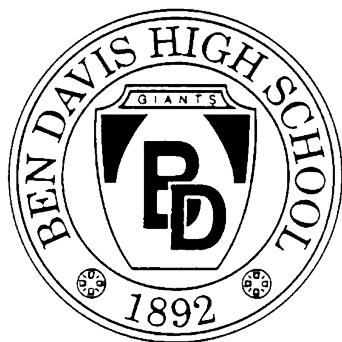


**BEN DAVIS HIGH SCHOOL  
1200 NORTH GIRLS SCHOOL ROAD  
INDIANAPOLIS, INDIANA 46214-3403**



**EXCELLENCE IN ACADEMICS, ACTIVITIES,  
ATHLETICS AND THE ARTS**

**THIS BOOK BELONGS TO:**

NAME: \_\_\_\_\_

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**Ben Davis High School**  
**General Information**  
317-988-7000  
Fax 317-988-7311

Administration

Ms. Sandra Squire	Principal
Mr. Matt Clodfelter	Associate Principal
Mr. Kevin Britt	Assistant Principal
Mr. Brayton Mendenhall	Assistant Principal
Mr. Mike Lile	Assistant Principal
Mr. Tim Pratt	Assistant Principal/Career Center
Ms. Kimberly Carey	Dean of Students
Mr. Kevin Stanton	Dean of Students
Mr. Dante Brown	Special Education Administrator
Ms. Kris Walker-Guess	Special Ed. Transition Coordinator
Mr. Kyle Pfister	Special Ed. Case Conference Coordinator
Ms. Heather McGowan	Athletic Director

**Student Services**

Phone	317-988-7360
Fax	317-988-7313

**Area 31 Career Center**  
317-988-7168

**Clinic**

School nurse

Rebecca Shoemaker	317-988-7172
Brittney Hayes.....	317-988-7256

**Athletics**

Athletic Office	317-988-7002
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**BDHS Switchboard Information**

Main Office	317-988-7000
Attendance Line	317-988-7300
Main Office Fax	317-988-7311
Music Dept. Fax	317-988-7376
Athletic Fax	317-988-7001
Ben Davis Extended Day School	317-988-7342

Ben Davis High School phones are available 24 hours a day. The office is staffed from 7:00 AM to 4:00PM daily during school days. Summer or non-school day times may vary. When the office is not open, a voice mail system will allow callers to ring specific phone extensions and leave messages for specific staff members.

To leave a message for a staff member during school hours you may call the school at 317-988-7000.

## Contact Information

### TO GET HELP REGARDING

#### **Safety Hotline**

#### **Absences**

Academic Drivers Insurance

Athletics

Area 31 Career Center

Band

Book Rental/Fees Owed (7:15 - 1:00)

Bus Pass

Change of Address

Change of Schools

College Information

Driver Education

Early Dismissal

Extended Illness

Home-School Relations

I. D. Card

Illness

Intention to Employ Form/Work Permit

Job Opportunities

Late Arrivals

Leave items for student

Locker

Lost and Found

Lunch/Textbook Assistance

Parking Permit

Ride Different Bus

Rumor Control

Schedule Adjustments

Scholarships

School Bus Information

Social Security Forms

Summer School

Transcript

Visitors Pass

### GO TO

**Administration**

**Attendance Office**

Student Services

Athletic Office

Career Office

Band Office

Bookstore

Main Office

Student Services

Student Services

Student Services

CIESC

Attendance

Student Services

Main Office

Bookstore

Clinic

Bookstore

Career Center Office

Door 1

Main Office

Main Office

Main Office

Student Services

Main Office

Main Office

Main Office

Student Services

Student Services

Transportation Office

Records Office

Student Services

Records Office

Main Office

### CALL

**317-988-7722**

**317-988-7300**

317-988-7360

317-988-7002

317-988-7230

317-988-7211

317-988-7125

317-988-7000

317-988-7360

317-988-7360

317-988-7360

317-387-7107

317-988-7300

317-988-7360

317-988-7000

317-988-7000

317-988-7256

317-988-7125

317-988-7167

317-988-7000

317-988-7000

317-988-7000

317-988-7000

317-988-7360

317-988-7000

317-988-7119

317-988-7000

317-988-7360

317-988-7360

317-988-6375

317-988-7118

317-988-7360

317-988-7118

317-988-7000

## Attendance Hotline

317-988-7300

Parents needing to report student absences should call the BDHS Attendance Hotline, 317-988-7300. This voice-mail-based system is available 24 hours a day. When the Attendance Hotline is answered, recorded instructions for parents are given. When phoning, please plan to leave:

- The student's name (first, middle, and last) and grade (please include the correct spelling of the name)
- The date of the absence
- The reason for the absence
- The parent's name and a day phone number

## Homework Hotline and Voicemail

It is important that students have access to current homework assignments and that parents have access to teachers. Therefore, teachers maintain current "homework hotlines" and voice messages. This

may be updated daily or weekly. To access the teacher Homework Hotline/Voicemail call, the school at 317-988-7000 and follow the prompts.

