Teachers, parents and students will be required to exit out the access road. At the end of the day as the cars exit (heading south), the right hand lane will turn west

(right) and the left hand lane will turn east (left). We will have a staff member at the end of the lane to help disperse cars and attempt to control traffic issues. There will also be signage near the front of the access road to help drivers determine the lane to be in as they exit.

3. Parents will pick up students by forming lines in the south lot heading west. After they pick up the student they will leave the parking lot via the access road – both lanes will be exits (no cars will be allowed on the access road after 3:15 heading north).
4. All drivers are expected to drive the appropriate speed limit in the parking lot (15 MPH).
5. Under no circumstance should a student, teacher, or parent driver drive on the north side of the school when the school buses are loading or unloading.
6. BHS provides parking for students but assumes no liability for damage or theft.
7. Students who drive to school agree to allow their cars to be searched if deemed necessary by school officials and reasonable suspicion is established.
8. All students choosing to drive to school must participate in the Random Drug Testing Program.
9. A student who is under the age of eighteen (18) who possesses a driver's license or learners permit may have it invalidated because of a second suspension from school, an expulsion or has withdrawn from school. The license shall be lost until the person turns eighteen (18), for a specified period of time, or until the suspension or expulsion is reverse. I.C. 9-24-2-4.

EMPLOYMENT CERTIFICATES (WORK PERMITS)

Students age 14 through 17 years old will need to obtain an Employment Certificate (Work Permit) to be employed in the State of Indiana. The student must bring a completed Intent to Employ/A-1 card, signed by the prospective employer and the student's parent/guardian, to BHS Student Services. The student must also present either a birth certificate or driver's license as proof of age and a letter from the school signed by the principal verifying an acceptable academic and attendance record. After the tenth unapproved absence from school, a student will be denied issuance of an Employment Certificate (IC 20-8.1-4-12) and an Employment Certificate previously issued will be revoked (IC 20-8.1-4-32). In addition, an Employment Certificate may be revoked if the student's academic performance does not meet school standards.

FIELD TRIP POLICY

Blackford County Schools believes that field experiences provide a unique learning opportunity to students that support and supplement a traditional classroom learning. In an effort to support student attendance, a student must meet the following criteria in order to participate on a field trip:

1. The student must be in attendance one day PRIOR to the field trip
2. The student MUST have passing grades in all classes one day prior to the field trip

In the event that a student does not meet both of these requirements the student will remain at school and be provided learning activities to help him/her make up missing work or improve his/her grade(s).

FOOD AND DRINK IN THE CLASSROOM

Food and drinks are prohibited in the classroom. Students are not to bring food or drink to

class at any time during the school day. If a student has food or drink in the classroom they will be told to throw it away immediately.

FOOD SERVICE

1. Checks will be accepted for the amount of the cafeteria purchase, extra money will be applied to the student's account. All lunch accounts should be maintained with a positive net balance.
2. Students are encouraged to apply money to their account. Parents may also send a check to the Food Service Office, 2392 N SR 3, Hartford City, IN 47348, which will be applied to their child's SNAP account. Parents may call 348-7564 from 7:00 am. to 2:00 p.m. to inquire about their child's account balance.
3. No food is to be removed from the cafeteria, and all lunch trays are to be placed on the conveyor belt when finished.
4. The Food Service Office will begin accepting applications for lunch and textbook assistance two weeks prior to school starting. If you would like an application, call 348-7564 from 7:30 a.m. to 2:00 p.m. Parents may apply for assistance anytime during the school year.

FOREIGN EXCHANGE STUDENT GUIDELINES

All potential organizations or individuals applying for admission shall forward the request in writing or meet with the principal/designee by June 1st preceding the school year of the expected attendance. Only organizations recommended by the Indiana Department of Education will be approved. Students must be between the ages of 16-18 and sufficiently fluent in English. The school retains the right to test the student's proficiency in English. Tuition is to be paid by the exchange student before attending classes. The student must be of junior/senior status and not a high school graduate of their home country. Host parents must have exchange student approved by Blackford High School before arrangements are made with the parents and sponsoring organization. The maximum length of attendance for an exchange student is 12 months. The student will participate in graduation ceremonies but will not receive a diploma. All handbook rules apply to foreign exchange students.

GUIDANCE SERVICES

Blackford High School has two guidance counselors that work closely with students. They are here to help you discover your abilities, aptitudes, strengths and weaknesses. They will help you with your post-secondary plans and with your personal and academic problems. Students needing assistance with scheduling, further information regarding educational opportunities and methods of application for jobs should contact their assigned counselors. Students wanting personal counseling may make an appointment to see the counselor of their choice.

BHS Scheduling Policies: Teaching assignments and book rent are based on the requests a student makes the previous year. Occasionally, due to the cancellation of a class or other scheduling difficulties, a student must be placed in an un-requested class for the purposes of achieving a full schedule. The time to make any needed schedule changes for the next year is from the time the schedule is distributed until the day before registration begins in the fall semester. If a schedule change is desired, pick up a schedule change form from the guidance office.

Confidentiality

Students need to be aware that there are certain situations that require a counselor to break confidentiality. These include, but are not limited to: disclosure of illegal activities and endangering yourself or others.

Release of Directory Information

The school corporation may release certain "directory information," which means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed and which includes, but is not limited to, the student's name, address, parents' names and their home and work telephone numbers, major field of study, participation in official recognized activities and sports, height of members of athletic teams, dates of attendance, awards received, motor vehicle (including license plate number), hair and eye color, race, sex, date of birth, height, weight, grade level, other similar information, without consent to media organizations (including radio, television, newspapers, internet), colleges, civic or school-related organizations, and state or local governmental agencies.

Parents of a student less than eighteen years of age or a student who is at least eighteen years of age who objects to disclosure of any or certain directory information should sign the statement in the back of the handbook denying permission to release directory information and return it to the front office.

GYM UNIFORMS

All students who participate in a physical education class and JROTC will be required to purchase a gym uniform. This charge will be an additional fee.

HALL PASSES

Students are not allowed in the halls during class periods unless they are accompanied by a teacher or have a hall pass from an authorized staff member. Students are responsible for obtaining the written pass. Verbal passes are not acceptable. Students can be counted truant from class if found in the halls during class time without a pass.

HEALTH SERVICES

If a student becomes ill or is injured during the school day, the teacher who is responsible for them will send them to the Health Office. Students are not to report to the Health Office without first reporting to their assigned class. With the exception of emergencies no student will should be sent to the Health Office during SRT. Before a student who is ill or injured can be sent home, the Health Office must notify the parent or guardian who will arrange for the student's transportation. Under no circumstances will a student be sent home without the parent or guardian's knowledge. If at any time during the school year a student develops a medical condition, such as, but not limited to, diabetes, seizures, pregnancy, allergies, or blood disorders, that condition should be reported to the Health Office.

All medication, in their original container, must be left in the Health Office and a school medical form must be filled out by the parent/guardian. Parents shall be responsible for making sure that medication will provided to the school as required and that the school is properly notified of any medication changes. Only the school principal, school nurse, secretary, or principal designee (properly trained) shall be allowed to dispense this medication. Consent to administer medication will be valid for the duration of the prescription or for a maximum of one school year. A student with a chronic disease or

medical condition may possess and self-administer medication only when accompanied by a detailed physician's order. Students found in possession of medication will be subject to disciplinary action. Students who have written permission may take their medications home.

By state law, all students must be properly immunized and provide written evidence in order to enroll in school. Please see the Indiana State Department of Health's school immunization requirements for the current school year. Parents should also mention any allergies (medication, food, environmental, etc.) at the time of registration.

If head lice or nits are found in a child's hair, parents will be called to pick up their child. If a parent/guardian cannot be located, the student will be isolated until picked up. Once your child is treated, a parent must bring the child to school to be checked in the Health Office before returning to class. If lice or nits are found, the student will again be sent home. Our schools will excuse the absence the day your child has been sent home and the day after your child has been sent home. Any days after this will be an unexcused absence.

INDOOR AIR QUALITY PROCEDURES

The following procedures are consistent with board policy and are implemented with the health and safety of students and staff as a prime consideration. These procedures are to help insure a safe and healthy environment for the education of our students.

Blackford County Schools will put into place the following items to insure compliance with Indoor Air Quality Guidelines.

1. Assign an IAQ Coordinator and publish contact information in handbooks and on web site with procedures and timeline for addressing complaints.
2. Maintain an air filter schedule and document when filters are changed. The monthly inspection is the responsibility of head custodian at each building. They will keep an updated log that has been provided to them by the maintenance department.
3. Follow a Chemical Management Policy (See Policy 3502) MSDS Manuals are to be available in each building.
4. Follow a policy for Idling vehicles and install signage. (See Policy 3503)
5. Mold Policy. (Addressed within 48 hours)
6. Complete an annual ventilation inspection and certification.

