



<https://www.blackfordschools.org/>

2026-27 Student Handbook

Blackford Junior-Senior High School



Home of the Bruins

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<https://www.blackfordschools.org/o/bhs>

Blackford County Schools is an equal educational opportunity school and will not discriminate in its educational practices and policies with respect to its educational services because of an individual's race, color, religion, sex, age, national origin, or disability.

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Welcome to Blackford County Schools

This student handbook contains information regarding the general guidelines and general expectations that constitute the basis of authority for school officials, not limitations. Our goal is to empower each student that attends BJSHS to maximize their potential. The guidelines and expectations found in this document are intended to foster a safe and positive school environment conducive for both teaching and learning. Please feel free to contact any school official should you desire specific information regarding this document. We hope that students have a wonderful year filled with learning and enjoyment. We look forward to working with each of you and following your success throughout the school year.

The Board of Education for Blackford County Schools and the Superintendent of Schools may establish general rules and policies for all schools in the corporation. In addition, principals may establish written rules, not inconsistent with Board policies, for the operation of their individual schools.

We welcome you to contact the school office, teachers, and staff by calling the school between 7:30 a.m. and 4:00 p.m. You may also leave messages during other hours. E-mails may be left for staff at www.bcs.k12.in.us, choose the school and then the staff email.

Blackford County Schools welcomes parents and community involvement in our buildings. To that regard, parents and guardians are welcome to visit during school hours provided they follow the school safety and visitor procedures.

We hope that you have a wonderful school year filled with learning and enjoyment. We look forward to working with you and following your success throughout the school year. Go Bruins!

About Our Schools

Mission

Empowering students to maximize their potential.

Goals

CONNECT

At BCS, we believe in the power of relationships. As the saying goes, “People don’t care how much you know until they know how much you care.” Our staff members teach more than content and curriculum, they teach students – unique individuals with their own histories, personalities, strengths, challenges, and futures. We aspire to lead with care, compassion, acceptance, and humility. We respect our students and stakeholders, and we are committed to interacting in ways that foster respectful and trusting relationships among all who are a part of the BCS family. Because of our connections with and care for each other, we will work hard, struggle, have fun, celebrate, and inevitably succeed, together.

INFLUENCE

Our faculty and staff members aren’t just employees, they are leaders of young people charged with positively influencing the lives of their students and one another. Likewise, we expect our students to serve as positive influences in the lives of their peers, their schools and community, and in the lives of the adults they work with each day. We prioritize collaboration, cooperation, and commitment over control, coercion, or compliance. We value teamwork, effective communication, supporting each other, and a general culture of care. We realize students and staff have unique gifts and talents, and we believe ALL can contribute to their worlds in meaningful and positive ways.

ACHIEVE

Through meaningful relationships, creative leadership, and real-world opportunities for growth and achievement, we aspire to challenge, encourage, and motivate our students to pursue their individual and collective potential. Whether it’s in the classroom, on the athletic field, or in performance related activities, we believe in the importance of accountability. We commit to holding students and ourselves to high standards when it comes to work ethic, behavior, discipline, perseverance, and growth and achievement. We understand that worthwhile accomplishments rarely come easily, and we believe that BCS students (as well as faculty and staff members) can and should achieve at levels equal to or above that of other schools or corporations. By focusing on the daily habits and behaviors that result in high levels of achievement and by embracing the concepts of “do today well”, growth mindset, and giving one’s personal best, we believe that BCS students will be prepared to maximize their present and future success.

EFFECTIVE POLICIES AND PROCEDURES

We recognize that for our corporation to operate safely, effectively, and efficiently, members of the BCS community must abide by thoughtfully crafted, systemic, and common-sense policies and procedures. With the “pursuit of what’s best” for our students, staff members, and stakeholders in mind and to ensure compliance to applicable laws and mandates, members of the BCS community must observe certain policies, protocols, and procedures as established by the state of Indiana, the IDOE, the BCS board of trustees, the BCS superintendent, and building level administration.

Contact Information

Address: 2392 N STATE ROAD 3, Hartford City, IN 47348

Phone: (765) 348-7560

Fax: (765) 348-7568

Website: <https://www.blackfordschools.org/o/bhs>

BJSHS School Office Personnel

Phone

Mr. Jason Ridge, Principal	348-7560 Ext 2003
Mrs. Sarah Price, Assistant Principal	347-7560 Ext 3110
Mrs. Karen Mealy, Assistant Principal	348-7560 Ext 2013
Mr. Garry May, Athletic Director	348-7567 Ext 2011
Ms. Tiffany Ickes-Pauley, Guidance	348-7560 Ext 3113
Ms. Monica Solga, Guidance	348-7560 Ext 2004
Mrs. Valerie Janowski-Human, Guidance	348-7560 Ext 2155
TBD, Corporation Nurse	348-7560 Ext 2017
Ms. Dawn Goodspeed, Principal's Secretary	348-7560 Ext 2102
Mrs. Jayci Dick, Guidance Secretary	348-7560 Ext 2009
Ms. Catelynn Bennett, Athletic Secretary	348-7567 Ext 2012
Mrs. Lyndsey Cagle, ECA Treasurer	348-7560 Ext 2019
Mrs. Amy Coons, Attendance Secretary	348-7560 Ext 2002

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Social Media

- Facebook: Blackford County Schools
- Twitter/X: @Blackford_Bruin (School) | @BlackfordBruins (Athletics)

Bell Schedules To be determined

BJSHS 2026-27 Bell Schedules

Regular Bell Schedule (Mon, Tues, Wed, Fri)	

Doors open: 7:40am | Locker access: 7:50am | Warning Bell: 7:58am

Doors open: 7:40am | Locker access: 7:50am | Warning Bell: 7:58am

2-Hour Delay Bell Schedule*	

Doors open: 9:40am | Locker access: 9:50am | Warning Bell: 9:58am

Academics

Blackford County Schools is an equal educational opportunity school and will not discriminate in its educational practices and policies with respect to its educational services because of an individual's race, color, religion, sex, age, national origin, or disability.

Graduation is dependent on meeting all BJSHS and IDOE requirements: these include the 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 the graduation ceremony.

Graduation Requirements

Indiana Graduation Pathway Diploma (Classes of 2027 and 2028)

Each student in the classes shown above is required to meet the following criteria in order to graduate:

- High School Diploma – Complete all the required and elective credit and curricular requirements for one of the following diploma options:**
 - Core 40 Diploma
 - Academic Honors Diploma
 - Technical Honors Diploma
 - General Diploma (Requires Opt-Out Process)
- Employability Skills:** The student through a Project-based (PBL), Service-based (SBL), or Work-based (WBL) learning experience must demonstrate the Indiana Department of Workforce Development's Employability Skills Benchmarks: Career Mindsets, Self-Management Skills, Learning Strategies, Social Skills, and Workplace Skills. The employability skills experience must be validated by a student work product and school approval. Starting in 2023, Employability skills must be reported on student transcripts. Student must complete at least one of the following experiences:

	EMPLOYABILITY EXPERIENCE OR ACTIVITY	WORK PRODUCT
WBL	Student Employment (75-100 Hours)	Work Letter from Employer
WBL	Work-Based Learning Class (Unpaid Positions)	Workplace Skills Evaluation
WBL	MACC CTE Programs with built-in Internship Experience	Internship Workplace Skills Evaluation
WBL	BHS CNA Program (Clinical hours)	Resident Care Procedures Checklist
SBL	BHS Choir or Band participation (Minimum 2 Semesters)	Rubric & Recommendation
SBL	JROTC (Minimum 2 semesters)	Rubric & Recommendation

SBL	Sports Participation	Rubric & Recommendation
SBL	Health Occupation Students of America (HOSA)	Rubric & Recommendation
SBL	National FFA	Rubric & Recommendation
SBL	Student Council	Reflection of Experience
SBL	Peer Tutoring (75-100+ hours)	Rubric & Recommendation
SBL	Robotics Club	Rubric & Recommendation

3. **Postsecondary-Ready Competencies:** Student must complete one of the following:

- a. Honors Diploma: Academic or Technical Diploma
- b. SAT: Reading/Writing = 480, Math = 530 (Must meet individual scores in each subject)
- c. ACT: English = 18, Reading = 22, Math = 22, Science = 23 (Must meet 2 of the 4 requirements)
- d. ASVAB: Minimum score = 31 (Must be enlisting in military to use ASVAB)
- e. Industry Certification: Any industry certification on the approved Department of Workforce Development list
- f. CTE Concentrator: "C" average or higher in a Next Level Programs of Study (NLPS) Concentrator Pathway (2 credits in a Principles course followed by 4 credits in Concentrator A & B of that pathway)
- g. Advanced Placement or Dual Credit: Must earn a "C" average in at least 3 courses on Indiana College Core list.

Per IDOE mandate and/or Indiana code, in addition to completing the 3 "Buckets", all students must:

1. Take the SAT School Day Exam their junior year
2. File the FAFSA their senior year
3. Complete Career Discovery Meetings each school year

Note: The federally-required alternative diploma for students in special education with a significant cognitive disability is still available.

Core 40 Diploma

English/Language Arts	8 Credits
	Literature, Composition, and Speech English 9 - 12 fulfill this requirement
Mathematics	6 Credits (in grades 9-12)
	2 credits: Algebra I 2 credits: Geometry 2 credits: Algebra II
Quantitative Reasoning	For the Core 40 diploma, students must take a mathematics course or a quantitative reasoning course each year they are enrolled in high school.
Science	6 Credits
	2 credits: Biology I 2 credits: Chemistry I, Physics I, or Integrated Chemistry/Physics 2 credits: any Core 40 science course
Social Studies	6 Credits
	2 credits: U.S. History 1 credit: U.S. Government 1 credit: Economics 2 credits: World History/Civ. or Geography/Hist. of the World
Physical Education	2 Credits
Health & Wellness	1 Credit
Directed Electives	5 Credits
	World Languages Fine Arts: Music, Theatre, Visual Arts Career/Technical: Agriculture, Health, Manufacturing, etc.
Electives	6 Credits:
	College and Career Pathway courses recommended <i>Beginning with the Class of 2028, one of the Elective credits must be earned in Personal Financial Responsibility</i>
TOTAL	40 Credits – Minimum Required for a High School Diploma

Core 40 with Academic Honors - Minimum 47 Credits

English/Language Arts	8 Credits
	Literature, Composition, and Speech English 9 –12 fulfill this requirement
Mathematics	8 Credits
	2 credits: Algebra I 2 credits: Geometry 2 credits: Algebra II 2 credits: Any Core 40 math course
Quantitative Reasoning	For the Academic Honors Diploma, students must take a mathematics course or a quantitative reasoning course <i>each year they are enrolled in high school.</i>
Science	6 Credits
	2 credits: Biology I 2 credits: Chemistry I, Physics I, or Integrated Chemistry/Physics 2 credits: any Core 40 science course
Social Studies	6 Credits
	2 credits: U.S. History 1 credit: U.S. Government 1 credit: Economics 2 credits: World History/Civilization or Geography/History of the World
World Languages	6 – 8 Credits
	Six (6) credits in a single world language or four (4) credits in each of two (2) different world languages
Fine Arts	2 Credits
	Music, Theatre, Visual Arts
Physical Education	2 Credits
Health & Wellness	1 Credit
Electives	7-8 Credits
	Core 40 courses/credits which will enhance or support the academic career sequence of the student's graduation plan <i>Beginning with the Class of 2028, one of the Elective credits must be earned in Personal Financial Responsibility</i>
Grade Requirements	• Earn a grade of a "C" or better in courses that will count toward the diploma • Have a grade point average of a "B" or better
Other Requirements	Complete one of the following: A. Earn 4 credits in 2 or more AP courses and take AP exams B. Earn 6 verifiable transcribed college credits in dual credits courses from priority course list C. Earn a minimum of 3 verifiable transcribed college credits from the priority course list AND 2 credits in AP courses and corresponding AP exams, D. Earn a combined score of 1750 or higher on the SAT critical reading, mathematics and writing sections and a minimum score of 530 on each E. Earn an ACT composite score of 26 or higher and complete written section
TOTAL	47 Credits required for Core 40 with Academic Honors

Core 40 with Technical Honors - Minimum 47 Credits

English/Language	8 Credits
	Literature, Composition, and Speech English 9–12 fulfill this requirement
Mathematics	6 Credits (in grades 9-12)
	2 credits: Algebra I 2 credits: Geometry 2 credits: Algebra II
Quantitative Reasoning	For the Technical Honors diploma, students must take a mathematics course or a quantitative reasoning course each year they are enrolled in high school.
Science	6 Credits
	2 credits: Biology I 2 credits: Chemistry I, Physics I, or Integrated Chemistry/Physics 2 credits: Any Core 40 science course
Social Studies	6 Credits
	2 credits: U.S. History 1 credit: U.S. Government 1 credit: Economics 2 credits: World History/Civilization or Geography/History of the World
Career-Technical Pathways	6 or more Credits
	Earn 6 credits in the college and career preparation courses in a state-approved College & Career Pathway and one of the following: 1. Pathway designated industry-based certification or credential, or 2. Pathway dual credits from the lists of priority courses resulting in six (6) transcribed college credits
Physical Education	2 Credits
Health & Wellness	1 Credit
Electives	6+ Credits:
	Core 40 courses/credits which will enhance or support the academic career sequence of the student's graduation plan which may include World Languages, Fine Arts, or other academic courses <i>Beginning with the Class of 2028, one of the Elective credits must be earned in Personal Financial Responsibility</i>
Grade Requirements	- Earn a grade of a "C" or better in courses that will count toward the diploma - Have a grade point average of a "B" or better
Other Requirements	Complete one of the following: A. Any one of the options (A-E) of the Core 40 with Academic Honors B. Earn the following scores or higher on WorkKeys: Reading for Information Level 6; Applied Mathematics – Level 6; Locating Information – Level 5 C. Earn the following minimum score(s) on Accuplacer: Writing 80, Reading 90, and Math 75 D. Earn the following minimum score(s) on Compass: Algebra 66, Writing 70, Reading 80
TOTAL	47 Credits required for Core 40 with Technical Honors

General Diploma - Minimum 40 Credits

The completion of Core 40 is an Indiana graduation requirement. Indiana's Core 40 curriculum provides the academic foundation all students need to succeed in college and the workforce.

To graduate with less than the Core 40 Diploma, the student must follow the formal Opt-Out process.