## MSD OF WAYNE TOWNSHIP

### 2024-2025 School Calendar

Monday, July 29, 2024	Teacher Workday (District Staff Development, No students)
Tuesday, July 30	Teacher Workday (District Staff Development, No students)
Wednesday, July 31	Pre-K, Preschool, Grades K-12 Students Full Day
Monday, September 2	Labor Day (No School)
Friday, September 27	<b>END OF FIRST GRADING PERIOD (47 DAYS)</b>
Monday, September 30	<b>BEGINNING OF SECOND GRADING PERIOD</b>
Week of Oct. 7-11	Parent/Teacher Conferences
Mon. Oct. 14 – Fri. Oct. 25	Pre-K, Preschool, Grades K-12 Fall Recess (No School)
Tuesday, November 5	Staff Development Day (No Students)
Wed. – Fri., Nov. 27 – 29	Thanksgiving Recess (No School)
Friday, December 22	<b>END OF FIRST SEMESTER (93 DAYS)</b>
Mon Dec. 20 – Fri. Jan 3	Winter Recess (No School)
Monday, January 6	Staff Returns From Winter Recess (Building Staff Development, No Students)
Tuesday, January 7	<b>SECOND SEMESTER BEGINS</b> – Pre-K, Preschool, Grades K-12 Students Return From Winter Recess
Monday, January 20	Dr. Martin Luther King, Jr. Day (No School)
Monday, February 17	President's Day (No School)
Friday, March 14	<b>END OF THIRD GRADING PERIOD (42 DAYS)</b>
Mon., Mar. 24 – Fri. April 4	Spring Recess (No School)
Monday, May 27	Memorial Day (No School)
Wednesday, June 4	<b>END OF SECOND SEMESTER (89 DAYS)</b> (Pre-K – Grade 11 Last Day)
Thursday, June 5	<b>LAST DAY OF SCHOOL (Teacher Workday, No Students)</b>

NOTE: If school cancelation must occur, the first two cancelations will not be made up. Cancelations 3 through 7 will be elearning days. Possible make-up days thereafter will occur in the following order if

cancellation of school occurs 5 or more days prior to the possible make-up day:

January 20 – Martin Luther King, Jr. Holiday

February 17 – President’s Day

May 26 – Memorial Day

June 5 – Last Day of School

## **Mission Statement of Ben Davis High School**

The mission of Ben Davis High School, a partnership of students, staff, families, and community, is to ensure that all students acquire and apply knowledge, skills, processes, and values to become life-long learners and productive citizens in a diverse society through an innovative educational program of outstanding quality.

### **Belief Statement**

**We believe that education is a unique opportunity  
and the most effective process  
to pass on knowledge to the next generation.**

**We believe that a positive learning environment with strong relationships is vital to students’ success.**

- We believe every student can learn when motivated and engaged in a positive learning environment.
- We believe students need to feel that they are part of the learning environment.
- We believe all students/people can and will learn when placed in an academically rich, nurturing environment.
- We believe that personalization makes students feel valued, increases self-confidence, and helps build essential connections and relationships.

**We believe that learning should be individualized.**

- We believe that learning is different for all learners —requiring differentiation and student choice.
- We believe that all students learn in different ways and at different rates; that all students have strengths, weaknesses, and gifts; and that educators must create engaging lessons that focus on individual needs.
- We believe that student recognition plays a vital role in motivating students to achieve, excel, and strive to do their best.
- We believe that celebrations of success, improvement, and accomplishments —of both groups and individuals— play a significant role in building self-esteem, morale, and pride—individually and collectively.

**We believe that learning should be relevant.**

- We believe that learning should be applicable to students’ lives and prepare them to be productive, life-long learners.
- We believe that all students can achieve when curriculum is designed with students’ interests, skills, and learning styles in mind.
- We believe that all students have gifts and strengths that can be revealed through relevant teaching.

**We believe that educators should provide a solid, organized, class structure to improve learning.**

- We believe that a class should be structured, well-planned, and include various activities while allowing for student creativity and ownership.
- We believe that teachers need to be prepared, focused, motivated, and willing to take ownership of student success.
- We believe that teachers provide opportunities for student learning through inspiration, support, and structure.
- We believe that teachers need to prioritize learning, build relationships, and create relevant lessons to maximize student success.

**We believe that all stakeholders should work together to enhance student achievement.**

- We believe that the best possible climate for learning is the unification and collaboration of stakeholders —administration, teachers, parents, students.