Cost Estimates Indoor Air Quality Testing

The Kiln and Paint Booth operational testing would fall under good practices for Maintenance of Equipment that could have a significant impact on Air Quality in a student occupied/used area. Professional Fees: \$1250 - \$1425 Plus Expenses: Not to exceed 12% of Professional Fees (monthly logs will be kept)

7. Complete an annual eye wash and shower inspection and certification.

Cost Estimates for Science Fume Hood & Eye Wash Stations

The OSHA outlined program certified the operational viability of the above and is required to be performed on an annual basis. Professional Fees: \$1675.00 - \$1825.00* Plus Expenses: Not to exceed 15% of Professional Fees

8. Install swimming pool signage.
9. Follow an Animals in Classroom Policy. (See Policy 3504)
10. Monitor CO2 levels, humidity levels, evidence of mold, water damage, & excessive dust on a regular basis. (See 6 above)

11. No Ozone generators, no candles, no air fresheners allowed in buildings. Vacuums must meet HEPA filter rules by 1/1/15.
12. Furniture - Should be cleaned regularly and non-fabric used where possible.
13. Stuffed animals should not be allowed in classrooms.

Attached are the board policies referred to in the above Indoor Air quality Procedures. Important and new items have been underlined to emphasize their importance. Please read this entire document, sign, and return the last page to your building principal indicating you have read and understand the INDOOR AIR QUALITY PROCEDURES FOR BLACKFORD COUNTY SCHOOLS.

INDOOR AIR QUALITY

To bring an Indoor Air Quality issue to our attention use the following contact information.

Indoor Air Quality Coordinator (IAQC) – Tim Werner

Blackford County Schools

2392 N. State Road 3

Hartford City, IN 47348

Telephone- (765) 348-7554

Email – twerner@blackfordschools.org

1. Contact IAQC with a specific issue. Include building, room, and type of problem.
2. Within 72 hours (IAQC) will investigate the issue.
3. Within 48 hours after the initial investigation the (IAQC) will respond to the issue.
4. Appropriate remedies to the issue will be taken during the investigation and response period.

LIBRARY/MEDIA CENTER

The Media Center is open 7:30 a.m. to 3:30 p.m. (BHS) and 7:30 a.m. to 3:00 (BJHS) Monday through Friday. It is closed during SRT and open during lunch mods. Students must have a pass to enter the library if not visiting with a class. Access to the library catalog and databases is available online through the Blackford High School web page. www.bcs.k12.in.us

Library materials may be checked out for 21 days with the option of renewal. An overdue notice will be delivered for materials that are not returned on time.

The library's computers and printers are for research or classroom use only. No emailing, chatting, web surfing, or games are allowed. Students who are found using web materials inappropriately will face possible loss of library computer privileges.

A respectful learning environment is to be observed. Come to the library to study, do research, work on class projects, or read.

LOCKERS

Lockers are made available for student use in storing school supplies and personal items necessary for use at school. Lockers are not to be used to store items that may interfere with the educational process, state law, or school rules.

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 or other hazards, maintain sanitary conditions, attempt to locate lost or stolen material, and to prevent the use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs, alcohol or tobacco products.

Lockers will be assigned by the office. Students who experience difficulties with lockers and need repairs should report this to the office. Students should never share their lockers or combinations with other students. Students should never store valuables in their lockers.

LOST AND FOUND

Articles that are found anywhere in the building should be turned in immediately to the front office.

MOMENT OF SILENCE/PLEDGE OF ALLEGIANCE

There shall be a daily observance of a moment of silence and the Pledge of Allegiance at the beginning of each school day.

During the moment of silence, all students shall remain seated or standing and silent and make no distracting display so that each student may, in the exercise of the student's individual choice, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede another student in the exercise of the student's individual choice. IC 20-30-5-4.5

SCHOOL CLOSING AND DELAYS

In cases of inclement weather, the School Messenger Service will also contact parents through phone and/or text messaging in the event of a delay or cancellation. Local radio and TV will be contacted as well.

TECHNOLOGY AND INTERNET ACCESS

Cell Phones and Other Electronic Devices

Students are allowed to have cell phones and other electronic devices. They will be allowed to use them outside of educational time, as well as in the classroom IF directed by the teacher for educational purposes. Teachers may confiscate any electronic device including cell phones if used during instructional time without approval. ***The school corporation is not responsible for lost or stolen cell phones or other electronic devices.**

Internet Access

A user's access to any corporation computer or the network is by use of a User ID and password combination. These accounts and passwords are to be used by only the authorized user and should be kept secure and not shared with others.

Monitored Use—Network and Internet access is a privilege, not a right. Therefore, electronic mail transmissions and other uses of the Corporation's network by students and employees shall not be considered confidential and may be monitored any time to ensure appropriate use for educational or administrative purposes or any other use authorized by this policy.

Students and staff may use educationally appropriate sites as system and bandwidth allows. Use of the Internet for personal and private business ventures is prohibited. Etiquette as listed under appropriate use will be followed by students and staff.

E-mail

Students will be issued corporation email accounts.

Social Networking

No corporation based equipment will be used for non-educational social networking.

Social networking is only to be used as defined in "Appropriate Use and Legal Obligations" listed below.

Downloads

Students and staff will only download appropriate and approved educational materials. No pirated software or non-educational materials are to be downloaded to corporation equipment. No loading of software, or altering computer hardware and software settings, without authorization from the Technology Department.

Legal Obligations

- Students/Parents must sign Release/Agreement to post pictures to Website or Newspaper.
- Users must follow child exploitation and pornography laws as described in I.C. 35-42-4-4(b) and I.C. 35-42-4-4(c).
- Users are prohibited from gambling or on-line gaming.
- Users are not to violate any local, state, or federal statute.

APPROPRIATE USE

Users may not use Corporation-provided technology to:

- Access, upload, download, create, use, transmit or distribute pornographic, obscene, sexually explicit, abusive, slanderous, libelous, or otherwise inappropriate language or materials.
- Access, upload, create, use, transmit or distribute "hate mail" or materials advocating violence or discrimination.
- Harass, bully, or threaten another individual.
- Access non-educational audio and/or video material.
- Plagiarize, violate copyright(s), or otherwise use another person's intellectual property without his or her prior approval or proper citation.
- Vandalize, damage, or disable the property of the Corporation or another person.
- Hack into Corporation's system to gain unauthorized access to Corporation data to compromise or destroy the data.

USE OF BUILDING AFTER SCHOOL

Students are to leave the building after school is dismissed unless they are under the direct supervision of a teacher or coach. School facilities are not to be used for group meetings during the evenings, weekends or holidays unless the meetings have been scheduled with the office and a Facility Use Agreement Form is on file. A staff member must be present at all meetings after school and assume responsibility for all members of a group.

VISITORS

All visitors must use the main entrance doors and sign in at the main office before proceeding further into the school. A visitor pass will be provided for all visitors at that time. Visitors who are not approved by the BHS Administration to be on the BHS campus will be considered in violation of the BHS visitation policy and will be reported to law enforcement officials. The BHS Administration will consider filing charges to any violation of criminal law.

Students will not be interrupted during class time for telephone messages or personal

messages unless it is an emergency. Balloons and flowers will not be delivered to students at Blackford High School. Personal items, such as lunch money or physical education clothes, may be picked up in the Main Office during passing periods. Any change of address or telephone number should be reported to the Guidance Office. Blackford High School has building security on duty.

ATTENDANCE & DISCIPLINE

ADMINISTRATIVE DISCRETION

In all discipline matters, the building administrators have the authority to consider the circumstances involved in a particular situation and may increase or decrease any stated penalty. Administrators may determine disciplinary action for inappropriate behavior not specifically stated in this handbook. School staff will involve security officers or law enforcement if necessary.

ATTENDANCE POLICY

It is imperative that students be in attendance each day in order to maintain consistency in their learning. Most learning is a result of active participation in the classroom and cannot be replaced by individual study.

The school is also concerned about helping students develop a high quality work ethic that will be a significant factor in their success with future employers and postsecondary endeavors. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the Blackford County Schools wants to help students develop as early as possible in their school careers.

School attendance is vital for these primary reasons:

1. A day absent from the classroom can never be totally replaced by make-up work.
2. Good attendance develops positive future work habits.
3. The attendance of each student becomes a part of his/her permanent record and is often checked by prospective employers and colleges.
4. The ability of a student to be successful in the classroom is dependent upon his/her attendance.
5. According to the Indiana Code (IC 20-33-2-5) and the policy of Blackford County Schools each enrolled student must attend school regularly.
6. Students who miss school are not to report to vocational classes, work, or internships.

REPORTING ABSENCES

In the event that a student must miss school:

Each student's absence must be reported on the day of the absence to the school by the student's parent/guardian by 9:30 A.M. Notes from parents will be allowed to excuse students in cases where parents could not telephone or the call would be long distance.

Students who must leave school are required to sign out after receiving permission from the school office. Upon return, the student must sign in at the office. At no time are students to leave the building without permission.

STUDENT AND PARENT RESPONSIBILITIES REGARDING ATTENDANCE

- A student should receive permission from the principal, principal's designee, or nurse to leave the building during the school day and is to SIGN OUT in the office. Failure to do so may result in the student's being truant. Students will not be permitted to leave unless parents are aware of the reason for the student leaving.
- A student arriving at school after tardy bell must SIGN IN at the office and obtain an admit/tardy slip.
- If the student will be out of school for an extended illness, the school should be notified immediately. Work missed during excused absences may be made up. The student will be given the number of school days missed to make up the work. Parents may call the school office by 9:00 a.m. for assignments and can pick them up at the end of the school day. In case of extended absence (two days), parents are advised to call for assignments. *The*

student will be given the number of school days missed to turn in make-up work.