English/Language Arts	8 Credits
	Literature, Composition, and Speech English 9–12 fulfill this requirement
Mathematics	4 Credits
	2 credits: Algebra I 2 credits: Any math course
Quantitative Reasoning	For the General Diploma, students must earn two credits in a mathematics course or a quantitative reasoning course during their junior or senior year.
Science	4 Credits
	2 credits: Biology I 2 credits: Any science course (at least one must be from a Physical or Earth and Space Science course)
Social Studies	4 Credits
	2 credits: U.S. History 1 credit: U.S. Government 1 credit: any social studies course
Physical Education	2 Credits
Health & Wellness	1 Credit
College and Career Pathway Courses	6 Credits
	Selecting electives in a deliberate manner to take full advantage of college and career exploration and preparation opportunities.
Flex Credit	5 Credits
	To earn 5 Flex Credits a student must complete one of the following: · Additional courses to extend the College and Career Pathway · Courses involving workplace learning, such as Work-Based Learning · High School/college dual credit courses · Additional courses in English, Math, Science, Social Studies, Fine Arts, etc.
Electives	6 Credits: Beginning with the Class of 2028, one of the Elective credits must be earned in Personal Financial Responsibility
TOTAL	40 Credits – Minimum Required for a High School Diploma

General Diploma Opt-Out Process from Indiana's Core 40 Graduation Requirements

The Indiana General Assembly made completion of Core 40 a graduation requirement for all students. The legislation includes an opt-out provision for parents who determine that their student could benefit more from the General Diploma. To graduate with less than Core 40, the following formal opt-out process must be completed: (Indiana Code 20-32-4-7, 8, 9, 10)

1. The student, the student's parent or guardian, and the student's counselor meet to discuss the student's progress.
2. The student's career and course plan is reviewed.
3. The student's parent or guardian determines if the student will achieve greater educational benefits by completing the general curriculum or the Core 40 curriculum.
4. If the decision is made to opt-out of Core 40, the student is required to complete the course and credit requirements for a General Diploma, and the career-academic sequence that the student will pursue is determined.

Core 40 Opt-Out Conditions

The following conditions may trigger a discussion about opting-out of the Core 40 Diploma requirements:

1. A parent may request that a student be exempted from the Core 40 curriculum and be required to complete the General Diploma to graduate, or
2. The student does not pass at least three (3) courses required under the Core 40 curriculum, or
3. The student receives a score on the SAT English/Language Arts or Math (GQE) that is in the twenty-fifth percentile or lower when the student takes the assessment for the first time.

NEW Indiana Diploma: Class of 2029 and Beyond

Each student in the class of 2029 and beyond is required to meet the following criteria in order to graduate:

English/Language Arts	8 Credits
	2 credits: English 9 1 credit: Communications-focused course 5 additional English credits
Mathematics	7 Credits
	2 credits: Algebra I 1 credit: Personal Finance 4 additional math credits
Science	7 Credits
	2 credits: Biology I 1 credit: Computer Science 2 additional science credits 2 STEM-focused credits
Social Studies	5 Credits
	2 credits: U.S. History 1 credit: U.S. Government 2 credits: World Perspectives (Flexible options, including advanced world language or world-focused social studies courses)
Physical Educ/Health	2 Credits
	1 credit: Physical Education 1 credit: Health 7 Wellness
Personalized Electives	12 Credits
	Students are encouraged to utilize the new readiness-seals to align these personalized electives with their unique goals. Personalized electives can include a variety of courses, such as CTE, Performing or Fine Arts, and World Languages
College & Careers	1 Credit
	Preparing for College & Careers (typically taken in grade 8)
TOTAL	42 Credits – Minimum Required for a High School Diploma

The new diploma structure includes a base (minimum requirements) for every student, plus the opportunity to earn readiness seals aligned with their unique path. Students are encouraged to seize this flexibility by personalizing their high school experience. The new seals provide additional intentionality to maximize readiness and are designed to be permeable, allowing students to update their graduation plan and pivot, if their original interests and goals change. Students who do not earn a seal must still complete components 2 and 3 of Graduation Pathways.

*Note: The federally-required alternative diploma for students in **special education** with a significant cognitive disability is still available.*

Blueprint for Success: Readiness Seals

Readiness seals are designed to be permeable, allowing students to update their graduation plan and pivot, if their original interests and goals change. Although seals are optional, students are encouraged to utilize the blueprints below to focus their flexible credits into a connected pathway that aligns with their future goals. Students may earn one or multiple seals. Graduation Pathways requirements will be satisfied through completion of any seal.

	ENROLLMENT	EMPLOYMENT	ENLISTMENT
HONORS SEAL	- Complete at least 4 World Language and 6 Social Studies credits - Complete at least 8 Math credits - Algebra I plus Geometry, Algebra II, and Pre-Calculus or any advanced math credits aligned to their course of study - Complete at least 6 Science credits - Biology I plus Chemistry and Physics or any advanced lab science credits aligned to their course of study - Earn a C or higher in all courses and earn a cumulative B average	- Complete one of the following: - A market-driven credential of value* aligned to a specific occupation 3 courses in a Career and Technology Education (CTE) pathway - An approved career preparation experience aligned to Indiana's CSA program, or - An approved, locally-created pathway	- Complete one of the following: - Introduction to Public Service course or approved locally-created equivalent - Emphasis on developing an awareness of the physical standards and character required for service - One year of JROTC in high school
	- Complete one of the following: - Earn 4 credits in AP, IB, or Cambridge courses and take corresponding exams - Earn 6 college credits - Score a 1250 on the SAT or a 26 on the ACT - Complete two of the following: - At least 3 college credits 2 credits in AP courses and take corresponding exams 2 credits in IB courses and take corresponding exams 2 credits in Cambridge courses and take corresponding exams	Complete 150 hours of work-based learning (may include multiple experiences that are paid, unpaid, on-site, or simulated)	- Achieve a score of 31 on the ASVAB and complete one of the following: - All three components of the Career Exploration Program - A career exploration tool approved by IDOE
	- Demonstrate skill development in Communication, Collaboration, and Work Ethic - Meet attendance goal	Meet attendance goal	- Meet attendance goal - Demonstrate skill development in Communication, Collaboration, and Work Ethic - Externally verified through a mentorship experience with current military personnel, veterans, or other public safety professionals
HONORS SEAL PLUS	Earn the Honors Enrollment Seal, plus: - Earn a credential of value* that may include, for example: - Associate degree; - Technical Certificate; - Indiana College Core; - AP Scholar with Distinction; - Cambridge AICE Diploma; or - IB Diploma	Earn the Honors Employment Seal, plus: - Earn a market-driven credential of value* that may include, for example: - Associate degree; - Technical Certificate; - Indiana College Core; or - Advanced industry certificate - Complete additional work-based learning (total of 650 hours in one or more experiences) that may include, for example: - Pre-Apprenticeship - Modern Youth Apprenticeship - Demonstrate skill development in Communication, Collaboration, Work Ethic, and any additional skills determined locally	Earn the Honors Enlistment Seal, plus: - Complete one of the following: - Achieve a score of 50 or higher on the ASVAB - Enrollment in ROTC at the collegiate level - Acceptance to a service academy - Demonstrate excellence in leadership through one of the following: - Completion of at least 100 hours of public service; - Holding a leadership role in a co/extracurricular activity; - Completion of two seasons of a team-based physical sport or activity
	Complete at least 75 hours of work-based learning (may include multiple experiences that are paid, unpaid, on-site, or simulated)		
	Demonstrate skill development in the following areas: Communication, Collaboration, and Work Ethic		

7th Semester Completion

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

1. Obtained a Core 40 Diploma, Technical Honors Diploma, or Academic Honors Diploma.
2. Pass both the English and Math portions of SAT or complete a Graduation Pathway.
3. Have all fees paid and materials accounted for and returned.
4. Be enrolled into a post-secondary college program with at least 2 classes or 6 hours credit, be enlisted in the military with a scheduled deployment date set for any date prior to the end of the school year, or have a verified employment opportunity with a start date of no later than one (1) month after the end of the student's seventh (7th) semester.
5. Complete the FAFSA, as required by law.

All students planning to graduate early must obtain a Core 40, Academic Honors, or Technical Honors Diploma. Students will not be allowed to graduate early with a General Diploma or obtain a waiver for the Graduation Pathways. All early graduates must be in good standing with the school. Students electing to graduate early will not be eligible to participate on athletic teams, or with extra-curricular/co-curricular groups or in BJSHS affiliated events, performances, or competitions upon course completion.

Graduation Pathway Waiver Requirements

To qualify for a Post-Secondary Competency waiver to meet diploma requirements, a student must meet the following:

1. If:
 - a. the student was unsuccessful in completing a postsecondary readiness competency requirement by the conclusion of the student's senior year, including a student who was in the process of completing a competency at one school that was not offered by the school to which the student transferred; and
 - b. the student attempted to achieve at least three separate postsecondary readiness competencies; or
2. if a student transfers to a school during the senior year from a non accredited nonpublic school or an out-of-state school and the student:
 - a. attempted to achieve at least one postsecondary readiness competency requirement; and
 - b. was unsuccessful in completing the attempted postsecondary readiness competency.

To receive a waiver, the student must:

1. maintain at least a "C" average, or its equivalent, throughout the student's high school career in courses comprising credits required for the student to graduate;
2. maintain a school attendance rate of at least 95% with excused absences not counting against the student's attendance;
3. satisfy all other state and local graduation requirements beyond the postsecondary readiness competency requirements; and
4. demonstrate postsecondary planning, including:
 - a. college acceptance;
 - b. acceptance in an occupational training program;
 - c. workforce entry; or
 - d. military enlistment;that is approved by the principal of the student's school.

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

General Diplomas

To graduate with less than Core 40, the following formal opt-out process must be completed:

- The student, the student's parent/guardian, and the student's counselor (or another staff member who assists students in course selection) must meet to discuss the student's progress.
- The student's Graduation Plan (including four-year course plan) must be reviewed.
- The student's parent/guardian determines whether the student will achieve greater educational benefits by completing the general curriculum or the Core 40 curriculum.
- If the decision is made to opt-out of Core 40, the student is required to complete the course and credit requirements for a general diploma and the career/academic sequence the student will pursue is determined.

Report Cards

Report cards will be made available to parents at the end of each grading period. Attempts shall be made to contact parents throughout the grading periods when the student is making unsatisfactory progress.

Honor Roll for BJSHS

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.

Valedictorian and Salutatorian

The Valedictorian shall be the eligible graduating senior with the highest cumulative weighted GPA as calculated under district grading policy. The Salutatorian shall be the eligible graduating senior with the next highest cumulative weighted GPA. GPA shall be calculated using all high school credit-bearing courses completed through the end of the second semester of the senior year.

GPA shall be calculated to the thousandth. If two or more eligible students are tied at the thousandth for the highest GPA, each shall be named Co-Valedictorian. The eligible student with the next highest GPA shall be named Salutatorian. If two or more eligible students are tied at the thousandth for Salutatorian, each shall be named Co-Salutatorian.

To be eligible, a student must have been enrolled at the high school for at least four consecutive semesters immediately preceding graduation, must meet all graduation requirements by the regular graduation date, and must be in good standing.

The school shall conduct a senior GPA audit before honors are finalized. Students and families shall have seven days from the announcement of preliminary Valedictorian/Salutatorian to review or report possible transcript or calculation errors. The principal and counseling office shall certify final designations at the end of the 8th semester.

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. All courses earned throughout the year, including summer school, and posted to semester transcripts will be considered as part of determining eligibility for the honor program. This includes all college credits earned as well.
3. Be enrolled as a full-time Blackford High School student.

Grading Policy

Semester Grades:

- 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 (final exams for dual credit courses could exceed 10% in some cases)

Grading Scale

	B+ = 87-89	C+ = 77-79	D+ = 67-69	F = 59 and below
A = 93-100	B = 83-86	C = 73-76	D = 63-66	
A- = 90-92	B- = 80-82	C- = 70-72	D- = 60-62	

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 BJSHS COURSE DESCRIPTION GUIDE FOR DIPLOMA TYPES, GPA CALCULATION (WITH WEIGHTED GRADES), AND CLASS WITHDRAWAL INFORMATION.

Credits Earned Prior to 9th Grade

Students will be eligible to earn select high school credits at the junior high level to align with the new diploma requirements. Any credits earned at the junior high level with unsatisfactory grades may be retaken during high school to replace their junior high grades. The junior high grades would be changed to N/C.

Promotion Policy (Junior High Students)

- **Promotion:** Advanced to the next grade level because of sufficient accomplishment at the present level.
- **Placement:** Advancing a student to the next level of education who may not have achieved all the academic requirements for promotion. Schools must use this on a limited basis. Criteria that may qualify a student for placement should be age, size, and a feeling on the part of the faculty that the student's social gains will overcome academic frustrations. Decisions of promotion, placement, or retention for students are made by the principal with input by the faculty members and parents/guardians. Students who are placed may be required to be enrolled in remediation.
- **Retention:** Retained at the same grade level because the student has potential but did not achieve. If the student does not meet the standards for promotion, a parent conference must be held. If the student does not meet the standards for promotion, parents will be contacted by the principal informing them of the retention and the school's rationale. A conference may be held at the request of the principal or parent. Students who are promoted will not receive notification.

Decisions of promotions and retention are made by the principal with input from classroom teachers and parents/guardians. Students who are placed because of minimal academic gain may be required to attend summer school.

Should a question arise concerning a student's retention, a committee shall be formed to determine the student's placement. The committee shall be comprised of the parent, one or more teachers, counselor, and principal, with the principal serving as chairperson. Written findings of the committee shall be made. The final decision will be determined by the principal.

The Board delegates sole authority to Corporation teachers and building principals to make determinations of academic grades and promotion or retention at a grade level, in the best interests of the children. The Board and/or Superintendent shall not hear "appeals" or complaints regarding a student's grades or promotion/retention.

A student shall not be retained or promoted in a grade level for any purpose related to the student's participation in extracurricular programs, including athletic programs. Disabilities or English proficiency shall not solely be used to determine retention

Summer School

The school district may conduct a summer school program each year. Its purpose will be to provide additional opportunities for pupils to receive remedial instruction and participate in enrichment activities. Students attending the high school summer classes may receive credit toward high school graduation.

Decisions of promotions and retention for Junior High students are made by the principal with input from classroom teachers and parents. Students who are placed because of minimal academic gain may be required to attend summer school.

Alternative Education Placement

Per administrative decision, student placement in an alternative educational setting (e.g. Blackford Achievement Academy, School within a School, other) may be considered to provide opportunities for pupils to receive instruction. Students attending classes in alternative placements may receive credit toward graduation.