**We believe that high expectations are vital to student success.**

- We believe that challenging students and making connections through a rigorous curriculum will foster success.
- We believe that the school should set high expectations for student learning.
- We believe that students will rise to the expectations set before them.

# MSD of Wayne Township Code of Conduct

## Rights and Responsibilities

<i><b>RIGHTS</b></i>	<i><b>RESPONSIBILITIES</b></i>
<b>I. <u>EDUCATION</u></b>	
<p>A. Eligible students whose parents or guardians reside within the areas served by the MSD of Wayne Township along with transfer students have a right to a public education beginning with kindergarten and extending through the twelfth grade. This right extends to all students, including married students, students with a child or children, pregnant students, and disabled students regardless of the severity of their disability. Attendance in school is mandatory in Indiana from age seven or from the time of official enrollment until the student graduates or becomes eighteen.</p> <p>B. No student shall be subjected to corporal punishment, suspended, or expelled from the MSD of Wayne Township without an appropriate level of due process being implemented. However, a student's immediate removal may be necessary to restore order or to protect persons where the student's presence in school would constitute an interference with an educational function or school purposes.</p>	<p>It is a joint responsibility of the student and parent or guardian to see that the student attends school regularly:</p> <p>A. To be on time to school and each class assignment</p> <p>B. To have appropriate supplies, texts, and/or equipment on hand when required for class</p> <p>C. To have assignments prepared</p> <p>D. To understand and obey rules and regulations</p> <p>E. To accept authority of school personnel</p> <p>F. To seek help when it is needed</p> <p>G. To have the parent or guardian notify the school of the student's absence</p> <p>H. To obtain and complete assignments for all absences</p> <p>I. To understand due process and its basic principle, which is to provide justice, not evasion</p>
<p>Research indicates a positive relationship between attendance and grades. Parents are encouraged to maintain a close contact with the school so that a joint effort might be made to prevent the development of attendance and discipline problems.</p>	
<b>II. <u>FREE SPEECH AND EXPRESSION</u></b>	
<p>A. Students may express publicly or privately, in writing or orally, their opinions, concerns and ideas as long as that expression does not interfere with the right of others in the school</p>	<p>A. To see that the student's expression is offered in an appropriate manner at an appropriate time and place so that it does not interfere with an educational</p>



<p>setting.</p>	<p>function or school purposes, present a hazardous condition, contain vulgarities, libelous or slanderous components as defined by law, or advocate violation of a law or school rule.</p>
<p><b>III. <u>SAFE SCHOOL ENVIRONMENT</u></b></p>	
<p>A. Students are entitled to a safe school environment in which to learn.</p>	<p>A. To monitor one's own behavior so that harm to self or others does not occur  B. To help forestall, when possible, wrongful acts by other students or individuals  C. To advise staff members when the safety of individuals or property is threatened</p>
<p><b>IV. <u>PERSONAL PROPERTY</u></b></p>	
<p>A. Students have the right to have personal belongings secure within the educational setting  B. Students shall be provided the rules regarding searches of lockers and their contents. Lockers and other storage areas remain the property of the MSD of Wayne Township. Where possible, searches shall be conducted in the presence of the students. The principal may request law enforcement officials to assist in a search. A student may be searched when there is reasonable suspicion to believe the student possesses any illegal item or an item that will cause harm to that student or any other person.</p>	<p>A. To keep personal property in appropriate places.  B. To keep locker combinations confidential and to use only their assigned locker.  C. To refrain from bringing to school any materials or items that would be disruptive or dangerous.  D. To respect the property rights of all others.  E. To refrain from transporting or keeping illegal and/or dangerous items on school property.</p>
<p><b>V. <u>INDIVIDUAL FAIR TREATMENT AND RESPECT</u></b></p>	
<p>A. Students have a right to expect courtesy, fairness, and respect from school personnel and other students.</p>	<p>A. To treat others in the educational setting with courtesy, fairness, and respect.</p>

<b>VI. <u>DRESS AND GROOMING HABITS</u></b>	
A. Students may dress and groom themselves in any manner that is not disruptive to the educational program and dangerous to themselves or others.	<p>A. To follow the Wayne Township Schools' dress code, dressing and exhibiting grooming habits appropriate for the educational activity.</p> <p>B. To refrain from grooming in the classroom or where it would constitute an interference with an educational function or school purposes.</p> <p>C. To wear required safety devices or uniforms that ensure the student's safety or unrestricted movement.</p>
<b>VII. <u>PRIVACY</u></b>	
A. Students' educational records will be protected and any disclosure will be consistent with legal requirements specified in the state and federal law.	A. To keep school personnel promptly informed about changes in addresses, phone numbers, emergency contacts, etc.
<b><u>FACILITIES, FACULTY, AND CURRICULUM APPROPRIATE TO NEEDS</u></b>	
A. Students' right to a public education assumes that a diversified curriculum will be taught by appropriately licensed teachers in clean, equipped facilities.	<p>A. To contact appropriate persons and to use appropriate channels to make needs known.</p> <p>B. To refrain for destroying or damaging school property.</p>
<b>IX. <u>EXTRA-CURRICULAR ACTIVITIES</u></b>	
A. Students who express an interest in and meet the qualifications for participation in any extra-curricular activity may not be denied participation on the basis of age, sex race, color, creed, national origin, disability, or ability to pay.	A. To be enrolled in school, to become informed about the rules for participation, and to understand that ability may govern participation in certain activities.