- When a student is absent from school, it is expected that he/she remain at home during non-school hours. Under no circumstances will that student be permitted to attend or participate in school extra-curricular activities that day. Any exceptions must be approved by the Principal, Assistant Principal, or Athletic Director.
- No student who is truant or suspended out-of-school for any part of the school day will be permitted to participate in extra-curricular or co-curricular activities that school day.
- In all absences, it is the student's responsibility to contact teachers and see that work missed is made up.

PARENT PREARRANGED ABSENCES (PPA)

If it becomes absolutely necessary to take a student out of school during school hours, a parent/student may obtain a prearranged absence form from the main office. The principal/designee has the authority to approve or deny PPA requests.

LATE POLICY

Promptness and punctuality are important habits to develop and are expected at Blackford High School and Blackford Junior High School. All students are expected to arrive in every class on time and be ready for instruction when the bell rings. Teachers will communicate consequence for the first three late referrals. Beginning with the fourth time late, teachers will write an office late referral.

Consequences

Late 1 -3	Teacher Action
Late 4	Lunch Detention
Late 5	Lunch Detention
Late 6	Double Lunch Detention
Late 7	Double Lunch Detention
Late 8	Friday School
Late 9 and up	1 day ISS

TRUANCY

The definition of truancy is any student who is absent from school, or assigned class, without a legitimate reason or failure to pre-arrange an absence.

HABITUAL TRUANCY (IC 20-33-2-11)

Indiana Law defines a student with 10 or more unexcused absences in one school year as a habitual offender.

PROCEDURES FOR EXCESSIVE ABSENCES

- Excessive unexcused absences, ten (10) is considered educational neglect of a minor or Truancy
- When a student accumulates five (5) absences, the parents or guardians will be contacted by letter advising them of the absences.
- When seven (7) absences have been accumulated, a letter will be sent requesting the parent to contact the school within two days. When the parents contact the school a meeting may be set to discuss problems contributing to the absences and solutions to these problems. An Intervention Contract may be drawn up and entered by the school, the parents/guardians, which will define the corrective steps to be taken to ensure school attendance.
- When nine (9) absences have been accumulated, Attendance Intervention Referrals may be

made to the Department of Child Services. A letter will be sent to the parents informing them of the referral.

- When a student accumulates ten (10) absences, a letter will be sent to the parents/guardians to notify them of the situation. The principal/designee will also contact the parent by phone to discuss the reasons for the absences. The principal/designee may require a doctor's note or have the school nurse determine if the student should be in attendance for all future absences due to illness. Depending on what is agreed upon by the parent and the school designee, future absences will be monitored closely and could be considered unexcused.

AUTHORITY OF SCHOOL EMPLOYEES

Blackford County Schools is committed to maintaining a safe and suitable learning environment. Though each Blackford County Schools employee has specific assigned duties and responsibilities, every BCS employee is authorized to correct a student if the need arises. If any student is corrected by any BCS employee, whether that be faculty, administration, clerical, cafeteria, custodial, or transportation staff, the student is expected to accept such corrections. Substitute teachers are also school employees, and all rules are enforceable by them.

BULLYING

Blackford County Schools will not tolerate bullying in any form. Bullying behavior toward a student whether by other students, staff, or third parties is strictly prohibited and will not be tolerated.

DEFINITION OF BULLYING

Indiana law (IC 20-33-8-0.2) defines bullying as aggressive behaviors that involve unwanted negative actions that are repeated over time and involve an imbalance of power or strength. Such behaviors can include:

- overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically)
- physical acts
- aggression

In bullying situations, these types of actions 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 student environment that:

- places the targeted student in reasonable fear of harm to the targeted student's person or property.
- has a substantially detrimental effect on the targeted student's physical or mental health;
- has the effect of substantially interfering with the targeted student's academic performance.
- has the effect of substantially interfering with the target student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

If you suspect bullying, the best way to prompt an investigation is to report such incidents in writing to your school office. Bullying/Harassment Complaint forms are available in the guidance office. A form can be completed (by either a victim or a witness) in a private room and turned in to the guidance secretary, which will then be handed over to the administration for investigation.

CELL PHONE/ELECTRONIC DEVICE USAGE

Students are not permitted to use cell phones or other electronic devices during school hours in such a way that may distract from teaching and learning.

DISCIPLINARY OPTIONS

CLASSROOM SUSPENSION

If a student becomes too disruptive to maintain a positive learning experience in the classroom, teachers can send students to the Assistant Principal's office. Teachers should notify the office immediately under these circumstances.

AFTER-SCHOOL DETENTION (TUESDAYS & THURSDAYS, 30, 60 OR 90 MINUTES IN THE CAFETERIA)

Students are assigned after-school detentions for less serious infractions.

FRIDAY-SCHOOL DETENTION (FRIDAY 3:20-5:30 IN THE CAFETERIA)

Friday School students will report to the cafeteria during the final minutes of 7th period. They will have homework to complete and will arrange for transportation in advance. If no transportation can be arranged, it will be provided by the school.

LUNCH DETENTION

Lunch detentions are issued to students for a variety of infractions. Students are permitted to get their lunch from the cafeteria and then eat in a supervised but isolated location away from their peers. While in lunch detention, students are not permitted to talk, use cell phones or move about.

IN-SCHOOL SUSPENSION/ALE (ALTERNATIVE LEARNING ENVIRONMENT)

Students may spend a single class period or longer when needed. Teachers provide work and credit will given for students who are assigned to ISS/ALE.

OUT-OF-SCHOOL SUSPENSION

This suspension will be used for students who cannot abide by the In-school suspension rules, or for those whose infraction requires the consequence of being out of school. **Students serving Out-Of-School Suspension may not participate in extra-curricular activities or events during the time of suspension. This includes weekends that occur during a suspension period.**

EXPULSION

Expulsion will be used when other options fail or when the infraction requires severe consequences or frequent or repeat offenses, See expulsion procedures.

More severe punishment will occur upon receipt of 5th offense or more. A combination of detentions, in school suspension, and/or suspensions due to repeated violations of school policies, guidelines, or rules during the school year may result in the recommendation for expulsion for the balance of the current semester or school year.

DRESS CODE

The school board considers the appearance of students relating to dress and grooming as an important factor for maintaining an effective and desirable environment for learning. Corrective action will be taken when a student's dress or grooming creates a problem related to **(1) a disruption of the school program, (2) cleanliness, (3) a safety hazard, or (4) indecency.**

1. Hats, head coverings, hoods, beanies, bandanas or sunglasses may NOT be worn in the building.
2. All tank tops (male and female) must be two finger widths wide. Tops that do not meet this requirement must be worn with a sleeved shirt. The midriff must be covered at all times. Muscle shirts with low necks and sagging armholes are not appropriate.
3. Shirts with low neck lines are not allowed. Cleavage should not be visible.
4. Shorts or skirts must be at least mid-thigh.

5. No "sagging" of pants. Pants are to be worn at or above the hips. Long shirts over sagging pants do not meet this requirement.
6. No clothing or accessories that promotes Satanism, gang affiliation, racism, inappropriate language (including dual-meaning or suggestive language), alcohol, drugs, sex, or tobacco products.
7. No loungewear, pajamas, or slippers.

DUE PROCESS PROCEDURES

The Board of School Trustees of Blackford County Schools in accordance with Indiana Code 20-27-9-1 through 20-27-9-23, provides a procedure for handling student suspensions, expulsions, and exclusions from school. School is defined as either a full day of activities or a partial day of activities. Students and parents of Blackford County Schools who have questions concerning these procedures should contact their building principal.

Blackford County Schools does not discriminate, deny benefits to nor exclude anyone from participation on the basis of sex, race, national origin, religion, handicap, age or color of skin. The full text of Board Policies 5500, addressing Discipline and Due Process, is available online at www.bcs.k12.in.us. (Indiana Code 20-33-8-9)

EXPULSION PROCEDURES

When principal (or designee) recommends to the superintendent that a student be expelled from the school, the following procedure will be followed:

1. The superintendent may conduct an expulsion meeting or may appoint one of the following persons to conduct the expulsion meeting.
 - a. Legal counsel.
 - b. A member of the administrative staff who did not expel the student and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and student's parent are asked to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or student's parent to appear at this meeting will be deemed a waiver of rights to contest the expulsion or to appeal it to the school board.
3. The request to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the date, time, and location of the meeting.
4. At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have an opportunity to answer the charges against the student and to present evidence to support the student's position.
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and student's parent.

The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the school board within ten days of receipt of notice of the action taken. The student or parent appeal to the school board must be in writing. If an appeal is properly made, the board must consider the appeal unless the board votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of the school administration and the student's parent. The board will take any action deemed appropriate. The board may designate the superintendent to hear all appeals.

Legal Reference: 20 U.S.C. 8001 / 20 U.S.C. 8002 / IC. 20_8.1_5.1 st. seq.

SEARCH AND SEIZURE

A school administrator or designee may search a student if there is reasonable cause for the search. This search may include, but is not limited to, automobiles, pockets, purses, bags, shoes and lockers.

SUSPENSION PROCEDURES

When a principal (or designee) determines that a student should be suspended, the following procedure will be followed:

1. A meeting will be held prior to the suspension of any student. At this meeting, the student will be entitled to:
 - a. A written or oral statement of the charges.
 - b. If the student denies the charges, a summary of the evidence against the student will be presented and;
 - c. The student will be provided an opportunity to explain his or her conduct,
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension,
3. Following the suspension, the parents or guardians of suspended students will be notified in writing. The notification will include the dates of the suspension; describe the student's misconduct, and the action taken by the principal.