Attendance

Attendance Policy

The School Board believes that the presence in the classroom enables the student to participate in instruction, class discussions, and other related activities. As such, regular attendance and classroom participation are integral to instilling incentives for the student to excel. Students are bound by the requirements of Indiana's compulsory attendance law. Attendance shall mean to be physically present in a school or at another location where the school's educational program is being conducted during regular school hours on a day in which the educational program in which the student is enrolled is being offered (including a mandatory videoconference, phone conference, or other virtual environment during e-learning days or as part of a continuous learning program). Academic engagement is the quality of students' participation or connection with the schooling endeavor and hence with activities, values, people, goals, and places that comprise it, and encompasses the academic, behavioral, and emotional enrichment of each student.

Attendance shall be required of all Corporation students, except those exempted under other provisions of State law, during the days and hours that the school is in session. Daily attendance will be appropriately recorded and reports will be submitted to the IDOE in accordance with IDOE Guidance.

The responsibility for regular school attendance rests with the student and his or her parent or legal guardian.

Content may be delivered in two contexts during the academic school year. One context is onsite, not separated by time or space, where all students are learning, applying, and practicing content at the same time. Another context is off-site learning where students may be learning, applying, and practicing content at different times in different spaces.

Exceptions to compulsory attendance are established in IC 20-33-2 and shall be recognized by the Corporation. For any of these exceptions a student shall be recorded as excused from school.

Definitions of Absences

Exempt Absences (IC 20-33-2-14-17)

These are days not recorded as absences and do not count toward absences. These days must be arranged with the office prior to the date of absence:

- Service as a page or honoree of the Indiana General Assembly
- Service on precinct election board or for political candidates or parties
- Witness or participant in judicial proceedings
- Duty with Indiana National Guard for not more than ten (10) days in a school year.
- A member of the Indiana wing of the civil air patrol for not more than five (5) days in a school year
- Suspension (disqualifies a student for perfect attendance)

Excused Absences

Students may be excused from school for the following reasons:

- Personal illness verified by parent and/or medical excuse. The principal/designee may require a doctor's statement for illness related absences after five (5) absences in a semester. Illness related absences not excused by a doctor's note - or the BJSHS nurse - beyond absence #5 (in a semester) may/will be counted as Unexcused.
- Recovery from accident.

- Professional appointments – Parents are encouraged to schedule medical, dental, legal, and other necessary appointments other than during school hours. When appointments are necessary during the school day, the student shall report back to school immediately after the appointment with a signed statement from the doctor, dentist, lawyer, counselor, etc.
- Death in the immediate family or of a relative.
- Observation or celebration of a bona fide religious holiday.
- Maternity.
- Military connected families' absences related to deployment and return.
- Family emergencies at parental request approved by the principal.
- Preplanned family absences approved by the principal (not to exceed 5 days per year).
- Funeral attendance for non-family members as requested by parent.
- Student is sent home by the nurse with parent permission.
- Two days out for treatment of head lice.
- "Educationally related non-classroom activity" as defined in I.C. 20-33-2-17.5.
- Such other good cause as may be acceptable to the Superintendent or his or her designee or permitted by law.

Unexcused Absences

Any absence not defined as "exempt" or "excused" to compulsory attendance, including, but not limited to:

- Absences not documented with a parent/guardian call on the day of absence, or by a call or not within two days of the student returning to school but verified not to be truant.
- Oversleeping, missing the bus, car trouble, etc.
- Any absence beyond absence #5 in a given semester will be considered Unexcused unless excused by a professional agency, in writing (e.g. doctor's note, school nurse, court documentation, etc...)

An out-of-school suspension shall not be considered an Unexcused absence.

Student and Parent Responsibilities Regarding Attendance

1. 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 being truant. Students will not be permitted to leave unless parents are aware of the reason for the student leaving.
2. A student arriving at school after tardy bell must SIGN IN at the office and obtain an admit/tardy slip.
3. If the student will be out of school for an extended illness, the school should be notified immediately. Work missed during absences may be made up. The student will be given the number of school days missed to make up the work.
4. When a student is absent from school, it is expected that they remain at home during non-school hours. Students will not 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.
5. 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.
6. In all absences, it is the student's responsibility to contact teachers and see that work missed is made up.

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 9:00 A.M.

- Notes from parents or professional agencies such as doctors, dentists, counselors, courts, etc... 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.

Any absence beyond absence #5 in a given semester will be considered Unexcused unless excused by a professional agency, in writing (e.g. doctor's note, school nurse, court documentation, etc...)

The Superintendent or an attendance officer having jurisdiction *shall* report a child who is habitually absent from school (10+ unexcused absences) to an intake officer of the juvenile court and/or the Department of Child Services.

Skyward Attendance Codes

M	AA	Medical
M	AI	Parent Called in Illness
M	AL	Excused Absence Per Nurse
V	AP	Family Planned
U	AT	Absent Unexcused Truant
U	AU	Absent Unexcused
W	FE	Family Unplanned
F	FF	Death/Funeral/Bereavement
I	IS	In School Suspension
L	L	Late
R	AP	Religious/Family Planned
S	OS	Out of School Suspension
X	AV	Excused Absence College
X	EW	Exempt Election Worker
X	FT	Excused Absence Field Trip
X	HB	Homebound
X	X	Exempt Court

Parent Prearranged Absences (PPA)

If it becomes absolutely necessary to take a student out of school during school hours, a parent shall make an appointment with the building principal to discuss the nature of the absence and the academic standing of the student. The principal/designee has the authority to approve or deny PPA requests.

Eligibility

A student must have an attendance record of 95% for the current school year. (During August, September, and October, the attendance record of the prior semester may be used to qualify). Special medical circumstances may be a mitigating factor toward meeting this requirement. Approved PPAs will count as excused absences unless the student has already used their five excused absences allowed in the given semester. Denied PPAs will count as unexcused absences.

Limitation

- A PPA is intended for family related activities.
- A PPA is not expected to exceed five (5) days per school year.
- No PPA will be allowed during the first or last five (5) school days of any semester without special approval from the principal.
- A PPA must be approved two (2) days prior to the date of the leave.

Procedures

After receiving approval from the principal as outlined above, the parent must agree to:

- Assume full responsibility for any lack of progress that could be associated with the time of absence.
- See that the child turns in to each teacher, on the first day he/she returns to school from the absence period, all written assignments for this period. Make-up work is the responsibility of the student.

Attendance at Extracurricular Activities

When accepting the responsibility of participating as a player in any of our school sports, the student is responsible for being present at all set meetings or practice sessions unless excused by a doctor or has prior consent from the coach. Having an unexcused absence from any practice, or the breaking of training rules, could result in a disciplinary action by the coach or school administration.

All students are encouraged to participate in extracurricular sports and/or co-curricular activities.

When a student is absent from school all day because of illness, it is expected that he/she remains at home during non-school hours. Students must attend at least 3 hours of school, including the last period of the day to be eligible to participate in an extracurricular sport or co-curricular activity that day. School administration may allow exceptions to this policy for extreme cases or emergency situations.

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.

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. A referral to Blackford County Juvenile Probation will be made when a student accumulates 10 unexcused absences.

All students who are at least thirteen (13) years of age but less than the age of fifteen (15) years, and who are determined to be a habitual truant per the definition above, are subject to Indiana law, which provides that any person who is determined to be a habitual truant as defined by school board policy cannot be issued an operator's license or learner's permit until the age of 18 years, or until the student's attendance record has improved as determined by the principal upon review of the student's record of at least once per school year.

Procedures developed for the administration of this policy shall include provisions for periodic review of all students determined to be habitual truants and their reclassification, when warranted. These procedures will be developed by the Superintendent or designee.

The student's principal may report to the Indiana Bureau of Motor Vehicles of the student's status as a habitual truant.

The student upon initial designation of being a habitual truant is entitled to the same statutory procedures as a student who is being expelled.

A student who has been designated as a Habitual Truant Student will not be allowed to participate or continue to participate in extracurricular activities and/or co-curricular activities, unless the student is in compliance with School Board Policy C175.

Legal Reference: IC 20-33-2-11
 IC 20-33-2-14(c)

Procedures for Excessive Absences

1. When a student accumulates four (4) absences in a semester, the parents or guardians will be contacted by letter advising them of the absences.
2. When five (5) absences have been accumulated in a semester, a letter will be sent requesting a parent/guardian to contact the school within two days. When the parent/guardian contacts the school, a meeting may be set to discuss problems contributing to the absences and solutions to these problems. An Intervention/Attendance Contract may be drawn up and entered into by the school, the parents/guardians, and the student which will define the corrective steps to be taken to ensure school attendance. Failure to adhere to attendance contract guidelines will result in loss of credits, disciplinary consequences up to expulsion, and/or notification of the prosecutor and/or the Department of Child Services. In certain circumstances, retention may be considered for students in grades 7 or 8.
3. When nine (9) Unexcused absences have been accumulated (over the course of the entire school year), a letter will be sent to the parents informing them of the possible referral to the Department of Child Services and/or Blackford County Juvenile Probation.
4. When a student accumulates ten (10) Unexcused absences (over the course of the entire school year), a letter will be sent to the parents/guardians to notify them of the referral(s) to the Department of Child Services and/or Blackford County Juvenile Probation.

Release of Student During School Day

It is the policy of the administration to discourage the release of students during school hours except in an emergency. Students may not be released from school, except with the permission of the principal, or his designee. No students shall be excused by a telephone call unless the principal or designee can determine the source of the call. It is recommended that appointments with physicians and dentists should be scheduled outside of school hours. Schools have a closed lunch period. All students are to remain on school property during lunch.

Whenever non-custodial parents or other relatives request permission to take a child from school, such person must have the authorization of the custodial parents. In cases when there is a question about the authorization of the parent or relative to take the child from school, the principal is justified in requesting the person to show evidence that he/she has legal custody of the child or the permission of the legal guardian. A student should never be released to an unidentified person.

Late Policy

Promptness and punctuality are important habits to develop and are expected at Blackford Junior Senior High School. All students are expected to arrive in every class on time and be ready for instruction when the bell rings. A student who enters any class period more than ten (10) minutes late will be logged in Skyward as an unexcused truancy (single period absence) for that class period. Teachers will communicate consequences for the first three late referrals. Beginning with the fourth time late, teachers will write a tardy referral.

Consequences for tardies

• Late	1 -3	Teacher Action
• Late	4	30 minute after school detention
• Late	5	30 minute after school detention
• Late	6	60 minute after school detention
• Late	7	60 minute after school detention
• Late	8	Friday School
• Late	9 and up	1 day ISS

Behavior Code

Self-discipline is a prerequisite for an educational environment. Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community. Respect for real and personal property; pride in one’s work; achievement within the range of one’s ability; and exemplary personal standards of courtesy, decency, and honesty shall be maintained in the schools of this corporation.

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.

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 and Electronic Device Usage: "NO CELL → BELL TO BELL"

Generally, no student may use a wireless communication device during the school day, pursuant to Indiana law. Further, if students bring a wireless communication device to school, it must be stored away, powered off, and inaccessible throughout the school day.

"Wireless communication device" means any portable wireless device that has the capability to provide voice, messaging, or other data communication between two or more parties, including a cellular telephone, tablet computer, laptop computer, or gaming device, or smart watch that is connected to a cellular telephone, a cell tower, or the Internet.

"School day" means the entirety of the time a student is present on school property for a student instructional day. "Instructional time" means time in which students are participating in an approved course, a curriculum, or an educationally related activity under the direction of a teacher, including a reasonable amount of passing time between classes. Instructional time does not include lunch or recess.

"School sanctioned wireless communication device" means a wireless communication device that is:

- a) owned by a student or a third party vendor;
- b) approved by the Corporation for instructional use;
- c) required or permitted by the Corporation for participation in classroom instruction;
- d) subject to Corporation managed network controls, filtering, or monitoring that restrict access to noninstructional content during the school day; and
- e) not a cellular telephone, gaming device, or smartwatch.

A student is permitted to use a school sanctioned wireless communication device only when directed by a teacher for educational purposes during the school day. during instructional time only in the following circumstances:

Notwithstanding the above, a student may use a wireless communication device under the following circumstances:

- 1) As specifically permitted by a teacher for education purposes. Such permission may be given for each episode of use or as an ongoing grant of permission for regularly occurring use.
- 2) In the event of an emergency. An emergency for this purpose includes the use of a wireless communication device during the school day to make an otherwise lawful alert or call for assistance in response to a condition or situation causing an immediate risk to health, life, or property. It does not include the use of a wireless communication device in an unlawful act, nor does it include the use of a wireless communication device in a manner that impairs, obstructs, or disrupts emergency response or assistance by the Corporation, health professionals, government officials, or other authorized persons.
- 3) To manage a student's health care. Management of health care for this purpose includes action that cannot be reasonably conducted during noninstructional time facilitating the maintenance, diagnosis, or treatment of an individual's physical or mental condition. The Corporation may require parent permission for unemancipated minors and medical or other documentation of the necessity of the use to determine whether such use fits into this exception. As necessary for the management of a documented medical condition pursuant to an order provided by a licensed health care provider.
- 4) As permitted by the student's Individualized Education Program (IEP) or Section 504 Plan.
- 5) As necessary for language translation to ensure access for multi-lingual learners, prioritizing school-managed wireless communication devices or applications where available.

Violation of this policy may result in forfeiture of technological privileges and other discipline as provided in the Student Code of Conduct.

Students are personally and solely responsible for the care and security of wireless communication devices brought onto Corporation property. The Corporation assumes no responsibility for theft, loss, damage to, misuse, or unauthorized use of a wireless communication device brought onto its property.

This Policy should be followed in tandem with Policy A300 Responsible Use of Technology and Internet Use Policy.

I.C. 20-26-5-40.7

- 1st offense - phone confiscation, 30 minute after school detention
- 2nd offense - phone confiscation, 30 minute after school detention
- 3rd offense - phone confiscation, 60 minute after school detention
- 4th offense - phone confiscation, In-School Suspension (ISS)

Students with continued violations of the cell phone/electronic device policy are subject to additional out-of-school suspensions and/or expulsion for insubordination and continued failure to comply with school rules.

Students who do not comply with the request to surrender confiscated phones/electronic communication devices to school personnel will be subject to disciplinary consequences for insubordination.

Confiscated phones/electronic communication devices will be stored in the main office and can be picked up by the students. Repeated violations of this rule may require a parent/guardian to pick up the device.