**Attendance Policies and Procedures**

**Attendance policy and procedures philosophy**

Research indicates a positive correlation between attendance and grades. Parents are encouraged to maintain close contact with the school so that a joint effort might be made to prevent the development of attendance and discipline problems.

A student's attendance is essential to learning – learning that includes not only factual subject matter, but also attendance habits, work habits, attitudes, and ideals. Poor attendance interrupts the process of education. It also impedes the continuity of the lessons presented, the ability of the students to understand and gain insight from the classroom experiences, and the students' ability to establish proper work habits. Whether the goal is the work force or post-secondary education, students need to come to school every day and benefit from interaction, discussion, and teacher support available during class time. Every absence, whether excused or not, interrupts the student's understanding of the material being presented and weakens his/her interests in the continuing program.

Students who have good attendance records generally achieve higher grades, enjoy school more, and are much more employable after leaving high school. At the end of the year, each student's daily attendance data is transferred to his/her permanent records. Attendance is also recorded on all students' transcripts. Regular school attendance improves learning, establishes dependable work habits, and allows students to take full advantage of the educational opportunities necessary for their development as students and responsible adults.

The State of Indiana places education at the top of its priorities. Accordingly, it is incumbent upon BDHS to use every reasonable measure to assist students in developing positive attendance habits. The Indiana Compulsory Attendance Law requires students to attend school regularly. The responsibility for a student being present in school rests with the student and his/her parents. The school will assist the parents and student in this responsibility. The cooperation of the student, parents and the school is essential in providing a firm framework for the student to achieve the fundamental foundation of regular school attendance. In preparation for life-long learning, students and parents or guardians must assume responsibility for achieving excellent attendance.

### Attendance Reporting Procedures:

When a student is absent from school, the following procedure must be followed:

**1. It is expected that a parent or guardian call the attendance voice mail (317-988-7300) before 10:30 AM of the day the absence occurs to notify the school of the absence.**

The following should be included on the voice mail message:

- The student's name (first, middle, and last) and grade (\*please include the correct spelling of the name)
  - The name of the person making the call and the relationship to the student
  - The reason for the absence
  - The date(s) of the absence(s) and periods if not for the entire day
  - A telephone number so the call can be verified
2. If a parent does not have access to a phone, a note from the parent/legal guardian will be accepted on the day the student returns to school. If the absence is due to a medical, dental or other professional appointment, a note of verification from the place of business is required. The note should include the date, time and length of the appointment on professional letterhead with phone number and address.
  3. It is preferred that all phone calls and verification notes be received by the Attendance Office within 48 hours of the student's return to school. The timely submission of documentation assists in maintaining accurate record of your student's attendance. The attendance voice mail is available 24 hours a day, seven days a week. It is the responsibility of the student and parents to report absences to the school promptly.

## Classification/Definitions

Absences shall be classified as Excused, Unexcused, and Documented in accordance with the following definitions:

1. Excused (Counts toward attendance limit) *Students receive 100% credit for makeup work*
  - A. Illness/Injury with parent call but **no** doctor visit (first nine absences only)
  - B. Pre-arranged approved absences (requires three [3] day prior notice) *\*see Pre-arranged Absences*
  - C. Any absence approved by the administration
  - D. Bereavement (Father, Mother, Sibling, Grandparent, Aunt, Uncle)
2. Unexcused (Counts toward attendance limit) *\*students receive no less than 70% credit for makeup work*
  - A. Absences not verified – no note, no phone call
  - B. Cutting Class
  - C. Truancy/Leaving School without permission
  - D. Missing the Bus
  - E. Car Trouble
  - F. Oversleeping
  - G. Assumed School Closing (when the school district does not officially declare school closed)
  - H. Working
  - I. Babysitting
3. Documented (All the below are accompanied by proper documentation, preferably within 48 hours of returning to school, and Does Not count toward attendance limit) *\*Students make up work for full credit.*
  - A. Documented Death in the Immediate Family (See 1D Bereavement)
  - B. Court Appearance
  - C. Doctor visit
  - D. Hospital Stay
  - E. Incarceration
  - F. Military Business
  - G. \*Suspensions (ISS, OSS)
    1. OSS student receives no less than 70% credit for makeup work
    2. ISS student receive 100% credit for makeup work