CONSEQUENCES

Infraction	1st Offense	2nd Offense	3rd Offense	4th Offense
Bullying/ Harassment/ Intimidation/ Threats	1-3 Days ISS	2 Days OSS	5 Days OSS	10 Days OSS & Recommended Expulsion
Bus Referral	Verbal Warning	2-Day Bus Suspension	1 Week Bus Suspension	Bus Removal for Semester
Cell Phone /Electronic Device Violation	Device confiscated and returned after school	Device Confiscated and handed over to parent.	Device Confiscated and handed over to parent. & FS	Device Confiscated and handed over to parent. & 1 Day ISS
Cheating/ Plagiarism	Failed Assignment	Failed Assignment/2 Days ISS	Loss of Credit for Class	*****
Classroom Disruption	CS/After-school	Friday School	1-day ISS	2-day ISS
Computer Misuse	Double Lunch Suspension	1 Day ISS	1-5 Days OSS	Possible Recommended Expulsion

Dress Code	Opportunity to change or ISS	*****	*****	*****
Driving Violation (no tag displayed)	Verbal Warning	Loss of driving privileges for one week	Loss of driving privileges for semester	Loss of driving privilege for year
Failure to Serve Detention	Detention Reassigned	1 Day ISS	2 Day ISS	1 Day OSS
False Reporting/Bomb/Pulling Fire Alarm	10 Days OSS/ Recommended Expulsion/ Police Notified	*****	*****	*****
Fighting	1-5 Days OSS & possible Probation Recommendation	10 Days OSS Recommended Expulsion	*****	*****
Forgery	1 Day ISS	3 Days ISS	5 Days OSS	10 Days OSS Recommended Expulsion
Gambling	1 Day ISS	1-3 Days ISS	3-5 Days ISS	1-5 Days OSS
Gang Activity	1-5 Days OSS Police Notified	10 Days OSS Recommended Expulsion	*****	*****
Indecent Exposure/ Engaging in Sexual Behavior	10-Day OSS Recommended Expulsion	*****	*****	*****
Inappropriate Display of Affection	Verbal Warning	Verbal Warning	Loss of Passing Periods for the Remainder of the Semester	*****
Insubordination/ Disrespect	Double Lunch Suspension	Friday School	1 Day ISS	2 Days ISS
ISS Rules Broken	OSS for double the amount serving in ISS	*****	*****	*****
No Parking Tag (Subject to Tow)	Verbal Warning	Loss of Privilege for the Semester	Loss of Privilege for the Year	*****
Physical Attack or Threat to Staff	10 Day OSS Recommended Expulsion & Police Notified	*****	*****	*****

Possession Consumption of Drugs/ Paraphernalia/ Alcohol I.C.35-48-4-11	10 Days OSS Recommended Expulsion Police Notified	*****	*****	*****
Possession or Use of Tobacco or E-Cigarettes I.C. 35-46-1-10.5	1-3 Days ISS	3-5 Days ISS	1-5 Days OSS	1-5 Days OSS Recommended Addiction Counseling
Possession of Weapon/Gun I.C. 35-47-5-2.5 I.C. 35-47-2-23	10 Days OSS Recommended Expulsion Police Notified	*****	*****	*****
Profanity	Lunch Suspension	Double Lunch Suspension	1 Day ISS	2 Days ISS
Profanity or Obscene Gesture Towards Staff	2 Days OSS	5 Days OSS	10-Days OSS Recommend Expulsion	*****
Sexual Harassment (Substantiated)	1-3 ISS or OSS	5 Days OSS	10-Days OSS Recommended Expulsion	*****
Theft	1-5 Days ISS and Possible Police Notification	5 Days OSS and Police Notified	10 Days OSS Recommended Expulsion	*****
Vandalism	1-5 Days ISS and Possible Police Notification	5 Days OSS and Police Notified	10 Days OSS Recommended Expulsion	*****

ATHLETICS

The interscholastic athletic program has been established as an important part of the total educational program at Blackford High School (BHS). Our school should not only be recognized for its high level of scholarship. We want our student-athletes and teams to have a strong desire to be competitive, a class act program, and to be held in high regard by all opponents and visiting patrons.

A great athletic program requires hard work, discipline, and the dedicated commitment of many student-athletes in order to be successful. Winning, although the ultimate goal, is not the only measure of a successful athletic program. As a Blackford Bruin, your goal and expectation is to get the best out of your abilities, those of your teammates, and compete and represent yourself, your school, your family, and your community to the best of your ability.

Your experiences as student-athletes at Blackford High School and Blackford Junior High School can be among the most rewarding you will have in your life time. Make the most of every opportunity you get!

IHSAA ELIGIBILITY INFORMATION (Grades 9-12)

To Students

Your high school years will provide some of the most memorable and enjoyable moments you will ever experience. Competition in interschool athletics is a once-in-a-lifetime experience, which will influence you forever. Your participation in high school athletics is dependent on your eligibility. Keep that eligibility. Read the following summary of Indiana High School Athletic Association rules which govern your participation. Review the rules with your parents/guardians. Ask questions of your principal, athletic director/s and coaches.

To Parents

The value of participating in athletics has been well documented. Participants earn better grades, have better attendance and have a greater chance for success in later life than non-participants. Students must meet certain standards in order to maintain the privileges of competition. Review the following rules with your son or daughter. Your role in stressing and supporting the value of following these rules cannot be emphasized enough.

From the IHSAA

The Indiana High School Athletic Association has been the governing body of high school athletics in our state since 1903. Your school is a voluntary member of the IHSAA and has agreed to follow its rules. Both your school and the IHSAA believe in equal competition among schools and the close relationship between academics and athletics. The IHSAA rules listed in this brochure are only a summary of some of the regulations affecting student eligibility. All rules are found in the IHSAA By-Laws and Articles of Incorporation. Your principal and athletic director/s have copies and an on-line version also is located at www.ihsaa.org.

You are eligible if (Grades 9-12, but those with an * will be followed by Grades 7-8):

1. Age

- You do not turn twenty (20) years old prior to or on the scheduled date of the IHSAA State Finals tournament in a sport.

2. Amateurism

- You have not played under an assumed name.
- You have not accepted money or merchandise directly or indirectly from athletic participation.

- You have not signed a professional contract in that sport.

3. Awards and Gifts

- You have not received in recognition for your athletic ability any award that is not approved by your high school principal or the IHSAA.
- You have not used or accepted merchandise as an award, prize, gift or loan or purchase such for a token sum.
- You have not accepted awards, medals, recognitions, gifts and honors from colleges/universities or their alumni.

4. Conduct and Character*

- You have not conducted yourself in or out of school in a way which reflects discredit on your school or the IHSAA.
- You have not created a disruptive influence on the discipline, good order, moral and educational environment in your school.

5. Consent and Release Certificate*

- You have the completed certificate (physical form) on file with your principal each school year, between April 1 and your first practice.

6. Enrollment

- You enrolled in a school during the first fifteen (15) days of a semester.
- You have not been enrolled more than four consecutive years, or the equivalent (8 semesters), beginning with grade 9.
- You have not represented a high school in a sport for more than four years.

7. Illness and Injury*

- You are absent five to ten (5-10) or more consecutive school days due to illness or injury, and have participated in at least four (4) separate days of practice prior to competing.
- You are absent ten (10) or more consecutive school days due to illness or injury, and have participated in at least six (6) separate days of practice prior to competing.

8. Participation

a. During Contest Season

- You do not participate in try-outs or demonstrations of athletic ability in that sport as a prospective post-secondary school student-athlete.
- You do not participate in a practice with or against players not belonging to your school.
- You do not participate in a non-school-sponsored contest without an approved waiver.
- You do not attend a non-school camp.
- You do not attend and participate in a student-clinic.

b. During School Year Out-of-Season

- You do not participate in a team sport contest as a member of a non-school team where there are more than the following number of students listed below in each sport, including incoming freshmen, who have participated the previous year in a contest as a member of their school team in that sport.

Basketball - 3 Baseball - 5 Football - 6

Volleyball - 3 Softball - 5 Soccer - 6

- You do not receive instruction in a team sport from individuals who are members of your high school coaching staff (Exception: open facility).
- You do not participate in a non-school contest that required participation during school time, without gaining approval by the school principal or his/her designee.

c. During Summer

- You do not attend any school-sponsored fall sports camp and/or clinic after Monday of Week 4 (See your athletic director for specific dates).
- You do not attend any non-school camp and/or clinic after Monday of Week 7 (See your

athletic director for specific dates).

9. Practice*

- You have completed ten (10) separate days of organized practice in your sport under the direct supervision of the high school coaching staff in your sport preceding participation in a contest.
- Note 1: The number of practices is irrelevant. It is days of practice.
- Note 2: You only need two (2) practices for girls golf.
- Note 3: You only need five (5) if moving from one sport to another assuming the second sport starts within one (1) week of the last day of the prior sport.

10. Scholarship*

- You passed 70% of the full credit subjects or the equivalent that a student can take in your previous grading period. Semester grades take precedence. Note: BHS and BJHS athletes must pass five (5) credit courses.
- You are currently enrolled in 70% of the full credit subjects or the equivalent that a student can take. Note: BHS and BJHS student-athletes must take a minimum of five (5) credit courses.