Dress Code

It is the mission of BCS to empower students to maximize their potential through profound learning experiences. At Blackford Junior-Senior High School, it is our goal to establish a standard of excellence in how students present themselves. As general guidelines for reasonableness, the administration will require that students abide by a dress code that meets standards of decency, safety, and cleanliness. Apparel and appearance deliberately planned to disrupt will not be allowed. No student will be permitted to dress or appear in any manner that is unhealthy, obscene, or distracting. School authorities will follow the practice of requiring a change of attire and/or calling the parent if a student appears at school in questionable attire. In certain extra-curricular activities, the school retains the right to impose specific dress and grooming requirements as a condition of participation.

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.

Guidelines for appropriate dress include, but are not limited to, the following:

1. Hats, head coverings, hoods, beanies, bandanas or sunglasses may NOT be worn in the building.
2. Shirts with low necklines are not allowed. Cleavage should not be visible. Midriffs must be reasonably covered and not be exposed above the belly button.
3. No tank tops with spaghetti style straps are permitted, undergarments must be covered.
4. Shorts, skirts, and holes in jeans must be at least mid-thigh/fingertip length.
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 promote gang affiliation, racism, inappropriate language (including dual-meaning or suggestive language), weapons, alcohol, drugs, sex, or tobacco products.
7. No heavy outerwear permitted in the classroom (i.e. winter coats worn throughout the day).
8. No blankets are permitted. Flags are not to be worn as clothing/capes.

Disciplinary Consequences / Due Process

Classroom Suspension

If a student becomes too disruptive to maintain a positive learning experience in the classroom, teachers can send students to the Main Office. Teachers should notify the office immediately under these circumstances. If multiple classroom removals/suspensions occur, a student may be indefinitely removed/suspended from a classroom until a student-teacher-parent-administrator meeting can be held.

If a teacher removes a student from class, the principal may place the student in one of the following settings: another appropriate class, another appropriate setting, or in-school suspension. After three times of being removed from the class, the student may not be placed back into the original class until the teacher, principal, student, and the student's parents to determine an appropriate behavior plan for the student. If the parents do not attend this meeting within a reasonable time, the principal may place the student in another class or educational setting.

Lunch Detentions

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.

After School Detentions

Detentions may be assigned to a student by teachers or administration as a consequence for any code of conduct violations.

- Detentions will be held after school on Tuesdays, Thursdays, and Fridays.
- Regular school rules apply during detentions. If a student is late to a detention, talks during a detention, does not attend an assigned detention, or is disruptive during a detention, the result will be additional disciplinary actions.
 - An unserved 30-minute detention will be reassigned as a 60-minute detention.
 - An unserved 60-minute detention will be reassigned as a Friday Night School.
- Detention time periods will be 30 or 60 minutes in length.

Detention locations will be determined by the administration.

Friday Night Detentions

Friday Night School will be held immediately after school and last for 90 minutes.

- Friday Night School dates will be assigned by administration and will be held in the BJSHS main office (or other designated area).
- Regular school rules apply during Friday Night School. If a student is late to a Friday Night School, talks during a Friday Night School, does not attend an assigned Friday Night School, or is disruptive during a Friday Night School, the result will be additional disciplinary actions.
 - An unserved Friday Night School will be reassigned as a full day of In-School Suspension (ISS).

In-School Suspension (ISS)

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

Out of School Suspension (OSS)

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 extracurricular 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 out of school 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/school year (and may extend to the following semester) .

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(s).

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's 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 student using a locker or desk that is the property of the school corporation is presumed to have **no expectation of privacy** in the locker or desk or the contents contained within. Search of a student and their possessions may be conducted at any time the student is under the jurisdiction of the board of School Trustees, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without the student's consent.

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, pockets, purses, bags, shoes and lockers, and automobiles. Student vehicles parked off school property but falling within the scope of this Policy shall be subject to search by a school administrator with individualized reasonable suspicion.

Anything found in the course of a search pursuant to this Policy which constitutes evidence of a violation of a law or a school rule or which endangers the safety or health of any person shall be seized and utilized as evidence if appropriate. Seized items of value shall be returned to the owner if the items may be lawfully possessed by the owner. Seized items of no value and seized items that may not lawfully be possessed by the owner shall be destroyed or turned over to the County Sheriff.

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.

Grounds for Suspension or Expulsion

The grounds for suspension or expulsion listed in Section 1 below apply when a student is:

- On school grounds immediately before, during, or immediately after school hours and at any other time when the school is being used by a school group (including summer school);
- Off school grounds at a school activity, function, or event; or
- Traveling to or from school or a school activity, function, or event.

A school activity, function, or event includes e-Learning, virtual instruction, and remote learning days.

A violation by a student of a rule listed in Sections 1 or 2 is subject to a range of disciplinary consequences imposed by teachers or administrators intended to be progressive in nature and move to a more serious consequence with each violation of the same or similar rule. In recognizing that violations of certain rules and the resulting consequences will be dependent upon the age of the student, the number of prior violations and the severity of the violation, the principal of each building level shall develop the minimum and maximum consequences for each rule for their building that is to be approved by the board annually and published in the student handbook for each building. The appropriate consequence should be the least severe that will adequately address any danger to the student and other persons, prevent further disruption of activities, and promote student achievement.

A. Student Misconduct and/or Substantial Disobedience

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. The following rules define student misconduct and/or substantial disobedience for which a student may be suspended or expelled:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
 - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
 - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
 - c. Setting fire to or damaging any school building or school property.
 - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
 - e. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.

2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, hazing, or other comparable conduct.
3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
5. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect oneself and/or another person is not a violation of this rule.
6. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.
7. Threatening (whether specific or general in nature) injury to persons or damage to property, regardless of whether there is a present ability to commit the act.
8. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
9. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
10. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event. [Low THC Extract products as defined by state law are included in this rule and/or violations of the school corporation administration of medication policy are included in this rule.] [Low THC Extract products as defined by state law are excluded from this rule.]
 - a. Exception to Rule 11: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:
 - i. That the student has an acute or chronic disease or medical condition for which the physician has prescribed medication.
 - ii. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
 - iii. The student has been instructed in how to self-administer the prescribed medication.
 - iv. The student is authorized to possess and self-administer the prescribed medication.
11. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
12. Possessing, using, transmitting, or being affected by caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind, or any other similar over-the-counter products.
13. Possessing, using, distributing, purchasing, or selling tobacco or nicotine-containing products of any kind or in any form. These products include e-cigarettes, vaping devices, any type of look-alike products or other related products or devices associated with tobacco or nicotine use or electronic nicotine delivery systems.
14. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
15. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function. This may include accruing an excessive number of disciplinary referrals for disrespectful

or disruptive behavior, repeated violations of school policies, guidelines, or rules, and/or multiple suspendable offenses.

16. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
17. Falsely accusing any person of sexual harassment or of violating a school rule, and/or a state or federal law.
18. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
19. Aiding, assisting, agreeing or conspiring with another person to violate these student conduct rules or state or federal law.
20. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
21. Taking, recording, displaying and/or distributing pictures (digital or otherwise), video or audio recordings without the consent of the student or staff member in a situation not related to a school purpose or educational function.
22. Possessing sexually-related materials which include images displaying uncovered breasts, genitals, or buttocks.
23. "Sexting" or using a cell phone or other personal communication device to possess or send text or email messages containing images reasonably interpreted as indecent or sexual in nature. In addition to taking any disciplinary action, phones will be confiscated and any images suspected to violate criminal laws will be referred to law enforcement authorities.
24. Engaging in pranks or other similar activity that could result in harm to another person.
25. Using or possessing gunpowder, ammunition, or an inflammable substance.
26. Violating any board policy or administrative rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
 - a. engaging in sexual behavior on school property;
 - b. engaging in sexual harassment of a student or staff member;
 - c. disobedience of administrative authority;
 - d. willful absence or tardiness of students;
 - e. engaging in speech or conduct, including clothing, jewelry or hair style, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity;
 - f. violation of the school corporation's acceptable use of technology policy or rules;
 - g. violation of the school corporation's administration of medication policy or policies;
 - h. possessing or using a laser pointer or similar device.
27. Possessing or using an electronic device (e.g. cellular phone, tablet computer, pager, digital camera, electronic equipment) in a manner which constitutes an interference with a school purpose or educational function, an invasion of privacy, or an act of academic dishonesty, or is profane, indecent, or obscene. In addition to being disciplined, students who use an electronic device in a manner which is inconsistent with this rule may have the device confiscated by school administration. Such device will be returned to the parent.
28. Possessing or using on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device, including a look-a-like device, in a situation not related to a school purpose or educational function or using such device to engage in an activity that violates school rules. This rule is not violated when the student has been given clear permission from a school administrator or a designated staff member to possess or use one of the devices listed in this rule. In addition to being disciplined, students who use an electronic device in a manner which is inconsistent with this rule may have the device confiscated by school administration. Such device will be returned to the parent.
29. Any student conduct rule the school building principal establishes and gives notice of to students and parents.

B. Bullying

1. Bullying committed by students toward other students is strictly prohibited. Engaging in bullying conduct described in this rule by use of data or computer software that is accessed through any computer, computer system, computer network, or cellular telephone or other wireless or cellular communication device, is also prohibited.
2. For purposes of this rule, bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including electronically or digitally, physical acts committed, aggression, or any other similar behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:
 - places the targeted student in reasonable fear of harm to the targeted students 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; or
 - has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.
3. This rule may be applied regardless of the physical location of the bullying behavior when a student committing bullying behavior and the targeted student attend a school within the school corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment.
4. Any student or parent who has knowledge of conduct in violation of this rule or any student who feels he/she has been bullied in violation of this rule should immediately report the conduct to the school administration who has responsibility for all investigations of student misconduct including bullying. A student or parent may also report the conduct to a teacher or counselor who will be responsible for notifying the school administration. This report may be made anonymously.
5. The [school administrator] shall investigate immediately all reports of bullying made pursuant to the provisions of this rule. Such investigation must include any action or appropriate responses that may be taken immediately to address the bullying conduct wherever it takes place. The parents of the alleged perpetrator and the targeted student(s) shall be notified of the reported bullying incidents within five business days of the report of such incidents and on a regular, periodic basis of the progress and the findings of the investigation and of any remedial action that has been taken. During the Investigation, the school's priority will be the safety of the victim. The Investigation may include a determination of the severity of the bullying incident(s) and whether the transfer of the alleged perpetrator or victim to another school within the school corporation is warranted.
6. The [school administrator} will be responsible for working with the school counselors and other community resources to provide information and/or follow-up services to support the targeted student and to educate the student engaging in bullying behavior on the effects of bullying and the prevention of bullying. In addition, the school administrator and school counselors will be responsible for determining if the bullying behavior is a violation of law required to be reported to law enforcement under Indiana law based upon their reasonable belief. Such determination should be made as soon as possible and once this determination is made, the report should be made immediately to law enforcement.
7. False reporting of bullying conduct as defined in this rule by a student shall be considered a violation of this rule and will result in any appropriate disciplinary action or sanctions if the investigation of the report finds it to be false.
8. A violation of this rule prohibiting bullying may result in any appropriate disciplinary action or sanction, including suspension and/or expulsion.
9. Failure by a school employee who has a responsibility to report bullying or investigate bullying or any other duty under this rule to carry out such responsibility or duty will be subject to appropriate disciplinary action, up to and including dismissal from employment with the school corporation.

10. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the bullying.
11. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying. **Parents will be allowed to review any or all materials used in the school corporation's bullying and/or suicide prevention programs.**
12. All schools in the corporation are encouraged to engage students, staff, and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.
13. The superintendent or designee will be responsible for developing detailed administrative procedures consistent with the Indiana Department of Education guidelines for the implementation of the provisions of this rule.

C. Possessing a Firearm or a Destructive Device

1. No student shall possess, handle, or transmit any firearm or destructive device on school property.
2. The following devices are considered to be a firearm under this rule:
 - any weapon that is capable of expelling, designed to expel, or may readily be converted to expel a projectile by means of an explosion.
3. For purposes of this rule, a destructive device is:
 - an explosive, incendiary, or overpressure device that is configured as a bomb, grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than a quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above,
 - a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or
 - a combination of parts designed or intended for use in the conversion of a device into a destructive device.

A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.

4. The penalty for possession of a firearm or a destructive device: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.
5. The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

D. Possessing a Deadly Weapon

1. No student shall possess, handle or transmit any deadly weapon on school property.
2. The following devices are considered to be deadly weapons for purposes of this rule:
 - a weapon, taser or electronic stun weapon, equipment, chem substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury;
 - an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime; or
 - A biological disease, virus, or organism that is capable of causing serious bodily injury.
3. The penalty for possession of a deadly weapon: up to 10 days suspension and expulsion from school for a period of up to one calendar year.

4. The superintendent may notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

E. Unlawful Activity

A student may be suspended or expelled for engaging in unlawful activity on or off school grounds if 1) the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or 2) the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria that takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

Disciplinary Actions Matrix

Infraction	1st Offense	2nd Offense	3rd Offense	4th Offense
Assault	Up to Expulsion / Police Notified			
Bullying, Harassment, Intimidation, Threats	1-3 Days ISS/OSS	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	See Cell Phone and Electronic Device policy listed above			
Cheating / Plagiarism/Inappropriate use of AI	Failed Assignment	Failed Assignment	Failed Assignment & 2 Days ISS	Failed Assignment & 2 Days ISS
Classroom Disruption / Horseplay	Lunch Detention	2 Lunch Detentions	After School Detention	1-day ISS
Computer Misuse	2 Lunch Detentions	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	See After School Detentions / Friday Night Detentions Information			
False Reporting, Bomb Threat, Pulling Fire Alarm	10 Days OSS / Recommend Expulsion / Police Notified	*****	*****	*****
Fighting	Up to 5 Days OSS, possible Police notified, possible recommended expulsion	10 Days OSS, recommended expulsion, Police notified	*****	*****
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	*****	*****
Inciting / Videoing a Fight	1 Day ISS	1-3 Days ISS	2 Days OSS	5 Days OSS
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 / Disruption of the Learning Environment	60 minute After School Detention	60 minute After School Detention	1 Day ISS	2 Days ISS
ISS Rules Broken	Additional ISS Assigned or OSS	*****	*****	*****

Physical Attack or Threat to Staff	10 Day OSS / Recommended Expulsion & Police Notified	*****	*****	*****
Possession or 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/Vaping Device I.C. 35-46-1-10.5	3 Days ISS OR cessation class completion as an alternative to suspension	5 Days ISS OR cessation class completion as an alternative to suspension	5 Days OSS Recommended Addiction Counseling	10 Days OSS / Recommended Expulsion
Possession of Weapon / Gun I.C. 35-47-5-2.5 I.C. 35-31.5-2-86	10 Days OSS / Recommended Expulsion / Police Notified	*****	*****	*****
Physical Aggression/Provocation	Up to ISS	Up to OSS	Up to Expulsion	
Profanity	Lunch Detention	After School Detention	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	*****
Single Period Absence	60 minute ASD	60 minute ASD	Friday School	1-3 Days ISS
Theft	1-5 Days ISS and Possible Police Notification	5 Days OSS and Police Notified	10 Days OSS Recommended Expulsion	*****
Truancy	1 Day ISS	2 Day ISS	3 Days ISS	5 Days ISS
Unintentional damage to school property	Restitution	Restitution / 2 days ISS or OSS	Restitution / 4 days ISS or OSS	TBD
Vandalism	Restitution 1-5 Days ISS and Possible Police Notification	Restitution 5 Days OSS and Police Notified	Restitution 10 Days OSS Recommended Expulsion	*****

Student Due Process Rights

A breach of the student Code of Conduct may result in a verbal reprimand, temporary dismissal from the classroom, after school detention, referral to special personnel in school, parent conferences, in school suspension, out of school suspension, expulsion, or such other appropriate discipline determined by the principal or his or her designee.