Exceptions to compulsory attendance designated in the law and for which the student's absence is not to be recorded or penalty awarded are:

- A. Ordered to Active Duty in the Indiana National Guard
- B. Service as a Page or as an Honoree of the Indiana General Assembly
- C. Service on the election board, or assist in the election process
- D. Appearance by Subpoena in Court
- E. Authorized School Field Trip
- F. Absences Due to Bus Problems
- G. Jointly appointed by the governor and the superintendent of public instruction to serve as a member of the state standards task force

All absences in this category must be supported by appropriate documentation.

## Early Dismissal/Leaving for Professional Appointments

Students will not be allowed to leave school grounds without the knowledge and permission of a parent

or guardian **and** permission from an assistant principal or his/her designee. A signed note or a phone call from the parent or guardian must verify this permission. Parents/guardians signing out a student for an Early Release must be on the list of contacts for the student and present a picture ID. Students are required to attend pep sessions, convocations, and other approved programs. When a student needs to leave school before the end of the school day, the following steps must be followed:

1. The parent or guardian should either call the Attendance Office at 317-988-7300 or send a note to the Attendance Clerk. Please indicate whether the student is to be picked up, drives themselves, or is to walk.
2. The Attendance Clerk will write the student a pass to leave at the specified time.
3. The student will show the pass to the teacher and report to the Attendance Clerk to sign-out. All students leaving the building without permission or without signing-out will be subject to the same consequences assigned for Truancy.
4. **Authorized persons who are picking up a student must come to the Attendance Office and show a picture ID to sign their student out and will leave with their student from that location.**
5. When traveling to the parking lot, the student will show the parking lot pass to staff members/security personnel. Upon returning, the student must sign-in with the Attendance Clerk. When a student leaves for an appointment, written verification from doctors, dentists, and other professionals should be presented at that time.
6. Students sent home from the Nurse's Office must present their pass from the nurse to the Attendance Clerk and sign-out. Before a student who has become ill or injured is sent home, the school will notify parents or guardians to arrange for transportation. In case of an injury which needs medical attention, an attempt will be made to consult with the parent or guardian for advice. Under no circumstances will the school allow another student to transport the ill or injured student. If a parent or legal guardian cannot be reached, the student will be taken to a doctor or the hospital. The school does not assume responsibility for payment of these bills.
7. Students will not be allowed to leave school or miss class to run errands such as returning home for books or materials.

## Limits/Excessive Absences

A student may not be absent from school more than nine (9) days of Excused or Unexcused absences each school year. Excused or Unexcused absences will count toward the nine (9) days limit. Parent/guardian(s) receive an automated phone call each day notifying the family that the student has been absent.

The continuum of interventions for absences is as follows:

- 3rd absence - parent(s)/guardian(s) receive an \*automated phone call notifying the family that the student has reached three (3) absences  
*(per class)*
- 5th absence- teachers call parent(s)/guardian(s) notifying home of possible loss  
*(per class- of credit*  
*per semester)*
- 6th absence- counselors meet with students, warning given to inform students  
*(per year)* that additional absences will result in administrative action
- 9th absence- administration conferences with student, Attendance Contract built,  
*(per year)* parents notified. **All absences beyond this amount must be accompanied by a medical doctor's note, or other exceptions listed above.** (See "Classification/Definitions")

- 10th absence- “10-Day” letter is mailed home. Request for doctor’s note restated.  
(per year)
- 12th absence- Student will be considered for alternative placement for the  
(per year) remainder of the semester.
- ❖ Students who have repeated undocumented absences may be considered for exclusion from participating in extracurricular activities and events (Exclusions include, but are not limited to, dances (*including proms*), parties, pep sessions, school sponsored college visits, other activities as defined by the administration).
- ❖ The school will notify the home through an automated phone message each day student is absent.

### Covid-19 Clause

We know that our previous school year concluded in a way we would have never imagined. Our parents and staff cooperated in amazing ways to make remote learning as successful as possible, and we are forever grateful for the support of the entire Ben Davis High School community. As we embark on the 2021-22 school year, we know that significant challenges related to COVID-19 lie ahead of us. Our commitment is to provide everyone with the safest learning environment possible while also focusing on the academic, social, and emotional development of every student. Because of the uncertainty of COVID-19 and directives from health officials, please know that frequent adjustments to the details of this handbook will likely be necessary.

No matter what the upcoming school year looks like, we know that communication between home and school will be critical. Please monitor your ParentSquare account, watch the district website, and be active with our PTO. Also, please plan to follow our school’s Twitter account @BenDavisHS to keep up with all the great things that happen at Ben Davis High School and in our community. The deep partnerships that develop between home and school help to ensure the success of all of our students!