11. Transfer

- You do not transfer from one school to another primarily for athletic reasons.
 - a. You are entering the 9th grade for the first time.
 - b. You are transferring from a school district or territory with a bona fide move by your parents.
 - c. You are a ward of the court.
 - d. You are an orphan.
 - e. Your former school closed.
 - f. Your former school is not an IHSAA member school and is not accredited by the state accrediting agency in the state where the school is located.
 - g. Your transfer was pursuant to school board mandate for redistricting.
 - h. You enrolled and/or attended, in error, a wrong school.
 - i. You transferred from a correctional school.
 - j. You are emancipated, as defined by the IHSAA.
 - k. You did not participate in any contests as a representative of another school during the preceding 365 days.
 - l. You return to an IHSAA member school from a non-member school and reside with the same parent/s or guardian/s.
 - m. You transfer to a member boarding school with a corresponding move from the residence of your parent/s or you transfer from a member boarding school with a corresponding move to the residence of your parent/s.
 - n. You are a qualified foreign exchange student attending under an approved CSJET program, who has attended a member school for less than one year.
 - o. Your parent or legal guardian accepted a licensed or certified position at the school you are transferring to.

12. Undue Influence

- You, your parents or guardians have not been influenced by any person to secure you as a student at a member school.

BHS, BJHS, AND OTHER IHSAA ELIGIBILITY INFORMATION

1. You must complete all forms required by the BHS Athletic Department that are handed out with the physical packet, and any other necessary forms, prior to participating in your first contest.
2. You must be in attendance the entire final three (3) periods of the school day to participate in

any extra-curricular activity after school. This includes practices, rehearsals, and performances. Attendance, or lack of, on Friday does not affect Saturday participation as long as the athlete is eligible (barring any suspensions or discipline) to participate. Any exceptions must be approved by the Principal, Assistant Principal or Athletic Director. Examples of exceptions include doctor visits (if note provided) and funerals.

3. You must serve any suspension or discipline referral when scheduled. Athletes will not be given special treatment.
4. You are ineligible as an athlete if suspended or disciplined for behavior or conduct that reflects discredit upon your school. This includes any action in or out of school, during the entire year (24/7, 365), that can be described as "behavior unbecoming an athlete" by the Principal, Assistant Principal, or Athletic Director. Examples of "behavior unbecoming an athlete" include insubordination, back talking a teacher or coach, vandalism, etc.
5. Athletes may purchase athletic accident insurance offered through the Blackford High School Athletic Office. The cost of this insurance will be thirty dollars per school year
6. You will forfeit any athletic awards if you quit a team in a sport for that sport season. Athletes who have practiced five (5) times and/or made team cuts are considered part of a team. In addition, you shall not be permitted to participate in another sport until the season of the sport dropped is completed. The only exception to this policy is by mutual consent of the head coach of the sport you quit and the head coach of the sport you hope to join.
7. You are expected to travel to athletic events in school sponsored transportation. You will also normally ride home on school sponsored transportation; however, you may ride home with a parent, guardian, or sibling twenty-one (21) years of age or older if you provide your head coach a note signed by your parent or guardian. You may ride home with another parent only if you provide your head coach a note signed by your parent and the parent you are riding home with. Athletes may not ride with another student, friend, or sibling under twenty-one (21) years of age.

AWARDS

Athletes earning their seventh Major B will receive a letter jacket paid for by the Athletic Department; however, an athlete may choose to purchase a letter jacket after earning their first Major B. If an athlete purchases a jacket, they must first pick up a "purchase card" from the Athletic Secretary. If a jacket is purchased, it is also understood that the Athletic Department will not purchase a jacket at the time the athlete earns the seventh Major B.

A major letter earned at another school may be counted toward the seven (7) required for a Blackford High School athletic jacket. No athletic letters are to be worn at Blackford High School except for the block "B" by BHS athletes unless an athlete from another school is attending classes at BHS. Wearing any other school letter is considered improper school dress.

Awards given out by the Athletic Department include:

1. Numerals: given to those who receive either their first Major B or JV B
2. JV B: given to those who do not meet criteria for a Major B and participated on a JV team
-an athlete may only receive one JV B
3. Certificate: given to those in lieu of a second or third JV-B
4. Major B: given to those who meet the requirements to earn a varsity letter
-this is subject to the head coach's discretion, but, in general, the athlete should play at least ½ the season, or play a major role, or become a starter in the tournament at the varsity level in order to earn a varsity letter
all head coaches should explain their criteria to their athletes prior to the season

- an athlete who has played JV for three years and has participated in at least one varsity contest his/her senior year is eligible to receive a Major B
- 5. Patch: given to those in lieu of a second, third or fourth Major B
- 6. Jacket: given to those earning their 7th varsity letter by Athletic department at no charge to the athlete; however, an athlete may purchase their jacket after their first Major B
 - the athlete understands that once a jacket is purchased, the Athletic Department will not reimburse the cost of the jacket after the 7th letter is earned

ATHLETIC CODE OF CONDUCT

BEHAVIOR UNBECOMING AN ATHLETE

This refers to actions or deeds that athletes may be involved in during school activities such as classroom, hallway, all school events, and non-school events such as gatherings or social events where their behavior and/or attitude may be questioned. These situations will be handled on an individual basis with disciplinary action ranging from school community service, suspension, to dismissal from the team as determined by the Principal, Assistant Principal, or Athletic Director. Consideration will be taken for any athlete who fully cooperates in the process, is honest and forthright in their discussions with the administrator, and admits their guilt in regard to the incident. Note: It is the firm belief of the BHS Administration that being a BHS Athlete is a privilege, not a right, and it is the expectation that an athlete expected to represent BHS with class is 365 days, 24 hours a day, 7 days a week, 365 days a year.

MAJOR DISCIPLINE

General terms and conditions: In addition to suspension, other disciplinary action may be taken against a student by the Principal, Assistant Principal, or Athletic Director for behavior at a school related function. Consideration will be taken for any athlete who fully cooperates in the process, is honest and forthright in their discussions with the administrator(s).

Additional disciplinary action taken directly related to the athletes participation in a sport will be prepared for distribution in order to make all team members aware of the rules, regulations and penalties for violations of team rules and the Athletic Code of Conduct. All head coaches should distribute and discuss a written handout of expectations, rules, and penalties to all athletic team members including managers during their parent meeting prior to or early in the season.

In school suspension: An athlete who has been suspended during school for any portion or full day of in school suspension is eligible to participate in any practice or contest on the day of the suspension as long as the suspension does not run past the day due to necessity. Note: In the event of an in school suspension, an athlete may still be suspended for "conduct unbecoming an athlete."

Out of school suspension: An athlete who has been suspended from school for any portion or full day out of school suspension or longer will not be eligible to participate in any practice or contest on any day included in the athlete's suspension. A suspension in effect on a Friday and the following Monday will make an athlete ineligible for any weekend event.

Unless the student has been suspended by the Principal, Assistant Principal, or Athletic Director, no athlete will be suspended from any activity without affording the athlete an opportunity to an informal hearing. At the informal hearing the student is entitled to the following:

1. A written or oral summary of the charges
2. A summary of the evidence against him/her

3. An opportunity to explain his/her conduct

Notice of violation and an informal hearing will precede suspension of the student except where the nature of the misconduct requires immediate removal. In such a situation, the notice and the informal hearing will follow as soon as reasonably possible after the suspension. Within twenty-four (24) hours, or such additional time as is reasonably necessary following such suspension, the coach will inform the Athletic Director of the suspension, the student's conduct causing the suspension, and the reason for the action taken.

Some violations are viewed by the Athletic Council as particularly serious and calling for uniform enforcement procedures. The Athletic Council has established the following penalties for the infractions listed:

USE/ POSSESSION OF TOBACCO PRODUCTS, ALCOHOL AND/OR OTHER CONTROLLED SUBSTANCES

Whether in or out of season, athletes are not to use or be in possession of tobacco products in any form at any time. Athletes are not to use alcohol and/or other controlled substances except for direct participation in a religious function or upon the instruction of a physician.

1. The penalties for this policy will be applicable to a student the first day the student tries out for any athletic team offered at BHS. At that point the student becomes a student-athlete and the policy continues to apply to the student-athlete for the remainder of their high school career.
2. An athlete who violates the tobacco, alcohol and/or controlled substance rule for the first time will be suspended for the period equal to 25% of the sport season. Upon completion of the suspension, the athlete must also complete the season in good standing. Failure to do so will not fulfill the requirements of this policy and the suspension will be reapplied during the athlete's next sport season of participation. If the athlete is not participating at the time of the violation, suspension will begin with the next season of participation. In the case of violation or penalties that span two sports seasons or two school years, the Athletic Director will determine the exact details or the penalty in accordance with the overall philosophy of the rule.
3. An athlete who violates the tobacco, alcohol and/or controlled substance rule for the second time will be suspended for the period equal to 50% of the sport season. Upon completion of the suspension, the athlete must also complete the season in good standing. Failure to do so will not fulfill the requirements of this policy and the suspension will be reapplied during the athlete's next sport season of participation. If the athlete is not participating at the time of the violation, suspension will begin with the next season of participation. In the case of violation or penalties that span two sports seasons or two school years, the Athletic Director will determine the exact details or the penalty in accordance with the overall philosophy of the rule.