Prior to being suspended from school attendance, students will be provided a suspension meeting regarding the alleged misconduct, which will include:

1. A written and/or oral statement of the charge(s) of misconduct.
2. A summary of the evidence (necessary only if the charges were denied).
3. An opportunity for your child/guardian to explain their conduct.

Indiana law and Blackford County Schools' Code of Conduct provide for "due process" protections for students facing certain disciplinary consequences. Students may be suspended or expelled for student misconduct or substantial disobedience for any behavior that occurs:

1. on school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group;
2. off school grounds at a school activity, function, or event; or
3. traveling to or from school or a school activity, function, or event. (I.C. 20-33-8-14)

Specifically, grounds for suspension and/or expulsion shall include but not be limited to the following:

1. Bringing a firearm, destructive device, or deadly weapon to school or on school property or being in possession of a firearm, destructive device, or deadly weapon on school property (I.C. 20-33-8-16);
2. The use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting interference with school purposes;
3. Damage or theft involving school land or private property;
4. Causing or attempting to cause bodily harm to fellow students or school employees;
5. Intimidating any student;
6. Failing in a substantial number of instances to comply with the direction of teachers and the rules of the school;
7. Possessing, using, transmitting or being under the influence of drugs or alcoholic beverages;
8. Bullying or harassment (I.C. 20-33-8-13.5); or
9. Engaging in any unlawful activity on or off school grounds, including during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions, if the unlawful activity constitutes an interference with school purposes or an educational function or if the student's removal is necessary to restore order or protect persons on school property (I.C. 20-33-8-15).
10. Bullying. A student may be suspended or expelled for bullying, regardless of the physical location in which the bullying occurred in accordance with Indiana law and Board Anti-Bullying Policy. Student Code of Conduct, approved by the Board, shall specify the procedures to be followed by school officials when administering this policy. Students with disabilities shall be afforded procedural safeguards as required by state and federal law

A student may be disciplined for urging other students to engage in the above conduct.

In addition, any student may be removed from school:

1. If the student has a dangerous communicable disease transmissible through normal school contacts that poses a substantial threat to the health or safety of the school community, pursuant to I.C. 16-41-9-3.
2. For non-compliance with immunization requirements, pursuant to I.C. 20-34-4-5.
3. If the student has been deemed mentally or physically unfit for school attendance pursuant to I.C. 20-33-2-46.

If the student lacks legal settlement in the Corporation and has not informed the Corporation or gone through the transfer process.

Drugs, Alcohol, Tobacco, e-Cigarettes, Vaping

Students violating the school rules regarding drugs, alcohol, tobacco/e-cigarettes, vaping, or other illegal substances will be referred to legal authorities for possible legal action and students will be subject to the same disciplinary consequences as defined in Random Drug Testing Policy.

General Information

Backpacks

Backpacks or large bags of any type will not be permitted in classrooms.

Consent Forms

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 (if enrolled in 5 or less classes) or failing more than 2 classes (if enrolled in 6 or more), 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. BJSHS 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. BJSHS will abide by student and parent decisions regarding driving to and from school while students abide by the following regulations:

1. Students who drive to school must complete and submit an official BCS Application to Drive Vehicles on School Property form. Forms can be picked up in the BJSHS main office.
2. Students will enter the parking lot and park their cars in the designated student parking area.
3. All drivers are expected to drive the appropriate speed limit in the parking lot (15 MPH).
4. Students driving to MACC are not permitted to carpool or give rides to another student when driving to and from MACC.
5. Under no circumstance should a student, teacher, or parent driver drive on the east 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 learner's 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 reversed. I.C. 9-24-2-4.

eLearning

With the passage of House Enrolled Act 1093, Indiana schools must meet newly established requirements for eLearning, including virtual instruction days that include at least 50% teacher “synchronous” instruction (i.e. teachers meeting directly with students via a designated video conferencing platform). BCS students and teachers will engage in synchronous instruction via Google Meet. Teachers and students will review Google Meet video conferencing protocols near the beginning of the school year to ensure that students are familiar with how to access Google Meet classroom meetings. Synchronous classes will meet on the predetermined schedules as shown below:

eLearning bell schedules can be found online at: <https://www.blackfordschools.org/o/bhs>

Field Trips

Blackford County Schools believes that field experiences provide a unique learning opportunity to students that support and supplement traditional classroom learning. Students participating in field trips will be required to be in good standing (grades, attendance, behavior, etc.). Teachers and administrators reserve the right to make the final judgment concerning student participation.

Food and Drink in the Classroom

Food and drinks are generally discouraged in the classroom to minimize distractions, maintain cleanliness, and prevent classroom disruptions. However, exceptions may be granted at the teacher's discretion. Water bottles with lids will be permitted.

Food Service

This institution is an equal opportunity provider.

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.

Foreign Exchange Students

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 an 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 Jr./Sr. High School has guidance counselors that work closely with students. The primary purpose of the guidance department is to help students succeed in life. Both guidance (advising students) and brief counseling (helping students to better understand themselves and to demonstrate appropriate behavior) are offered by school Social Workers or Counselors. Guidance and counseling are provided in the areas of academic achievement and planning, career planning, and personal concerns. Names and addresses of in-depth counseling programs will be furnished upon parent requests. They are here to help students discover their abilities, aptitudes, strengths and weaknesses. They help students with their post-secondary plans and with 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.

BJSHS Scheduling Policies: Teaching assignments and book rent are based on the requests students make the previous year. Occasionally, due to the cancellation of a class or other scheduling difficulties, students 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.

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.

Indoor Air Quality

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.

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

Indoor Air Quality Coordinator (IAQC) – John Stroud
Blackford County Schools
668W 200S
Hartford City, Indiana 47348
Telephone: (765) 348-7550
Email: jstroud@bcs.k12.in.us

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 for the issue will be taken during the investigation and response period.

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 ensure 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 the 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 eyewash 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.

Library / Media Center

The BJSHS Media Center is open from 7:30 a.m. to 3:15 p.m. Monday through Friday. 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: <https://www.blackfordschools.org/o/bhs>

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.

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 unlocked or “pre-set” lockers.

Lost and Found

Articles that are found anywhere in the building should be turned in immediately to the front office. BJSHS are not responsible for lost or stolen objects.

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

Parent Pick-Up and Drop-Off

- Student drop-off and pick-up by parents is located on the south part of the building at the Sutton Center (Door 17).
- School doors open at 7:35 AM
- All students are dismissed at 3:08 PM
- We request that no students are dropped off or picked up by the front doors (Door #1 - east side) while buses are present in the morning or the afternoon.

- Parents dropping off their students need to enter from the south drive and proceed to the Sutton Center entrance at door 17 to pick up their students. They will exit back out the south drive on to St. Rd. 3.
- Students may be dropped off anywhere along the sidewalk (marked in green). We would like to see cars move to the furthest point forward on the sidewalk for drop-off so that 6-8 cars can unload at one time. This will greatly speed up the drop off line.
- Students should not be dropped off from the parking spots and then walk through the car line. This is not safe for your child and slows down the car line while they wait for students to cross in front of them.
- Student drivers will not be permitted to move their vehicles to new parking spots closer to athletic fields until 3:20pm.

*Parent Pick-Up and Drop Off protocols are subject to change due to potential auditorium build project

Preferred Student Identification

Indiana legislation (HEA 1608 / IC 20-33-7.5) requires schools to notify parents, in writing, if a student requests that the school change the student's name, pronouns, or title as it applies to daily interactions, seating charts, preferred name in Skyward, and other school situations.

BCS uses the information provided by parents/guardians via the online registration process to determine if a parent has indicated that a student's preferred name (a name other than what appears as a first or middle name on the student's birth certificate) be utilized in daily interactions in place of a legal or formal name. A student's request to go by a preferred name not consistent with their legal first or middle name – if not previously entered into Skyward by a parent/guardian during the registration process – will prompt BCS school officials to require the completion of this written *Preferred Student Identification Change Request Form by the student. A copy of the completed form will be sent home and there will be a follow-up phone call from a school official.

*The Change Request Form applies to a student requesting to use a preferred name that is not a first or middle name appearing on the student's birth certificate OR a shortened or "nickname" version of a first or middle legal name (e.g. Matthew to Matt / Anna Kathleen to Katie).

School Activities

The school program shall include provision for a balanced program of student activities in keeping with the various age level needs of the children served. Such activities shall be reviewed periodically by the superintendent and reports and recommendations made to the Board.

Those board policies which govern the curricular program shall also govern the extra-curricular program. All student activities must be sanctioned by the administration of the school and function under the direct supervision of the administration and faculty. Parent help may be requested.

- Teacher/coach/employee responsibility - every teacher/coach/employee that sponsors an activity shall remain with the students until every child has been picked up by his parents and display professional behavior during the activity/field trip.
- Student responsibility - any student may be excluded from any activity at the discretion of the faculty member in charge where reasonable rules and regulations have been violated. Eligibility for student activities may be based on the scholastic and citizenship records of the student.
- Parent responsibility-parents shall provide transportation to and from extracurricular activities which they consent for their child to attend. Parents are to be punctual in arrival and departure.
- Student activities shall include intramural and extracurricular activities for both boys and girls.

Students are under the jurisdiction of the school authorities at all times when on school premises; students are also under school jurisdiction at all school sponsored functions such as athletic contests, class parties, etc.

School Closings and Delays

The school calendar is a tentative schedule, subject to revision as required by unanticipated circumstances such as severe weather or energy curtailments. Every person will be notified by a phone call and/or text message from Blackford County Schools as quickly as possible of any required revision so as to minimize any inconvenience. Radio and television stations WLBC (1340 AM, 104.1 FM), WISH TV, NPR - (92.5 FM), WPTA TV- Fort Wayne, WPGW - Portland, WRTV - Indianapolis, WANE TV - Fort Wayne, WTHR - Indianapolis, broadcast these revisions or cancellations. **If school is closed/canceled, all JH practices and events will also be canceled. HS extracurricular practices and events will be determined on a case-by-case basis.**

Additionally, Blackford County Schools will utilize a parent contact application that will automatically phone and email the emergency contacts provided for all our students when we have a delay, cancellation, or other emergency situation involving our schools.

Use of Building Before or After School

Students are to leave the building after school is dismissed unless they are under the direct supervision of a teacher, coach, or other approved individual. 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 BJSHS Administration to be on the BJSHS campus will be considered in violation of the BJSHS visitation policy and will be reported to law enforcement officials. The BJSHS 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. 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.

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. With the exception of emergencies, students should not report to the Health Office without first reporting to their assigned class. 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.

Medication Guidelines

The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or the child has a disability and as a result, requires medication to benefit from his/her educational program. All administration of medicine shall be documented in writing.

All medication needed during school hours or at school functions that are supervised by school staff, except those subject to I.C. 20-33-8-13 (student possession and self-administration), will be administered by the nurse, administrator, or designated trained staff under the following conditions:

1. A written authorization form for medication administration must be completed by the parent/guardian and be on file before any medication transported to the health clinic (prescription or non-prescription) will be administered.
 - a. Medication shall be administered in accordance with the instructions printed on the bottle (in the case of non-prescription medicine) or the physician's order (in the case of prescription medicine).
 - b. The consent of the parent shall be valid only for the period specified on the consent form and in no case longer than the current school year.
2. All non-prescription medicine must be kept in its original container accompanied by the package label, package information, or statement describing the medicine, dosage, and the time for it to be administered to the student.
3. All prescription medicine, including medication administered by injection, emergency medication (i.e. Epinephrine, Glucagon), and diabetes monitoring of a student must be accompanied by a physician's order, a copy of the original prescription, or the pharmacy label which is current and correct to the way that the student is to receive the medicine. The nurse may require additional information prior to administering medication.
4. All medication administration will be documented and kept on file in the health office.
5. If the medication is to be terminated prior to the date on the prescription, a withdrawal of consent of the parent is required. The written consent of the parent and the written order of the physician shall be kept on file in the health office.

The Corporation does not honor requests by parents or physicians to administer over-the-counter herbs, minerals and vitamins and other homeopathic products as there is currently no standardization relative to these products and no FDA approval and guidelines.

Unused prescription medicine by a student may be sent home only through the student's parent or an individual who is at least 21 years old and is designated in writing by the student's parent to receive the medication. Unused over-the-counter medicine may be sent home with the student only with the written permission of the student's parent. Any unused medication which is unclaimed by the parent will be destroyed by the Corporation when a prescription is no longer to be administered according to the authorization form, or at the end of the school year.

All designated staff responsible for administering medication to students will be trained by a registered nurse on the proper administration of medication and/or diabetes care. A record of this training will be kept on file in the health office.

All medication, both prescription and non-prescription, must be brought into the nurse's office by a parent or guardian. Only students meeting the criteria of Indiana code who have valid medical authorization and parent permission on file in the school office will be permitted to carry medications and self-administer such substances.

Immunizations

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.

Lice Policy

Students found to be infested with lice in their hair will be excluded from classes until they have been treated and all lice have been killed. Each student should have a contact or emergency phone number of someone who can come get them if needed. If a parent/guardian cannot be located, the student will be isolated until picked up.

Students are to have their heads treated, and all lice must be killed before returning to school. There are several treatment methods available. Information on available treatments can be obtained from your school's nurse, your family doctor or the Blackford County Health Department.

When a student returns to school, following treatment, an adult is required to bring them to the school office. The school nurse or a trained staff member will check the student's hair prior to them going into the classroom. If live lice are found, the student will again be sent home. If there are repeated absences due to head lice, the Blackford County Division of Family and Children's Services will be notified.