### Hospitalization and Homebound Services

During extended hospitalization of a student, tutoring and academic studies can continue by contacting the Director of Special Services who can provide guidelines for authorization. Homebound instruction is provided to students who are unable to attend school because of physical handicaps or special health problems. To be eligible for homebound instruction, a student must provide a statement by a physician indicating that the student has an illness or injury requiring hospitalization or homebound care as part of the medical treatment, and that the student will be homebound for at least four weeks.

**Certificate of Illness/Incapacity** - If a parent of a student does not send the student to school because of the student’s illness or mental or physical incapacity, it is unlawful for the parent to fail or refuse to produce a certificate of the illness or incapacity for an attendance officer not later than six (6) days after the certificate is demanded. The required certificate must be signed by: (1) an Indiana physician; (2) an individual holding a license to practice osteopathy or chiropractic in Indiana; or (3) a Christian Science practitioner who resides in Indiana and is listed in the Christian Science Journal (I.C. 20-33-2-19).

### Make-up work

All assignments should be made-up regardless of reason for the absence. Homework, tests, or projects missed due to Unexcused Absences, or Out-of-School Suspension, that are completed and submitted in the time allowed will receive no less than seventy percent (70%) of the credit earned. Homework, tests, or projects missed due to Excused absences will receive 100% of the credit earned. The designated time limit is to be communicated to the student and/or family to ensure work is completed. It is the responsibility of the student to schedule make-up work and due dates with his/her teachers.

Any parent or student may call the Homework Hotline (see above: Homework Hotline and Voice Mail) and by selecting the appropriate four-digit teacher code, receive current information regarding

academic assignments and course work. This number may also be used to leave voice mail messages for faculty and staff. A student who is absent from school for multiple days may have his/her parent or guardian call the Student Services Office at 317-988-7360 to request assignments. The school needs a minimum of 24 hours to collect homework after the phone call request. Direct contact with the teacher is highly recommended.

### **Activity Participation**

A student may not participate in extracurricular activities, contests, events, rehearsals, meetings, practices or after-school functions including employment unless the student attends the last half of the day. It is the responsibility of the sponsor, director or coach to verify a participant's eligibility. Students absent all day, due to illness, may not attend an extracurricular, co-curricular, or athletic activity that day. If an extenuating school or family circumstance results in a student's failure to be present the required half day, an exception can be made. The Athletic Director, Assistant Athletic Director or Assistant Principal will determine eligibility for emergency issues. Reasons may include: approved college visit, school sanctioned field trips, medical emergencies, and funerals. If a student is serving an Out of School Suspension (OSS) they are not eligible to participate or attend any activity or practice. If the suspension falls on a Friday, the student is ineligible for the entire weekend. If a student is assigned to In School Suspension (I.S.S) for a full day, the student may participate. The Athletic Director, Assistant Athletic Director, coach, or sponsor may decide to not let the student participate in extracurricular activities, contests, events, rehearsals, meetings, practices or after-school functions.

### **Pre-arranged absences (Counts toward attendance limit)**

Ben Davis High School appreciates your cooperation in scheduling family vacations during regularly scheduled breaks in the school calendar. In the event it becomes necessary to take a student out of school, a parent/guardian can apply for a Pre-arranged absence as outlined below:

1. The Pre-arranged absence is limited to family-related activities.
2. The request may not make the total days absent exceed nine (9) school days per school year.
3. **The absences may not be approved the first and last week of each semester or during the administration of final exams.**
4. The parents must submit a written request to the Attendance Office at least one (1) week in advance of the absence.
5. Parents must sign an agreement to arrange for all books and class assignments for the full time of the absence.
6. The student and parent assume full responsibility for any lack of progress that could be associated with the time of absence.
7. Parents and students should ensure the student turns in all written assignments to the teacher(s) on the first day of return to school. Make up work is due upon return to school and is the responsibility of the student.
8. Pre-arranged absences will be classified as 'Excused', but will also count toward the nine (9) day total in this Attendance Policy.

***The administration will determine whether the application for the Pre-Arranged Absence is valid and honored by the school.***

### **College Visitation**

A student may visit a college or university (during a school day) where he/she is considering enrollment if the absence is pre-arranged with the Guidance Department at least two (2) days in advance. Students

must limit these visits to no more than two (2) per semester. An arranged appointment with the college must be confirmed, and written verification from the college visited must be supplied upon return. Students are encouraged to visit colleges on vacation days throughout the school year without missing classes at BDHS. College visitation days count toward the attendance limit and may be denied if the student's attendance is unsatisfactory.