If an athlete is suspended for 50% or more of the season, and there was an appeal of the suspension by the athlete or the specific situation warrants a meeting of the Athletic Council, reinstatement of the athlete into the athletic program requires approval of two-thirds of the Athletic Council present and voting at a meeting with a quorum. A meeting of the Athletic Council is not necessary in the case of an athlete who admits to violating this policy and willingly agrees to the suspension.

4. An athlete who violates the tobacco, alcohol and/or controlled substance rule for the third time will be suspended for one (1) calendar year from the date of the third violation.

If an athlete is suspended 1 (one) calendar year and there was an appeal of the suspension by the athlete or the specific situation warrants a meeting of the Athletic Council, reinstatement of the athlete into the athletic program requires approval of two-thirds of the Athletic Council present and voting at a meeting with a quorum. A meeting of the Athletic Council is not necessary in the case of an athlete who admits to violating this policy and willingly agrees to the suspension.

5. An athlete who violates the tobacco, alcohol and/or controlled substance rule for the 4th time will be suspended for the remainder of their high school career. If an athlete is suspended for the remainder of their high school career and there was an appeal of the suspension by the athlete or the specific situation warrants a meeting of the Athletic Council, reinstatement of the athlete into the athletic program requires approval of two-thirds of the Athletic Council present and voting at a meeting with a quorum. A meeting of the Athletic Council is not necessary in the case of an athlete who admits to violating this policy and willingly agrees to the suspension.
6. The Principal, Assistant Principal, or Athletic Director has the right to reduce the suspension of an athlete who fully cooperates in the process, is honest and forthright in their discussions with the administrator; however, the administrator may not reduce the suspension more than 50% of the stated suspension length.
7. For the purpose of this rule, the total number of games for a contest season will be the number of regular season games scheduled plus one (1) sectional game. The percentage will figured from that amount. If the percentage works out to a half, the athlete will miss half of the next game (ex: 25% of a 10 game football season would result in a suspension of 2.5 games). A scrimmage may only count as $\frac{1}{2}$ a game.

HAZING, HARASSMENT, AND BULLYING

Hazing, harassment, and/or bullying in any form is unacceptable behavior for an athlete. This type of behavior falls under "behavior unbecoming an athlete" and thus will not be tolerated.

TRAINING RULES

Coaches have the authority to establish reasonable training rules, regulations and penalties for violations for their individual sports. Examples include, but are not limited to, curfew, practice attendance policy, and expectations as to how to wear the uniform, but would only be applicable to the athlete during the actual season. Coaches have the authority to impose penalties of no more than five (5) practices and/or two (2) contests.

Nothing contained within this Athletic Code of Conduct is to be interpreted to limit the coach's ability to dismiss a member from the team because of gross or repeated violations of training rules, or failure to serve penalties assigned for violations. Examples of violations that could result in dismissal from the team include, but are not limited to, proof of theft of school, opponents, or team member's property, vandalism of school property, harassment and/or hazing of a fellow athlete, gross insubordination to a member of the coaching staff, or other such major offenses.

CONSEQUENCES FOR ALL OTHER VIOLATIONS

Whether in or out of season, athletes who violate the Athletic Code of Conduct, for reasons that

are not tobacco or alcohol related, will face discipline for their actions.

1. The penalties for this policy will be applicable to a student the first day the student tries out for any athletic team offered at BHS. At that point the student becomes a student-athlete and the policy continues to apply to the student-athlete for the remainder of their high school career.
2. An athlete who violates the Athletic Code of Conduct for the first time will be suspended for a maximum of 25% of the sport season or the next sport season in which they participate. Upon completion of the suspension, the athlete must also complete the season in good standing. Failure to do so will not fulfill the requirements of this policy and the suspension will be reapplied during the athlete's next sport season of participation. If the athlete is not participating at the time of the violation, suspension will begin with the next season of participation. In the case of violation or penalties that span two sports seasons or two school years, the Athletic Director will determine the exact details or the penalty in accordance with the overall philosophy of the rule.
3. An athlete who violates the Athletic Code of Conduct for the second time will be suspended for a maximum of 50% of the sport season or the next sport season in which they participate. Upon completion of the suspension, the athlete must also complete the season in good standing. Failure to do so will not fulfill the requirements of this policy and the suspension will be reapplied during the athlete's next sport season of participation. If the athlete is not participating at the time of the violation, suspension will begin with the next season of participation. In the case of violation or penalties that span two sports seasons or two school years, the Athletic Director will determine the exact details or the penalty in accordance with the overall philosophy of the rule.
4. An athlete who violates the Athletic Code of Conduct for the third time (and beyond) will be suspended for no more than one (1) calendar year. Upon completion of the suspension, the athlete must also complete the season in good standing. Failure to do so will not fulfill the requirements of this policy and the suspension will be reapplied during the athlete's next sport season of participation. If the athlete is not participating at the time of the violation, suspension will begin with the next season of participation. In the case of violation or penalties that span two sports seasons or two school years, the Athletic Director will determine the exact details or the penalty in accordance with the overall philosophy of the rule.
5. The Principal, Assistant Principal, Athletic Director and/or Athletic Council may take into account, when deciding on the length of a suspension, the actions of an athlete who fully cooperates in the process and is honest and forthright in their discussions with the administrator.
6. For the purpose of this rule, the total number of games for a contest season will be the number of regular season games scheduled plus one (1) sectional game. The percentage will be figured from that amount. If the percentage works out to a half, the athlete will miss half of the next game (ex: 25% of a 10 game football season would result in a suspension of 2.5 games). A scrimmage may only count as $\frac{1}{2}$ a game

APPENDIX
(MISC POLICIES)

BUS POLICY

Riding a School Bus is a Privilege not a Right; therefore it is important that you be on your best behavior at all times to keep from losing your privilege to ride the bus to and from school.

To be sure that students are transported safely, certain behavior is expected of all students. Any behavior that interferes with a driver's ability to operate his/her bus safely behavior that jeopardizes the safety or property of one's self or peers, is considered inappropriate. All students are expected to:

- Stay off roadways until buses come to a complete stop.
- Be seated and remain seated while the bus is moving.
- Not throw objects of any kind on the bus.
- Not use profane, indecent, or lewd language.
- Not eat or drink on the bus.
- Ride the buses that are assigned.

Please refer to the “Rules for Pupils being transported” given by the bus driver.

PARENTAL LIABILITY FOR DAMAGES CAUSED BY A CHILD

A parent is liable for not more than five thousand dollars (\$5,000) in actual damages arising from harm to a person or damages to property knowingly, intentionally, recklessly caused by the parent's child if:

- The parent has custody of the child; and
- The child is living with the parent

Legal Reference: I.C. 334-4-31-1

COMPLAINT PROCEDURES (TITLE IX, TITLE VI, SECTION 504)

The person who believes he/she has a valid basis for grievance shall file the grievance with the appropriate coordinator (names are on file at each school), who shall in turn investigate the complaint and reply with an answer to the complaint. He/she may initiate formal procedures according to the following steps:

Step 1: A written statement of the grievance signed by the complainant shall be submitted to the appropriate coordinator. The coordinator shall investigate the matters of the grievance and reply in writing to the complainant.

Step 2: If the complainant wishes to appeal the decision of the local coordinator, he/she may submit a signed statement of appeal to the Superintendent of Schools. The superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant.

Step 3: If the complainant remains unsatisfied, he/she may appeal through a signed written statement to the Board of Education within five (5) business days of receipt of the superintendent's response in step two. In an attempt to resolve the grievance, the

Board of Education shall meet with the concerned parties and their representative within forty (40) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting.

Step 4: If at this point the grievance has not been satisfactorily settled, further appeal may be made to the agency listed below:

Region V - Chicago (Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin)

Valerie Morgan-Alston, Regional Manager

Office for Civil Rights

U.S. Department of Health and Human Services

233 N. Michigan Ave., Suite 240

Chicago, IL 60601

Voice Phone: (312) 886-2359

FAX: (312) 886-1807

Students who have a physical or mental impairment, which substantially limits the opportunity to benefit from an education, are entitled to accommodations under Section 504 of the Rehabilitation Act of 1973 and/or the American Disabilities Act. Compliance Officer: (Phone 765-348-7550)

Title IX insures an equal education, non-discriminatory school environment, and nondiscriminatory practices regardless of sex. This includes freedom from sexual harassment.

Compliance Officer: (Phone, 765-348-7550)

Title VI prohibits discrimination based on race, color, and national origin, including limited English proficiency.

Compliance Officer: (Phone, 765-348-7550)

CONFIDENTIALITY

The right of confidentiality both of the student and accused will be respected, consistent with the school's legal obligations and the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred. However, the identity of a student complaining of sexual harassment may be revealed to those individuals who have a need to know which may include, but is not limited to the investigator, the student, the harasser(s), retaliator(s) or any witness.

Criminal Gangs and Criminal Gang Activity in Schools

The Board of School Trustees of Blackford County Schools prohibits gang activity and similar destructive or illegal group behavior on school property, on school buses, and/or at school-sponsored functions. The Board also prohibits reprisal or retaliation against individuals who report gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or other people with reliable information about an act of gang activity and similar destructive or illegal group behavior.