Technology and Internet Use

Acceptable/Responsible Use Policy

The following procedures outline the responsible use of technology and internet provided by Blackford County Schools ("Corporation"). These procedures are in place to support your education, ensure a safe and productive learning environment, and align with School Board policies. Violation of these procedures may result in disciplinary action, including the loss of technology privileges, suspension, or expulsion.

1. Purpose of Technology Use:

- a. The Corporation provides access to technology and the internet to enhance your education by facilitating instruction, collaboration, innovation, and communication.
- b. When you use Corporation technology and access the internet, you are representing Blackford County Schools and are expected to use these resources in a productive and ethical manner.

2. Technology Use as a Privilege:

- a. Using Corporation-owned technology is a privilege, not a right.
- b. This privilege can be revoked or limited if the technology is used inappropriately.

3. Scope of Use:

- a. These procedures apply to all technology provided by the Corporation. This includes, but is not limited to:
 - i. Computers (Chromebooks, desktops, laptops, tablets)
 - ii. Internet access
 - iii. Email and other accounts provided by the school
 - iv. Digital media players
- b. All use of Corporation technology must comply with all Corporation policies, as well as local, state, and federal laws.
- c. You are responsible for using technology in a way that does not waste resources, cause harm to others, or interfere with their technology use.

4. Ownership of Technology and Information:

- a. All Corporation-owned technology and any information stored on it is the property of Blackford County Schools. This includes any documents, files, or creations made using Corporation technology. You should not expect privacy in the content you create or store on these devices.

5. Responsible Use Guidelines:

- a. Ethical and Respectful Use: Your use of technology must be ethical, academically honest, and respectful of the rights and privacy of others.

6. Educational Purpose:

- a. Corporation technology should primarily be used for educational purposes under the guidance of teachers or supervisors.

7. Compliance with Expectations:

- a. You must follow all rules and guidelines for technology use communicated in this handbook, by your teachers, and in other Corporation communications.

8. Prohibited Content:

- a. You are strictly prohibited from using Corporation technology to:
 - i. Access, create, send, receive, store, or display obscene, pornographic, or inappropriate materials.
 - ii. Create or send threatening, libelous, bullying, harassing, vulgar, or abusive communications in any form (including text, email, social media, etc.). Bullying through electronic means is also prohibited by the Corporation's Anti-Bullying Policy.

9. Respecting Privacy and Intellectual Property:

- a. You must respect the privacy of others and their intellectual property rights, such as copyrights. Do not share personal information of others without permission.

10. Web-Based Resources:

- a. Only web-based resources approved by the IT Services Staff are permitted for school-related activities. If you wish to use an alternate resource, you must request approval from the IT Services Staff through the established process.

11. Data Integrity:

- a. You are not permitted to alter, delete, or destroy any data, information, or software on Corporation technology without explicit permission from the IT Services Staff. You may delete your own personally generated files unless they contain proprietary information, student PII (Personally Identifiable Information), or information subject to litigation.

12. Recording Devices:

- a. Making audio, video, or digital recordings on school grounds or during instructional time may be subject to copyright and privacy laws (FERPA).
- b. Using recording devices to invade the privacy of another person is strictly prohibited and will result in disciplinary action.
 - i. Corporation staff may confiscate recordings made in violation of this policy.
 - ii. Recording in classrooms or on other Corporation property is generally prohibited without prior written approval from the Superintendent or designee.

13. Reporting Misuse:

- a. You are responsible for immediately notifying IT Services Staff or a school staff member if you have violated these procedures, or if you witness or become aware of another user misusing Corporation technology, including any instances of threats, bullying, or harassment.

14. Passwords and Account Access:

- a. If you create a password for any Corporation technology, you must provide access to it when requested by your supervisor, teacher, or the IT Services Staff.
- b. The IT Services Staff has the authority to override any password to access Corporation technology.
- c. You may not use Corporation technology anonymously or use pseudonyms to avoid responsibility. You are not allowed to use another person's password or account, even with their permission.

15. Non-Corporation Managed Technology:

- a. Initial use of software or technological applications in the public domain (non-Corporation managed technology) must be under the supervision of a teacher for instructional purposes and only on school-approved sites. You are not required to share personal information to access non-Corporation managed technology.

16. Technology Protection Measures (Filtering & Monitoring):

- a. The Corporation uses filtering and monitoring software to protect against access to inappropriate materials and to ensure online safety.
- b. If you encounter inappropriate material despite the filter, you must report it immediately to the IT Services Staff.
- c. Any attempt to bypass or disable the Corporation's internet filtering will result in disciplinary action, including but not limited to loss of technology privileges, suspension, or expulsion.

17. Personal Devices:

- a. If you connect your personal devices to the Corporation's network, you must comply with all aspects of this policy.
- b. Connecting personal devices is at your own risk, and the Corporation is not responsible for any damage to your device.

18. Damage to Technology:

- a. You must not intentionally cause damage to Corporation technology, including transmitting viruses or other harmful software.

19. Electronic Communication:

- a. All electronic communication should be respectful and appropriate.
- b. Any data stored or transmitted on Corporation computers is subject to monitoring.
- c. You are prohibited from sending or attempting to send anonymous messages via Corporation email.
- d. Sharing photos or videos of students and staff electronically without proper permission is not allowed.
- e. Remember that electronic communications may be considered public records.

20. Access to Information and Investigations:

- a. You should understand that you have no expectation of privacy when using Corporation technology or communicating through it.
- b. The Corporation and its IT Services Staff may monitor your use of technology, including internet history, emails, and other communications, at any time without notice to ensure responsible use and compliance with policies.
- c. The IT Services Staff or their designee may inspect your usage history and any data stored on or sent from Corporation technology.
- d. The Superintendent or their designee has the final authority regarding continued access to Corporation technology and any related disciplinary actions.

21. Incurring Fees:

- a. You are not permitted to incur any fees or charges for online services or databases that would be charged to the Corporation unless you have received specific prior authorization from the IT Services Staff.
- b. Any fees mistakenly incurred must be reported to the IT Services Staff immediately.
- c. Before accepting the terms and conditions of any online programs or software, you must review them carefully to ensure they comply with Corporation policy and state and federal law. If you are unsure, contact the IT Services Staff.

22. Liability:

- a. Your use of Corporation technology is at your own risk.
- b. The Corporation is not responsible for any damage you may experience, the accuracy of information you find online, or any financial obligations arising from unauthorized use.
- c. Blackford County Schools assigns each student a Chromebook. The device and user assignment is logged and the assignee is responsible for the proper care and handling of the device at all times.
- d. Students will be financially responsible for any damages or costs incurred by the Corporation as a direct result of their misuse, abuse, intentional, or accidental damage of Corporation-owned technology and internet services.

23. Training:

- a. You will receive annual training on topics such as digital safety, cyberbullying, and appropriate online behavior. You are expected to participate in and understand this training.

Generative AI Expectations

These expectations are established to ensure the safe, appropriate, and ethical use of Generative AI (Gen AI) tools across Blackford County Schools (BCS), aligning with our mission to empower students to maximize their potential through our core values of CONNECT, INFLUENCE, ACHIEVE built upon Effective Policies & Procedures.

Foundational Principles for All Users

All users must adhere to the following core principles when utilizing Gen AI tools using school issued accounts and devices, including but not limited to district-approved resources like Google Gemini, Google NotebookLM, and Snorkl.

1. **Human Oversight is Required:** Gen AI is a powerful tool for assistance, not a substitute for human judgment, critical thinking, professional responsibility, or academic integrity. All outputs must be reviewed and verified by a human.
2. **Data Privacy and Security:** Never input Personally Identifiable Information (PII) or Confidential Information (e.g., student grades, medical records, staff personnel data) into any AI tool outside of the BCS Google Workspace for Education Plus ecosystem. Before using any new or third-party Gen AI tool, users must verify that the resource has been vetted and approved by the IT Services Staff.
 - a. Unauthorized use of external tools is an ethical lapse that compromises user data security and subject to formal discipline. Users are strictly prohibited from inputting Personally Identifiable Information (PII) or Confidential Information into any unauthorized or public-facing Gen AI model. This is a severe ethical breach and a violation of state and federal laws, including FERPA, as well as the duty of school personnel to protect the integrity of data and personal privacy of all persons. The use of only district-approved platforms is an ethical requirement to safeguard confidential data.
3. **Transparency and Attribution:** Users must be transparent about the use of Gen AI in their work and properly attribute AI-generated content.
4. **Compliance:** Use of all technology, including Gen AI, is subject to conditions defined in BCS Policy A300 (Responsible Use of Technology and Internet Use) for BCS administrator interpretation as well as all applicable federal and state laws, including FERPA (Family Educational Rights and Privacy Act) and COPPA (Children's Online Privacy Protection Act).
 - a. The use of Generative AI is a privilege and must strictly comply with BCS Policy A300, the BCS Data Governance Manual, and the Generative AI Administrative Guidelines, as well as all applicable federal and state laws. Violations of these ethical and compliance standards may result in a cancellation of privileges, disciplinary action (including expulsion or termination), or legal action.

Guidelines for Students

These guidelines apply to all students using a school-issued account and/or device.

1. **Academic Integrity:** Students must understand that using Gen AI to plagiarize is a violation of the Acceptable Use Policy. Work submitted for a grade must represent the student's own thinking and effort.
 - a. **Permissible Use:** Using Google Gemini for Students or Google NotebookLM as a thought partner when brainstorming, outlining, summarizing complex texts for comprehension, generating study questions, and exploring concepts.
 - b. **Permissible Use:** Using a Google Gemini Learning Coach Gem as a tutor for subject matter support.
 - c. **Prohibited Use:** Copying and pasting AI-generated answers directly for submission, or presenting AI output as original student work without explicit permission and citation from the teacher;
 - d. **Prohibited Use:** Using AI tools to generate inappropriate content
 - e. **Prohibited Use:** Using AI tools to generate materials (physical and/or digital) that impersonate, manipulate, and/or otherwise misrepresent information, communication, and/or individuals (e.g., deep fakes).
2. **Attribution and Transparency:** If a teacher permits the use of AI on an assignment, the student must clearly document which parts of the work were generated by AI.
3. **Tool Use:** Students are restricted to using only district-approved Gen AI tools (e.g., Gemini for Students, Google NotebookLM, Snorkl). Use of unapproved, unsupervised external AI websites is not allowed on a school-issued account or device.
4. **Digital Citizenship and Responsibility:** Students must understand that your interaction with AI tools is being monitored by Linewize Filter and Linewize Monitor for potential safety issues. Teachers also use Classwise to ensure appropriate use of technology in real time during instruction.

- a. **Safe Prompting:** Never ask the AI to generate inappropriate, hateful, or harmful content.
- b. **Data Protection:** Never give the AI personal information about yourself or others (e.g., home address, phone number, passwords).

By using Corporation-owned technology, you agree to abide by these procedures and all other applicable Corporation policies. Remember that your responsible use of technology helps to maintain a positive and effective learning environment for everyone.

Athletics

The interscholastic athletic program has been established as an important part of the total educational program at Blackford Junior/Senior High School (BJSJS). 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 make the most of your talents, 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 Junior-Senior High School can be among the most rewarding you will have in your lifetime. Make the most of every opportunity you get!

Athletic Department Purpose Statement:

We will strive to honor the great tradition of BRUINS Athletics by chasing excellence so that our student-athletes can learn lessons that will serve them in their lives.

Clarification

For clarification in this handbook. "BHS" or "high school" represents grades 9-12 and "BJHS" or "junior high" represents grades 6-8. Note that 6th graders may only participate in the individual sports which includes cross country, wrestling, swimming, and track and field.

IHSAA Eligibility Information (Grades 9-12)

To Students:

Participation in high school athletics offers a unique, memorable experience that will leave a lasting impact. Your eligibility is essential for involvement in sports. Review these key IHSAA rules with your parents/guardians and consult your principal, athletic director, or coaches if you have questions.

To Parents:

Athletics provide significant benefits, including improved grades, attendance, and lifelong learning and success. Student-athletes must meet specific eligibility standards to compete. Please review these rules with your student-athlete and emphasize the importance of following them. Your support is crucial.

From the IHSAA:

Since 1903, the IHSAA has governed high school athletics in Indiana, promoting fair competition and the connection between academics and athletics. BJSJS is a voluntary IHSAA member and abides by its rules. This summary outlines key eligibility regulations; full details are available in the IHSAA by-laws, accessible through your school or at www.ihsaa.org.

Athletic Eligibility

You are eligible if (ALL information below pertains to high school student-athletes; information pertaining to junior high student-athletes will be marked with an *):

1. Age (IHSAA By-Laws Rule 4)
 - a. 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 and Assumed Name Prohibition (IHSAA By-Laws Rule 5)
 - a. You have not played under an assumed name.
 - b. You have not accepted money or merchandise directly or indirectly from athletic participation.
 - c. You have not signed a professional contract in that sport.
3. Awards, Prizes, Gifts (IHSAA By-Laws Rule 6)
 - a. You have not received in recognition for your athletic ability any award that is not approved by your high school principal or the IHSAA.
 - b. You have not used or accepted merchandise as an award, prize, gift or loan or purchase such for a token sum.
 - c. You have not accepted awards, medals, recognitions, gifts and honors from colleges/universities or their alumni.
4. Conduct, Character, Discipline (IHSAA By-Laws Rule 8)
 - a. You have not conducted yourself in or out of school in a way which reflects discredit on your school or the IHSAA.
 - b. You have not created a disruptive influence on the discipline, good order, moral and educational environment in your school.
5. Consent and Release Certificates (IHSAA By-Laws 3-10)
 - a. You have the completed certificate (physical form) on file with your principal each school year, between April 1 and your first practice.
6. Enrollment (IHSAA By-Laws Rule 12)
 - a. You enrolled in a school during the first fifteen (15) days of a semester.
 - b. You have not been enrolled more than four consecutive years, or the equivalent (8 semesters), beginning with grade 9.
 - c. You have not represented a high school in a sport for more than four years.
7. IHSAA Return to Participation Following Absence (IHSAA By-Laws 9-14)

Consecutive Days Missed	No. of Practices Required
8 to 14	2
More than 14	3

8. Participation (IHSAA By-Laws Rule 15)
 - a. During Contest Season
 - i. You do not participate in try-outs or demonstrations of athletic ability in that sport as a prospective post-secondary school student-athlete.
 - ii. You do not participate in a practice with or against players not belonging to your school.
 - iii. You do not participate in a non-school-sponsored contest without an approved waiver.
 - iv. You do not attend a non-school camp.
 - v. You do not attend and participate in a student-clinic.
 - b. During School Year Out-of-Season
 - i. 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
- ii. You do not receive instruction in a team sport from individuals who are members of your high school coaching staff (Exception: open facility).
 - iii. You do not participate in a non-school contest that requires participation during school time, without gaining approval by the school principal or his/her designee.
- c. During Summer
- i. 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).
 - ii. You do not attend any non-school camp and/or clinic after Monday of Week 7 (See your athletic director for specific dates).
9. Pre-Participation Practice (IHSAA By-Laws 50-1)
- a. You have completed ten (8) 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.
 - b. The number of practices per day is irrelevant; it is days of practice.
 - c. You only need two (2) practices for girls' golf.
 - d. You only need five (5) days if moving from one sport to another assuming the second sport starts within one (1) week of the last contest day of the prior sport.
10. Scholarship (IHSAA By-Laws Rule 18)
- 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 student-athletes must pass five (5) credit courses per semester.
- a. You are currently enrolled in 70% of the full credit subjects or the equivalent that a student can take. Note: BJSHS student-athletes must take a minimum of five (5) credit courses.
 - b. Student-athletes attending the BAA, must complete 3 credits by midterm of the semester and 5 credits by the end of the semester.
11. Transfer
- Student-athletes should not be directly influenced to transfer, nor make the decision to transfer, based primarily on athletic considerations.
- Student-athletes whose first transfer is from IHSAA Member School to IHSAA Member School will maintain full eligibility if it occurs during their first six semesters of high school.
 - Second and subsequent transfers and transfers from non-IHSAA Member Schools will be handled in similar fashion to the way they have been in previous years.
 - 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 CSIET program, who has attended a member school for less than one year.
- Student-athletes whose second transfer involves a return to the IHSAA Member School where they established their initial promotion eligibility will retain full eligibility within 365 days of their enrollment date at the previous school.