## Entrance Procedures

- Doors 1, 2, 3, and 17 from outside will be open until 8:25a.m. (After 8:25a.m., door #1 at the east side of the building, which is designated as the **MAIN ENTRANCE**, and door #17 on the north side of the building, will be open.)
- All students play a role in school safety.
- Students should only use designated entrances.
- All students may be subject to metal detection (walk-through unit or handheld wands).
- Metal detector use will be conducted pursuant MSD Wayne School Board Policy C625.
- An alarm indicator from the metal detector will result in a progressive search until the reason for the alarm is discovered.
- Refusal to participate in the metal detector screening will be considered grounds for disciplinary action
- Students diverted for metal detector screening are expected to proceed through the screening process, avoiding or fleeing the screening location will be sufficient to prompt an immediate search of the person and their belongings.
- Student entry through a locked door is a school safety and security threat and will be grounds for disciplinary action.

## Truancy

*Students are responsible for being in their assigned room or area at all times unless given permission by a school official. Violations of the Attendance Policy will be grouped into three categories:*

- *Truancy or Leaving School Grounds—An absence is considered a truancy if the student is absent from class and off school grounds without the knowledge and consent of a parent or guardian and the school.*
- *Skipping—An absence is considered a skip if the student is absent from class without the knowledge or consent of the school but remains on school grounds.*
- *Out of Area—A student in any area of the building or school grounds without permission is considered out of area. Students must report immediately to class once arriving on school grounds.*

## Tardy Rules

The purpose of the BDHS tardy policy is to promote punctual class attendance. Teachers review work, share the agenda and purpose of the day's lesson, and introduce new learning at the beginning of class; therefore, being present for the beginning of class is crucial in a student's success.

Tardiness is defined as any unexcused appearance of a student beyond the scheduled time that a class or activity begins in that room. Excessive tardiness is a disciplinary problem that can lead to the administration recommending a change of placement. Every tardy by a student will therefore be documented in the student information system.

When the tardy bell rings for each period, the staff member will close the door to the class room. A student who is tardy to class is to report to the designated area(s) to receive a pass to class. Upon



returning to class, the student will present the pass to the teacher. Students will not be admitted to class after the tardy bell without a pass.

A student arriving to school after the tardy bell is required to report to the Attendance Desk, get a pass to enter class, and report directly to class. Failure to comply will be classified as a truancy or cutting. At all times, unless a student has permission, he/she must be in their designated class. To improve the use of class time and to encourage students to accept responsibility, the following tardy rules will be enforced:

#### Tardiness

(Note: Tardies accumulate by occurrence not by class.)

Number of Tardies to Class and/or School	Action
5 <sup>th</sup> Accumulated Tardy	Warning
10 <sup>th</sup> Accumulated Tardy	Detention
15 <sup>th</sup> Accumulated Tardy	Friday School
20 <sup>th</sup> plus Accumulated Tardy	Conference with the dean for possible contract, suspension or other consequence

Administration may use discretion in assigning consequences

### Change of Address Procedures

The following are needed for families to change their address and/or contact information. Picture ID of the parent/guardian that is designated as such in the student information system or court documents indicating guardianship.\* Evidence of new address (Utility bills; Credit card statements/Bank statement, Lease, Other pieces of evidence as approved by the administration). \* *Students cannot request change of address/contact information unless emancipated.*

### General Student Information

#### Accident Insurance and Risk of Injury

Student insurance is available in all schools in the school system. This insurance is not provided by the school system but must be purchased by individual students. Students or parents interested in this insurance should inquire through their local school principal.

Parents should realize that there are risks and dangers involved when students are participating in extracurricular and physical activities and assume all risk of injury and damage incidental to such participation. Parents and students are advised that this risk of being injured is particularly inherent in sports. This risk exists even with good student talent, good facilities, good equipment, carefully taught fundamentals, and proper supervision. Cases of severe injury are rare, but the possibility exists. The school corporation does not provide health or accident insurance for students participating in the athletic program.

If a student is injured at school, including athletics, parents have the responsibility to determine if their child should receive medical attention. While the school personnel may provide parents with their opinions regarding a specific injury or illness, such determinations are the responsibility of the parent, except in emergency situations; and parents should not expect the school staff to make this decision.

#### Concussions: A FACT SHEET FOR PARENTS

##### What is a concussion?

A concussion is a brain injury. Concussions are caused by a bump, blow, or jolt to the head or body. Even a "ding," "getting your bell rung," or what seems to be a mild bump or blow to the head can be serious.

### **What are the signs and symptoms?**

You can't see a concussion. Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days after the injury. If your teen reports *one or more* symptoms of concussion listed below, or if you notice the symptoms yourself, keep your teen out of play and seek medical attention right away.