The following definitions apply to this policy:

Criminal Gang means a group with at least three (3) members that specifically:

(1) Either:

(A) Promotes, sponsors, or assists in; or

(B) Participates in; or

(2) Requires as a condition of membership or continued membership; the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery.

Gang Activity mean a student who knowingly or intentionally actively participates in a criminal gang, or a student who knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal gang.

Per state law, a school employee shall report any incidence of suspected criminal gang activity, criminal gang intimidation, or criminal gang recruitment to the principal and the school safety specialist. The principal and the school safety specialist may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services. Appropriate consequences and remedial actions are those that take into consideration the severity of the offenses and consider both the developmental ages of the student offenders and the students' histories of inappropriate behaviors per the code of conduct.

Any corporation and school employee who promptly reports an incident of suspected gang activity and who makes this report in compliance with the school corporation procedures is immune from a cause of action for damages arising from any failure to remedy the reported incident.

The principal or designee shall conduct a thorough and complete investigation for each report of suspected gang activity. The investigation shall be initiated by the principal or the principal's designee within one school day of the report of the incident. The principal may appoint additional personnel and request the assistance of law enforcement to assist in the investigation. The investigation shall be completed and the written findings submitted to the principal as soon as possible, but not later than five school days from the date of the report of the alleged incident of criminal gang activity.

The principal shall take any appropriate disciplinary actions based upon the findings of the investigation, in accordance with the code of conduct. The superintendent of the school corporation is authorized to define the range of ways in which school staff and the principal or the principal's designee shall respond once an incident of criminal gang activity is confirmed, according to the code of conduct. Consequences for a student who engages in gang activity may range from positive behavioral interventions up to and including suspension or expulsion.

The principal shall provide the parents of the students who are parties to any 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 the corporation found evidence of criminal gang activity, and whether consequences were imposed or services provided to address the activity. This information is to be provided in an expedited manner.

As appropriate to the investigation findings, the principal also shall provide intervention and/or relevant support services. The principal shall inform the parents of all students involved in alleged incidents and discuss the availability of counseling and other intervention services.

Support services may include one or more of the following:

1. Gang awareness education that shows promise of effectiveness based on research. The gang awareness education information should be revised and updated regularly to reflect current trends in gang and gang-like activity.
2. Culturally and/or linguistically appropriate services/supports for parents and families.
3. Counseling coupled with mentoring for students and their families.
4. Community and faith-based organizations and civic groups.
5. Viable, sustainable after-school programs developed in collaboration with other stakeholders.
6. Job training and employment opportunities as both a deterrent to gang involvement and an incentive to leave gang involvement.
7. School sanctioned/facilitated extra-curricular activities.

The principal shall submit the report to the superintendent of the school corporation within ten (10) school days of the completion of the investigation. The superintendent or his/her designee shall report the results of each investigation to the school board on a quarterly basis during regularly scheduled board meetings.

Each school within the school corporation shall record the number of investigations disposed of internally and the number of cases referred to local law enforcement, disaggregated by race, ethnicity, age, and gender. Each school shall report this information to the school corporation superintendent who shall submit a written report to the Indiana Department of Education by June 2 of each year.

This policy shall be annually disseminated to all parents who have children enrolled in a school within the school corporation. Notice of this policy must be published in student handbooks and all other publications of the school corporation that set forth the rules and procedures for schools within the school corporation.

School officials are encouraged to collaborate with stakeholders to provide gang prevention and intervention services and programs, including but not limited to:

1. Provide training for staff and teachers on gang prevention and intervention resources within a jurisdiction on a periodic basis. The gang awareness information should be revised and updated regularly to reflect current trends in gang activity.
2. Create formalized collaboration plans between local school administration and community based prevention and intervention providers (possibly using the existing County Safe School Commissions as points of contact). The formalized collaborations should make effective, coordinated, and maximized use of federal funding a priority.

3. Coordinate resources and funding opportunities to support gang prevention and intervention activities.
4. Consider integrating the Gang Resistance Education and Training (G.R.E.A.T.) Program into curricula.

LEGAL REFERENCE: IC 20-26-18
IC 20-33-9-10.5
IC 35-45-9-1

RANDOM DRUG TESTING POLICY

Policy Statement

The Blackford County School Corporation is conducting a mandatory random drug-testing program for all students participating in the following:

1. All extracurricular activities including; all athletics, clubs, organizations, and activities sponsored by the School Corporation.
2. All students who apply for a driving/parking permit pursuant to rules and regulations as set forth in the student handbook.
3. The purpose of this policy is:
 - A. To provide for the health and safety of all student athletes.
 - B. To provide for the health and safety of all students participating in school sponsored clubs and activities.
 - C. To provide for the health and safety of all students who are permitted to drive to school and park on school grounds.
 - D. To provide for the health and safety of the general public.
 - E. To undermine the effects of peer pressure by providing a legitimate reason for students to refuse illegal drugs.
 - F. To encourage students involved in extracurricular activities, and driver's training who use drugs to participate in drug treatment/education programs.
 - G. To address a demonstrated drug problem which exists in the school corporation's student body.

DRUG DEFINITION

Substances being tested Include: Nicotine, Phencyclidine (PCP), marijuana (THC), cocaine, morphine, amphetamines, alcohol, barbiturates, opiates, inhalants, and anabolic steroids, except when taken pursuant to a legal prescription Issued.

CONFIDENTIALITY

The results of any test administered under the terms of this policy shall be kept confidential and disclosed only to the student athlete, his or her parents or legal guardians and school officials designated by the Superintendent. The results of the testing shall not be used as a basis for any disciplinary action other than disqualification provided for in this policy and procedure. The test results will not be a part of the student's permanent record but will be kept in a secure file in the Superintendent's office.

RANDOM SELECTION OF STUDENTS FOR TESTING

At the beginning of each school year and/or athletic season each student shall be assigned a number by the Superintendent or his or her designee. Random draws will be done by the drug screen technician. The numbers will be drawn the night before so that the respective principals shall receive notice by 7:30 am. the following morning. Random selection of numbers will not occur the same day of each week. Ten (10) participants will be selected each month for drug and alcohol testing during the school year. Student athletes may be selected and tested for anabolic steroids.

NOTIFICATION OF STUDENTS SELECTED

Students selected for testing will be notified the day of testing by their respective principals. If a student fails to report for testing, the principal of the respective school shall determine if the student is absent from school. If the absence is due to truancy, the student will be ineligible for participation in all activities until the next testing date and then will be automatically tested on that date. If the absence is excused, the student will remain eligible to participate but will be tested on the next testing date. Ineligibility may be waived upon review of the principal and/or Superintendent.

TESTING PROCEDURES

A properly trained individual selected by the Superintendent shall take every reasonable precaution to collect an unadulterated specimen during the collection process and will provide an accurate chain of custody for each and every specimen. All tests shall be conducted under the supervision of the Superintendent or his/her designee. All students will be accompanied by a teacher, counselor, or coach of the same sex during the acquisition of the sample. However, these tests will not be "observed" samples. The teacher, counselor, or coach is present to determine if tampering has taken place.

All students are to remain fully clothed during the testing procedure and are subject to a reasonable search of their pockets for adulterants.

ADULTERATED/DILUTED SAMPLES

Students submitting an adulterated or diluted specimen will be re-tested, at the expense of the student or his/her parents or legal guardians, in an observed setting.

If the second test also yields an adulterated or diluted sample, it shall constitute a positive test and shall be subject to the penalties listed under "Testing Positive."

TESTING NEGATIVE

The medical review officer selected by the Superintendent will contact the respective school principal within 7 days of the testing if results are negative. The parents or legal guardians of a student who tests negative will be notified by mail within three days of the schools receipt of the information.

TESTING POSITIVE

The medical review officer will contact the respective school principal if the results are positive. The parents or legal guardians of a student who tests positive will be notified within twenty-four (24) hours of the school's receipt of the information. The student will immediately become ineligible based on the penalties listed within this policy.

A positive test result will be counted cumulatively with other violation of the student code.

A. First Positive Result

1. Suspension for 25% of the school year for non-athletic extracurricular activities. If the suspension occurs with less than 25% of the school year remaining, the student shall serve the remaining balance of the suspension in the following school year.
2. Students will additionally be suspended from 25% of the scheduled contest dates in the current athletic season. (.5% or greater is rounded up.) If the suspension occurs with less than 25% of the current season remaining, the student shall serve the balance of the suspension in the following sport season he/she shall participate in,
3. Forfeiture of parking/driving permit for 25% of the school year. If the forfeiture occurs with less than 25% of the school year remaining, the student shall forfeit the remaining balance in the following school year.
4. Any athlete must continue to participate in practices during the suspension period.
5. The parent/student is encouraged to schedule an assessment with a rehabilitation center of their choice and expense.

B. Second Positive Test

1. Suspension for 50% of the school year for non-athletic activities. If the forfeiture occurs with less than 50% of the school year remaining, the student shall serve the balance of the forfeiture in the next school year.
2. Students will additionally be suspended from 50% of the scheduled contest dates in the current athletic season. (.5% or greater is rounded up.) If the suspension occurs with less than 50% of the current season remaining, the student shall serve the balance of the suspension the following sport season he/she shall participate in.
3. Forfeiture of parking/driving privileges for 50% of a school year. If the forfeiture occurs with less than 50% of the school year remaining, the student shall serve the balance of the forfeiture in the next school year.
4. Any athlete must continue to participate in practice during the remainder of the season will under suspension unless the coach decides otherwise.
5. The parent/student must schedule an assessment with a rehabilitation center of their choice and expense.