12. Undue Influence (IHSAA By-Laws Rule 20)

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

- a. Encouragement or induce a prospective student-athlete to attend a school for athletic reasons.
- b. Offer or accept any tangible benefits to influence a student-athlete's decision to transfer
- c. Engage in any form of communication or contact with prospective student-athletes regarding athletic programs prior to their enrollment.

13. Personal Branding Activity (P.B.A.) (IHSAA By-Laws Rule 5-7)

Student-athletes may participate in PBA where the use of a student's name, image, or likeness for promotional, endorsement, or commercial purposes through appearances, licensing, social media, endorsements, branding, or similar activities.

Allowable PBA:

- a) Non-School, Non-Athletic PBA: Student-athletes may engage in PBA provided they do not represent the Member School and do not perform athletic services.
- b) Personal Brand Development: Student-athletes may develop and monetize their personal brand through social media, personal appearances, and endorsements unrelated to their school athletic participation.
- c) Skills-Based Services: Student-athletes may provide non-athletic services such as tutoring, personal training instruction, or coaching youth sports for reasonable compensation.

Prohibited PBA:

- a) School Representation: Any PBA that represents or references a Member School, unless directly connected to the student-athlete's participation in the school's interscholastic athletic program and directed by the school.
- b) Prohibited Activities: The student-athlete must not participate in any PBA related to products, services, individuals, companies, or industries that promote gaming or gambling, alcohol, tobacco, cannabis, illegal or banned substances (including performance-enhancing substances), sexually explicit material, or firearms/weapons.
- c) Athletic Services: PBA that involve utilizing athletic skills or participation in interscholastic athletic contests or demonstrations that are organized, sponsored by, or affiliated with a Member School. A student-athlete may provide the following activities if not associated with Member School representation:
 - 1) Instructional Services: individual or group instruction, lessons, clinics, or camps.
 - 2) Appearances & Demonstrations: Participation in events, exhibitions, or promotional activities that may involve athletic skill, provided such participation is not tied to Member Schools or Member School competitions, or outcomes.
 - 3) Private Training & Coaching: Providing training or coaching services to individuals or teams not affiliated with the Member School

d) PBA Collective Participation: Participation in or acceptance of benefits from PBA collectives that work on behalf of, in conjunction with, affiliated with, or for the benefit of any Member School.

e) Recruitment-Related Activities: PBA activities offered to entice a student-athlete to attend a particular high school for athletic purposes.

BJSHS and Other IHSA Eligibility Information

1. There are several things that must be accomplished prior to your first official practice of the season. You must complete all “forms” required by the Athletic Department on Final Forms (<https://blackford-in.finalforms.com/>). The IHSA Pre-Participation Physical Evaluation Form, once completed, is turned into the Athletic Office. Again, everything must be completed prior to participating in your first practice.
2. You must be in attendance by 11 a.m. 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 student-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. Student-athletes will not be given special treatment.
4. You are ineligible as a student-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 hours a day, 7 days a week and 365 days a year), that can be described as “behavior unbecoming a student-athlete” by the principal, assistant principal, or athletic director. Examples include insubordination, back-talking a teacher or coach, posting inappropriate pictures, taunting opponents on social media, etc.
5. You will forfeit any athletic awards if you quit a team prior to the end of the season. Student-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 you quit or dropped is completed unless by mutual consent of the head coach of the sport you quit and the head coach of the sport you hope to join.
6. 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 prior to leaving the event by your parent or guardian. You may ride home with another parent only if you provide your head coach a note signed prior to leaving an event by your parent and the parent you are riding home with.
7. Blackford Junior High Athletic Expectations
Any student receiving two (2) or more failing grades at midterm (4 ½ weeks) or at the end of the quarter (9 weeks) will be placed on academic probation.
 - a. A student on academic probation may try-out for and practice with the school team , but will not be eligible to play in competitions until probationary status is removed.
 - b. A student on academic probation will be required to attend study tables/tutoring at least 2 times per week.

Definition of a Student-Athlete

For the purposes of this handbook, a student becomes a student-athlete the first day a student tries out for any school sponsored team. From that day forward, he/she is considered a student-athlete and will be subject to the Athletic Code of Conduct for the remainder of his/her junior high or high school career. Note: Student-athletes start fresh in regard to discipline once they reach the 9th grade.

Appearance

Pride and attention to personal appearance is an important ingredient in the development of confidence. Other teams, fans, and officials will be observant of your appearance and behavior. So student-athletes are expected to set a favorable example by the way they represent themselves. Be neat and well-groomed at all times. Never be profane in the manner of speech. Participation in extra-curricular activities is a privilege. And as such, following the coach's rules for acceptable team appearance is required for participation.

Conduct in Participation

Student-athletes are expected to represent themselves with class and show good sportsmanship. Student-athletes should call officials "sir" or "ma'am" (avoid "blue" or "ref") and should hand the ball to the official when in close proximity. These actions represent yourself and our teams in a positive light.

Remember that some aspects of games are uncontrollable such as the weather and officials. Some aspects are controllable such as having a positive attitude and staying focused on the task at hand. Always stay focused on the aspects that you can control.

Athletic Council

The Athletic Council is made up of the head varsity coach of each sport, the principal, and the athletic director. If the principal is unable to attend, the assistant principal or designee may sit on the Council in his/her place. A quorum, consisting of a majority of the Athletic Council, is necessary to conduct a hearing.

Communication/Chain of Command

As a student-athlete, you will experience rewarding moments and, but there may be times when things do not go the way you wish. At these times your best choice is to express your concerns to your coach. It is always appropriate for the student-athlete to discuss position, consideration for future play, treatment, behavior, and ways to improve. Also, it is important for each student-athlete to inform his/her parent(s) that they are encouraged to discuss treatment, improvement, and behavior with the coach. However, it is never appropriate for student-athletes or parents to discuss other student-athletes with the coach.

When there are concerns, the student-athlete and parent(s) are asked to follow the chain of comment:

1. The student-athlete should address the problem with the coach one on one.
2. If the problem is not resolved, the parent should contact the coach.
3. If the problem still exists, contact the athletic director and set up a meeting with him privately or with the coach present.
4. It is always the prerogative of the parent to contact the principal, if the issue is still a problem after meeting with the athletic director and the coach.

24-Hour Rule

Parents should wait 24 hours after a contest or practice to discuss a situation with a coach. The situation may look and feel very different after you have had time to reflect upon a concern. Never confront a coach before or after a contest or practice as these times can be very emotional for both the parent and coach and, especially in cases when only one coach may be available, the coach is still expected to supervise and monitor their team.

Multiple Sport Participation

The student-athlete shall enjoy as many sport seasons as they wish to participate in without influence from any coach to specialize in one (1) sport. All coaches should encourage participation in other sports.

A student-athlete in grade nine (9), ten (10), eleven (11), and 12 (twelve) may participate in two (2) sports during the same season if they meet the following criteria:

1. Both coaches involved must approve the Dual Sport Participation
2. A schedule must be developed prior to the beginning of the contest season that specifically identifies practice and contest attendance to resolve conflicts.
3. The schedule must be approved by both coaches, the athletic director, and student-athlete
4. If the student-athlete commits a code violation, the consequence will be served in both sports
5. If a student-athlete chooses to “drop” one of the sports, a meeting with the student-athlete, coaches involved, administration is required.

Athletic Code of Conduct

Behavior Unbecoming a Student-Athlete

This refers to actions or deeds that student-athletes may be involved in during school activities taking place in the classroom, hallway, at all school, 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, and/or dismissal from the team as determined by the principal, assistant principal, or athletic director. Consideration will be taken for any student-athlete who fully cooperates in the process, is honest and forthright in their discussions with the administrator, and admits his/her guilt in regard to the incident. Note: It is the firm belief of the BJSHS Administration that being a BJSHS Student-Athlete is a privilege, not a right, and it is the expectation that student-athletes represent BJSHS “with class” 24 hours a day, 7 days a week, and 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 inappropriate behavior(s). Consideration will be taken for any student-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 student-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: A student-athlete who has been suspended during school for any portion or full day 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 school day due to necessity. Note: In the event of an in- school suspension, a student-athlete may still be suspended for “conduct unbecoming a student-athlete.”

Out-of-school suspension: A student-athlete who has been suspended outside of school for any of the last three (3) periods of a day, or a full day, will not be eligible to participate in any practice or contest on any day included in the student-athlete’s suspension. A suspension in effect on a Friday and the following Monday will make a student-athlete ineligible for any weekend event.

Some violations are viewed by the Athletic Council as particularly serious and call 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, student-athletes are not to use or be in possession of tobacco products in any form. Student-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. This includes “look-a-likes” and anything when taken within the human body is intended to alter mood or mental state, including any item or substance which is represented by a student-athlete to be, or is believed by a student to be any of the foregoing, regardless of the nature or appearance of the substance, is prohibited at any time.

1. 1st offense*: Suspension equaling 25% of the sport season.
2. 2nd offense*: Suspension equaling 50% of the sport season.

*Note on 1st and 2nd offenses: Upon completion of the suspension, the student-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 re-applied during the student-athlete’s next sport season of participation. If the student-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 of the penalty in accordance with the overall philosophy of the rule.

3. 3rd offense: Suspension equaling one (1) calendar year from the date of the third violation.
4. 4th offense: Suspension for the remainder of his/her junior high or high school career.

Note: An appeal of any suspension by the student-athlete or the specific situation warrants a meeting of the Athletic Council. Reinstatement of the student-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 a student-athlete who admits to violating this policy and agrees to the suspension.

5. The principal, assistant principal, or athletic director has the right to reduce the suspension of a student-athlete who fully cooperates in the process, and is honest and forthright in their discussions with the administrator. However, an administrator may not reduce the suspension more than 50% of the stated suspension length.
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 equals a non-whole number (e.g. 10.25, 5.33, 6.5, 7.66, etc.), the number will be *rounded up* (example: 25% of a 10 game season would result in a suspension of 2.5 games; when rounded up, the suspension would be 3 full games). . A scrimmage is considered a practice and will *not* count towards a suspended contest.

Hazing, Harassment, Bullying, and Theft

Hazing, harassment, bullying (including cyberbullying), and theft in any form is unacceptable behavior for a student-athlete. It is considered a major violation and will not be tolerated.

Consequences for All Other (Non-Tobacco, Alcohol, Controlled Substances) Major Violations

Whether in or out of season, a student may be suspended from athletics for major violations not involving tobacco, alcohol, and controlled substances including, but not limited to, instances of fighting, hazing, harassment, bullying, and theft. The principal, assistant principal, and/or athletic director shall determine what is considered a major offense.

1. 1st offense*: Suspension equaling 25% of the sport season.
2. 2nd offense*: Suspension equaling 50% of the sport season.

*Note on 1st and 2nd offenses: Upon completion of the suspension, the student-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 re-applied during the student-athlete’s next sport season of participation. If the student-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 of the penalty in accordance with the overall philosophy of the rule.

3. 3rd offense and beyond: Suspension equaling one (1) calendar year.
4. 4th offense: Suspension for the remainder of his/her junior high or high school career.
Note: An appeal of the suspension by the student-athlete or the specific situation warrants a meeting of the Athletic Council. Reinstatement of the student-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 a student-athlete who admits to violating this policy and agrees to the suspension.
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 a student-athlete who fully cooperates in the process, and is honest and forthright in their discussions with the administrator. However, an administrator may not reduce the suspension more than 50% of the stated suspension length.
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 student-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 ½ a game.

Consequences for All Minor Violations

Violations that are not considered major violations may result in a student-athlete receiving a one (1) or two (2) game suspension depending on the nature of the violation as determined by the principal, assistant principal, and/or athletic director. Generally, repeated violations of the same nature will result in the greater suspension. Examples of minor violations may include, but are not limited to, insubordination towards a coach or teacher, disrespectful behavior towards a coach, teacher, official(s), fan(s), or opponent(s) and uncooperative behavior. In some cases, and depending on the seriousness of the inappropriate behavior, a warning may be issued explaining the inappropriate behavior of a student-athlete prior to handing out a suspension.

Appeals

A student-athlete and his or her parent(s)/guardian(s) have the right to appeal a ruling by notifying the athletic director or principal in writing within five (5) school days after notification of the decision of discipline. When appealing a ruling the parents must include, in writing, a list of people they wish to bring to the appeal hearing. The Athletic Council may limit attendance at its discretion. If written notification is not received within five (5) school days requesting a hearing, the right of appeal is forfeited.

1. The purpose of the appeal meeting is to inquire informally into the student-athlete's alleged violation and to allow the student-athlete and parent(s)/guardian(s) to speak on the student's behalf. It is not an evidentiary hearing. The entire hearing may be tape recorded with copies available upon request to the parties involved.
2. Within five (5) days after the hearing the parent(s)/guardian will be notified of the Athletic Council's decision.
3. The student-athlete is not eligible for competition during the appeal process.
4. The decision of the Athletic Council is final.

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 student-athlete while "in 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, incidents of theft, vandalism, harassment and/or hazing, or other such major offenses and/or repeated minor offenses such as, but not limited to, repeated violations of team rules and/or repeated acts of insubordination toward a coach or teacher.

Guidelines for Meeting with Coaches

Student-Athletes and parents are encouraged to talk with the coach(es) about athletic questions and student-athlete concerns. We do want to ensure, however, that private matters are handled in a private and professional manner and not aired in a public situation where coaches, student-athletes, or parents become hurt or embarrassed. If you want to talk with a coach, politely let them know in advance and mutually arrange a time that the conversation can take place. It is expected that all student-athlete and/or parent/legal guardian communications will be conducted under the following guidelines:

1. The conversation should be about you (student-athlete) or your son or daughter and not about other members of the team.
2. Be prepared for the coach(es) to answer your questions honestly.
3. All communications will be conducted in a civil manner. There will be no yelling, threats, or foul language allowed. The discussion or communications will end immediately if the above expectations are not met. It is suggested that if you are upset or emotional about an issue that you take 24 hours to calm down and organize your thoughts before contacting the coach. Failure of student-athletes and/or parents or guardians to conduct themselves in a civil manner may result in disciplinary action for the student-athlete.
4. If the matter has not been settled after talking with the coach(es) and you feel that further attention is needed, a meeting will then be scheduled between the athletic director and/or other appropriate administrators, the coach(es), parents/legal guardians, and/or student-athlete at the earliest available time.

Athletic Awards

In order to receive coaches and Athletic Department awards, the student-athlete must be in good standing at the end of the season. Good standing will be considered as not being in violation of the Athletic Policies and Procedures. In addition, the following criteria will be observed to earn Varsity Letters:

1. Attendance & Participation during the academic time and extracurricular time.
2. Comply with BJSHS Student-Handbook and Athletic Policies & Procedures.
3. Meet and maintain eligibility requirements set forth by the IHSAA and BJSHS.
4. Must be listed on the IHSAA tournament roster.

Athletic Award Winners

Within one (1) week of the completion of the season, the head coach will submit the following to the Athletic Office:

1. A list of team members who have successfully completed the season.
2. A list of award winners by level (Varsity Letter, JV Certificate, other certificates, etc.)
3. A list of individuals earning special recognition awards:
 - a. Most Valuable Player (provided by Athletic Department)
 - b. Most Improved Player (provided by Athletic Department)
 - c. Mental Attitude Award (provided by Athletic Department)
 - d. BRUIN Award (provided by Athletic Department)
 - e. Any other awards will be purchased and paid out of team account
4. A list of managers earning a letter, based on fulfillment of the role as requested by the coach

BJSHS student-athletes earning their seventh (7) "Major B" will receive a letter jacket paid for by the Athletic Department. However, a student-athlete and their family may choose to purchase a letter jacket after earning their first "Major B." If the student-athlete purchases a jacket, they must pick up a purchase card from the Athletic Department and understand that the Athletic Department will not reimburse the student-athlete and family after the seventh (7th) "Major B" is earned.

A major letter earned at another school may be counted towards the seven (7) required for an athletic jacket. No other athletic letters are to be worn except for the block “B” by student-athletes. Wearing any other school letter is considered improper school dress and may be subject to disciplinary action.

Awards given out by the Athletic Department for high school student-athletes:

1. Numerals = “Major B” or JV B
2. JV B for those who do not meet the criteria for a “Major B” (Subsequent JV B recipients will earn certificates)
3. “Major B” recipients
 - a. Subject to the head coach’s discretion. In general, the student-athlete should play in one-half (½) of the season, play a major role, or become a starter in the IHSAA tournament
 - b. Head coaches will provide details of the criteria to earn a varsity letter at the beginning of the season
 - c. A student-athlete who has played JV for three (3) years prior to their senior year and has played in at least one (1) varsity contest their senior year is eligible to receive a “Major B”
 - d. A patch is given to subsequent “Major B” awards
4. A certificate is given to those who finish their sport in good standing for Junior High

Bruin Award Criteria

The BRUIN Award recognizes student-athletes who embody the excellence, dedication, and integrity that define BRUINS Athletics. This prestigious honor is award to individuals who demonstrate outstanding leadership, sportsmanship, and a commitment to both academic and athletic success. Recipients of the BRUIN Award not only excel in their respective sports but also serve as role models, displaying perseverance, teamwork, and respect. Through their dedication, they uphold the great tradition of BRUINS Athletics, learning valuable life lessons that will serve them well beyond their time as student-athletes.

Bruin Award recipients exemplify our commitment to:

- Connect: Building respectful, caring, and growth-minded relationships with teammates, coaches, and the community.
- Influence: Leading through collaboration, cooperation, and commitment to bring out the best in themselves and those around them.
- Achieve: Striving for excellence by holding themselves and others to high standards in pursuit of their greatest potential.

By embracing these values, BRUIN Award winners represent the heart of BRUINS Athletics and the lifelong impact of chasing excellence.

Athletic Award Guidelines

FALL SEASON	GUIDELINE	WINTER SEASON	GUIDELINE	SPRING SEASON	GUIDELINE
Cheer	Abide by the Athletic Department Policies & Procedures and be on varsity squad	Cheer	Abide by the Athletic Department Policies & Procedures and be on varsity squad	Baseball	Participate in an average of two (2) innings per game
Cross Country	Top seven (7) scorers in one-third ($\frac{1}{3}$) of scheduled meets	M. Basketball	Participate in one-half ($\frac{1}{2}$) of total quarters throughout season	M. Golf	Participate as a member of the top five (5) in at least one-half ($\frac{1}{2}$) of the varsity matches in a season
Football	Participate in one-half ($\frac{1}{2}$) of total quarters played throughout season	W. Basketball	Participate in one-half ($\frac{1}{2}$) of total quarters throughout season	Softball	Participate in an average of two (2) innings per game
W. Golf	Participate as a member of the top five (5) in at least one-half ($\frac{1}{2}$) of the varsity matches in a season	Swim & Dive	Participate in one-half ($\frac{1}{2}$) of the meets throughout the season.	W. Tennis	Participate in one-half ($\frac{1}{2}$) of varsity matches throughout season
M. Soccer	Participate in at least one-half ($\frac{1}{2}$) of the total number of halves played in the varsity season Ex.) 15 games x 2 halves/game = 30 halves ... minimum of 15 halves	M. Wrestling	Participate in one-half ($\frac{1}{2}$) of the meets throughout the season.	Track & Field	Must accumulate a total of at least sixteen (16) individual points during the season. an individual on a relay team that scores shall receive one-fourth ($\frac{1}{4}$) of the points scored by the relay team
W. Soccer	Participate in at least one-half ($\frac{1}{2}$) of the total number of halves played in the varsity season Ex.) 15 games x 2 halves/game = 30 halves ... minimum of 15 halves	W. Wrestling	Participate in one-half ($\frac{1}{2}$) of the meets throughout the season.	Uni. Bowling	Athlete = play in full season Partner = play in two seasons 1st year senior must play 90% of games
M. Tennis	Participate in one-half ($\frac{1}{2}$) of varsity matches throughout season			Uni. Track & Field	Athlete = play in full season Partner = play in two seasons 1st year senior must play 90% of games
Uni. Flag FB	Athlete = play in full season Partner = play in two seasons 1st year senior must play 90% of games				
Volleyball	Participate in one-half ($\frac{1}{2}$) of all sets played throughout the season				

Appendix (Miscellaneous 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:

1. Stay off roadways until buses come to a complete stop.
2. Be seated and remain seated while the bus is moving.
3. Not throw objects of any kind on the bus.
4. Not use profane, indecent, or lewd language.
5. Not eat or drink on the bus.
6. 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 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

Prohibited Conduct

The School Corporation prohibits criminal organization activity and similar destructive or illegal group behavior on school property, or school buses, or at school-sponsored functions.

The Corporation prohibits reprisal or retaliation against individuals who report suspected criminal organization activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about criminal organization activity and similar destructive or illegal group behavior.

Definitions

"Criminal Organization": a formal or informal group with at least three members that specifically either:

1. promotes, sponsors, or assists in; or participates in;
2. requires as a condition of membership or continued membership; or
3. has as one of its goals;

the commission of a felony or an act that would be a felony if committed by an adult or a battery offense included in IC 35-42-2.

“Criminal Organization activity”: a student who knowingly or intentionally actively participates in a criminal organization, or a student who knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal organization.

Procedures for Reporting and Investigating

Corporation employees are required by law to report any incidence of suspected criminal organization activity, criminal organization intimidation, or criminal organization recruitment to the principal and school safety specialist.

The principal or designee shall conduct a thorough and complete investigation for each report of suspected criminal organization 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 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 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 Superintendent or his or her designee, who shall submit a written report to the Indiana Department of Education by June 1 of each year.

Consequences

A confirmed dent of criminal organization activity is a violation of the Corporation’s code of conduct. The principal or the principal’s designee shall respond to criminal organization activity, according to the parameters described in the Corporation’s code of student conduct and policy. 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. 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 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 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 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 activity, and whether consequences were imposed, or services provided to address the activity. This information is to be provided in an expedited manner.

Intervention Services

The principal may provide intervention or relevant support services to a student involved in, or suspected of being involved, in criminal organization activity. The following types of services, including family support services, are available: counseling, establishing training programs to reduce criminal organization activity and enhance school climate, enlist

parent cooperation and involvement, community and faith-based organizations and civic groups, after-school programs developed in collaboration with other stakeholders, school sanctioned/facilitated extra-curricular activities, or other appropriate action.

The Superintendent or his or her designee shall ensure that notice of this policy appears in the student handbooks and on the Corporation's website.

- I.C. § 20-19-3-12
- I.C. § 20-26-18 et. seq.
- I.C. § 20-33-9-10.5
- I.C. § 35-45-9-1

Pest Control

Blackford County School is committed to providing students and staff a safe learning environment and seeks to prevent them from being exposed to pests and pesticides. Pest control practices may involve a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing potential pesticide exposure to students and staff.

The Corporation will:

1. Inform parents and staff members at the beginning of each school year of the Corporation's pest control policy by a separate memorandum or as a provision in the student handbook;
2. Provide the name and phone number of the person to contact for information regarding pest control;
3. Establish a registry of parents and employees who want to receive advance notice of all pesticide use and provide such notice;
4. Provide notice of planned pesticide applications to parents and employees who have requested advance notice;
5. Provide notice of all pesticide applications to building administration, school nurses, and staff, by school postings in appropriate places, and
6. Maintain a written record for at least 90 days of any pesticide applications.
7. The Corporation will provide notice to those requesting pesticide information at least two (2) school days prior to the date and time the pesticide application is to occur. The notice will include the date and time of pesticide application, the general area where the pesticide is to be applied and the telephone number to contact the school for more information.

In case of emergency pesticide applications, because of immediate threat to the public health, the school shall give written notice as soon as possible. When possible, pesticide applications will be done during non-instructional time or during vacation periods.

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 prior to the test date in coordination with the drug screening company. . Random selection of numbers will not occur the same day of each week. Twenty-five (25) participants and five (5) alternates will be selected each month for drug and alcohol testing during the school year. Five students will be tested per week.

Notification of Students Selected

Students selected for testing will be notified the day of testing by their respective principals or his or her designee. If a student fails to report for testing, the principal of the respective school shall determine if the student is absent from school. Absent students chosen for testing will be replaced with one of the alternates chosen in the random sample. I

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 school's 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 violations of the student code.

1. First Positive Result

- a. 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.
- b. 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,
- c. 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.
- d. Any athlete must continue to participate in practices during the suspension period.

- e. The parent/student is encouraged to schedule an assessment with a rehabilitation center of their choice and expense.

2. Second Positive Test

- a. 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.
- b. 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.
- c. 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.
- d. Any athlete must continue to participate in practice during the remainder of the season while under suspension unless the coach decides otherwise.
- e. The parent/student must schedule an assessment with a rehabilitation center of their choice and expense.

3. Third Positive Test

- a. 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
- b. Lifetime forfeiture of parking/driving privileges on school grounds.
- c. If the calendar year expires during an athletic season that the student wishes to participate in, 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. At no time will the original specimen be sent to the student or the student's family. 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 have 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 the 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 of 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 Options

At any time during the expulsion process, a student and their parents/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:
 - a. Verbal abuse of a sexual nature or unwelcome touching.
 - b. Pressure for sexual activity.
 - c. Suggesting or demanding sexual favors accompanied by implied or explicit threats concerning one's grades or promises of grades.
 - d. Continued or repeated sexual jokes, language, epithets, flirtation, advances or propositions.
 - e. Graphic verbal commentary about a person's body, sexual prowess or sexual deficiencies, including social life.
 - f. Sexually degrading or vulgar words describing an individual.

- g. Leering, whistling, touching, pinching, brushing the body, assault, coerced sexual acts, suggestive insulting, obscene comments or gestures.
- h. The display of sexually suggestive objects, pictures, posters or cartoons.
- i. Name calling, relating stories, gossip, comments or jokes that may be derogatory toward a particular sex.
- j. The display of sexually suggestive graffiti.
- k. Retaliation against students complaining about such behavior.
- l. Asking questions about sexual conduct or sexual preferences
- m. Harassment consistently targeted at only one sex, even if the content of the verbal abuse is not sexual in nature.
- n. 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. a 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...
 - a. 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.
 - b. 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 digitized 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.
 - c. It is “child pornography,” a class D felony under I.C. 35-42-4-4(c), for any person/student to possess a photograph, motion picture, digitized 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.
 - d. “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.

- e. 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.
- f. 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.

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

Use of Metal Detectors

Administrative Search

In view of the escalating school violence, the potential presence of weapons in our schools, and the school corporation’s duty to maintain a safe learning environment, the Board of School Trustees authorizes the use of metal detectors to check a student’s person or personal effects. Only school personnel who have been trained in the usage of metal detectors, law enforcement officers assigned to the school corporation, or school resource officers shall operate the metal detectors under the direction of the administration.

School officials or law enforcement officers may conduct metal detector checks of groups of individuals if the checks are done in a minimally intrusive, nondiscriminatory manner. Metal detector checks of groups of individuals may not be used to single out a particular individual or category of individuals.

If a school official or a law enforcement officer has reasonable suspicion to believe that a particular student is in possession of an illegal or unauthorized metal-containing object or weapon, he or she may conduct a metal detector check of the student’s person and personal effects.