C. Third Positive Test

1. Suspension from all extracurricular activities and athletics including dances, games, and school events for one calendar year commencing on the date the student is notified of a confirmed violation
2. Lifetime forfeiture of parking/driving privileges on school grounds.
3. If the calendar year expires during an athletic season that the student wishes to participate, the student must participate with group practices during that entire season to be eligible for competition.

RE-TESTING

The student will have an opportunity within twenty-four (24) hours of the notification of the first positive test results to have the specimen tested in a certified laboratory of the family's choice and at the family's expense. The Superintendent or designee may consult with medical professionals to evaluate the results of the retest, taking into consideration any evidence offered by the student. Should the test be confirmed as positive and there is not a satisfactory explanation for the positive results, all conditions set forth in the previous section "Testing Positive" will apply. In case of a re-test,

confirmation of the presence of a drug as defined in this policy is all that is needed for a positive result.

ENFORCEMENT

Nothing contained in this policy shall prohibit or limit the application of the Blackford County School Corporation's regular disciplinary rules and regulations to students. The provisions of this policy are considered an addition to all other rules and regulations governing student conduct and discipline.

APPEAL PROCEDURE

The parents or legal guardians of a student charged with a violation of the rules of this policy and an opportunity for a hearing based on appeal procedure found in the student handbook. The designated administrator shall present evidence of the alleged violation to the student and give the student an opportunity to respond to the charge. The Superintendent or designee will determine that the student shall receive the appropriate eligibility penalty set forth in this procedure.

NON-PUNITIVE NATURE OF POLICY

No student shall be penalized academically for testing positive for illegal drugs. The results of drug tests pursuant to this policy will not be documented in any student's academic record. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process which the school corporation shall not solicit. In the event of service of any such subpoena or legal process, the student's custodial parent or legal guardian will be notified at least 72 hours before the corporation makes a response.

SUBSTANCE ABUSE POLICY (DIFFERENT FROM RANDOM DRUG TESTING)

Blackford High School, in an effort to ensure the highest possible of standard of learning, as well as the safety, health and well-being of our students endorses a substance abuse policy which will:

- Aid students to abstain from the use of a controlled substance
- Intervene early with the assistance of parents when student use is detected
- Take corrective disciplinary action when necessary
- Provide follow-up for students

Policy Statement: No student will possess, use, have consumed, distribute or transport any of the following substances before, during or after school hours at school, on school property, or any school-sponsored activity as defined below:

1. Any controlled substance or dangerous drug defined by state and federal law, without regard to amount, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage.
3. Any substance that represents a controlled substance or which is represented in nature, appearance or effect to be a controlled substance, or represented by the person in possession to be a drug, is considered a "look-alike drug."
4. Steroids of all types.
5. Any prescription medication not reported to the school nurse in accordance with

policy.

6. Possession of drug paraphernalia.

7. **All** student prescriptions should be checked into health office following school policy.

The administration shall have the authority to require a student to submit to a chemical urine test if they have reasonable suspicion to believe the student while at school, attending or traveling to and from a school activity, is under the influence of alcohol, marijuana or a controlled substance, as defined by Indiana law.

Reasonable suspicion may arise from the following:

1. A student's conduct, physical appearance and/or odor indicate the use of alcohol, marijuana, or a controlled substance.
2. Reliable information communicated to an administrator indicating a student is presently using or is under the influence of alcohol, marijuana, or a controlled substance.
3. Possession of drug paraphernalia, alcohol, marijuana, or a controlled substance, if number 1 or 2 is also present.
4. **Failure to produce a test sample after a reasonable period time or the student's willful refusal to submit to a chemical test, or a positive test result will allow the administration to proceed with disciplinary action.**

ALTERNATIVE DRUG AND ALCOHOL PROGRAM OPTION

At any time during the expulsion process, a student and their parent/guardians may choose to accept the student assistance program that will allow the student to return to school earlier than the expulsion request date, provided that the following conditions are met. All of these provisions would be at the expense of the parent.

*These conditions include, but are not limited to the following:

1. The parent/student will schedule an assessment with a rehabilitation center of their choice within 5 days of the violation.
2. The student will abide by the recommendation of the rehabilitation center in regard to treatment issues.
3. **For the purpose of treatment issues, the parents and child will sign a release of information** so that the school's guidance counselor, treatment facility and the probation department can work together to monitor the student's progress.
4. The rehabilitation center will report to the school administration a student's failure to complete treatment recommendations.
5. The student will consent to, and pass, random drug tests to be administered at the school's request for a time period of one calendar year. **Failure to pass the drug test will result in an immediate expulsion.**
6. The student will not incur any major violations (those that lead to suspension) of the student handbook.
7. The student will forfeit all driving and extra-curricular privileges during the expulsion period.

***If any of the above conditions are not met, the initial expulsion will automatically go into effect.**

SEXUAL HARASSMENT POLICY

It is the policy of the Blackford County School Corporation to maintain a learning environment that is free from unlawful discrimination including sexual harassment. It is a violation of school rules and regulations for students to engage in sexual harassment toward other students or for any employee to engage in sexual harassment toward a student. Students are encouraged to report any incident of sexual harassment in which they are involved or that they have observed. An adult or school employee may also file a report for the student.

Sexual harassment shall consist of unwelcome sexual advances, request for sexual favors, and other inappropriate verbal, non-verbal, or physical conduct of a sexual nature when made to a student by any employee or another student when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education; or,
2. Submission to or rejection of such conduct by an individual is used as a basis for academic decisions affecting that individual.
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic performance or creating an intimidating, hostile, or offensive educational environment or,
4. The student has indicated that such conduct is unwelcome by his or her conduct or verbally sexual harassment may include, but is not limited to the following:
 1. Verbal abuse of a sexual nature or unwelcome touching.
 2. Pressure for sexual activity.
 3. Suggesting or demanding sexual favors accompanied by implied or explicit threats concerning one's grades or promises of grades.
 4. Continued or repeated sexual jokes, language, epithets, flirtation, advances or propositions.
 5. Graphic verbal commentary about a person's body, sexual prowess or sexual deficiencies, including social life.
 6. Sexually degrading or vulgar words describing an individual.
 7. Leering, whistling, touching, pinching, brushing the body, assault, coerced sexual acts, suggestive insulting, obscene comments or gestures.
 8. The display of sexually suggestive objects, pictures, posters or cartoons.
 9. Name calling, relating stories, gossip, comments or jokes that may be derogatory toward a particular sex.
 10. The display of sexually suggestive graffiti.
 11. Retaliation against students complaining about such behavior.
 12. Asking questions about sexual conduct or sexual preferences
 13. Harassment consistently targeted at only one sex, even if the content of the verbal abuse is not sexual in nature.
 14. Repeated remarks to a person with sexual/demeaning implications.

CHILD EXPLOITATION; CHILD PORNOGRAPHY

"Child exploitation," a Class C felony under I.C. 35-42-2-2(b), is committed when:

A person who knowingly or intentionally:

- (1) manages, produces, sponsors, presents, exhibits, photographs, films, videotapes, or creates a digitized image of any performance or incident that includes sexual conduct by a child under eighteen (18) years of age;
- (2) Disseminates, exhibits to another person, offers to disseminate or exhibit to another person, or sends or brings into Indiana for dissemination or exhibition matter that depicts or describes sexual conduct by a child under Eighteen (18) years of age...

"Child pornography," a Class D felony under I.C. 35-42-4-4(c), is committed when (emphasis most relevant to school situations in italics):

A person who knowingly or intentionally possesses:

- (1) a picture;
- (2) a drawing;
- (3) a photograph;
- (4) a negative image;
- (5) undeveloped film;
- (6) a motion picture;
- (7) a videotape;
- (8) a digitized image; or
- (9) an pictorial representation; that depicts or describes sexual conduct by a child who the person knows is less than sixteen (16) years of age or who appears to be less than sixteen (16) years of age, and that lacks serious literary, artistic, political, or scientific value...

- 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, motional 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 our school system.

BUS POLICY

Riding a School Bus is a Privilege not a Right; therefore it is important that you be on your best behavior at all times to keep from losing your privilege to ride the bus to and from school.

To be sure that students are transported safely, certain behavior is expected of all students. Any behavior that interferes with a driver's ability to operate his/her bus safely behavior that jeopardizes the safety or property of one's self or peers, is considered inappropriate. All students are expected to:

- Stay off roadways until buses come to a complete stop.
- Be seated and remain seated while the bus is moving.
- Not throw objects of any kind on the bus.
- Not use profane, indecent, or lewd language.
- Not eat or drink on the bus.
- Ride the buses that are assigned.

Please refer to the “Rules for Pupils being transported” given by the bus driver.

PARENTAL LIABILITY FOR DAMAGES CAUSED BY A CHILD

A parent is liable for not more than five thousand dollars (\$5,000) in actual damages arising from harm to a person or damages to property knowingly, intentionally, recklessly caused by the parent's child if:

- The parent has custody of the child; and
- The child is living with the parent

Legal Reference: I.C. 334-4-31-1