#### Signs Observed by Parents or Guardians

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (*even briefly*)
- Shows mood, behavior, or personality changes
- Can't recall events *prior* to hit or fall
- Can't recall events *after* hit or fall

#### Symptoms Reported by Athlete

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light or noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Just not "feeling right" or is "feeling down"

### **How can you help your teen prevent a concussion?**

Every sport is different, but there are steps your teens can take to protect themselves from concussion and other injuries.

- Make sure they wear the right protective equipment for their activity. It should fit properly, be well maintained, and be worn consistently and correctly.
- Ensure that they follow their coaches' rules for safety and the rules of the sport.
- Encourage them to practice good sportsmanship at all times.

### **What should you do if you think your teen has a concussion?**

1. **Keep your teen out of play.** If your teen has a concussion, her/his brain needs time to heal. Don't let your teen return to play the day of the injury and until a health care professional, experienced in evaluating for concussion, says your teen is symptom-free and it's OK to return to play. A repeat concussion that occurs before the brain recovers from the first—usually within a short period of time (hours, days, or weeks)—can slow recovery or increase the likelihood of having long-term problems. In rare cases, repeat concussions can result in edema (brain swelling), permanent brain damage, and even death.
2. **Seek medical attention right away.** A health care professional experienced in evaluating for concussion will be able to decide how serious the concussion is and when it is safe for your teen to return to sports.
3. **Teach your teen that it's not smart to play with a concussion.** Rest is key after a concussion. Sometimes athletes wrongly believe that it shows strength and courage to play injured. Discourage others from pressuring injured athletes to play. Don't let your teen convince you that s/he's "just fine."
4. **Tell all of your teen's coaches and the student's school nurse about ANY concussion.** Coaches, school nurses, and other school staff should know if your teen has ever had a concussion. Your teen may need to limit activities while/he is recovering from a concussion. Things such as studying, driving, working on a computer, playing video games, or exercising may cause concussion symptoms to reappear or get worse. Talk to your health care professional, as well as your teen's coaches, school nurse, and teachers. If needed, they can help adjust your teen's school activities during her/his recovery.

**If you think your teen has a concussion:** Don't assess it yourself. Take him/her out of play. Seek the advice of a health care professional.

### **It's better to miss one game than the whole season.**

For more information and to order additional materials *free-of-charge*, visit [www.cdc.gov/Concussion](http://www.cdc.gov/Concussion).

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES CENTERS FOR DISEASE CONTROL AND PREVENTION

## Concussions: A Fact Sheet for Athletes

### What is a concussion?

- A concussion is a brain injury that:
- Is caused by a bump or blow to the head
- Can change the way your brain normally works
- Can occur during practices or games in any sport
- Can happen even if you haven't been knocked out
- Can be serious even if you've just been "dinged"

### What are the symptoms of a concussion?

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Bothered by light
- Bothered by noise
- Feeling sluggish, hazy, foggy, or groggy
- Difficulty paying attention
- Memory problems
- Confusion
- Does not "feel right"

### What should I do if I think I have a concussion?

- **Tell your coaches and your parents.** Never ignore a bump or blow to the head even if you feel fine. Also, tell your coach if one of your teammates might have a concussion.
- **Get a medical checkup.** A doctor or health care professional can tell you if you have a concussion and when you are OK to return to play.
- **Give yourself time to get better.** If you have had a concussion, your brain needs time to heal. While your brain is still healing, you are much more likely to have a second concussion. Second or later concussions can cause damage to your brain. It is important to rest until you get approval from a doctor or health care professional to return to play.

### How can I prevent a concussion?

Every sport is different, but there are steps you can take to protect yourself.

1. Follow your coach's rules for safety and the rules of the sport.
2. Practice good sportsmanship at all times.
3. Use the proper sports equipment, including personal protective equipment (such as helmets, padding, shin guards, and eye and mouth guards). In order for equipment to protect you, it must be:
  - The right equipment for the game, position, or activity
  - Worn correctly and fit well
  - Used every time you play

***It's better to miss one game than the whole season.***

For more information and to order additional materials free-of-charge. Visit:

**[www.cdc.gov/ConcussionInYouthSports](http://www.cdc.gov/ConcussionInYouthSports)**

For more detailed information on concussion and traumatic brain injury, visit: **[www.cdc.gov/jinjury](http://www.cdc.gov/jinjury)**  
U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES CENTERS FOR DISEASE CONTROL AND PREVENTION

## Advertising and Displays

**Ben Davis High School reserves the right to control all advertising and displays on school grounds.** This includes, but is not limited to, signs, displays, flags, banners and posters. General guidelines will include:

1. The advertising or display must have prior administrative approval and placed only in administrator approved locations.
2. The advertising or display must not have the effect of disrupting the educational function of the

school.

3. The advertising or display must be school related or serve the best interests or welfare of the students.
4. Commercial advertising or displays will generally not be allowed unless cleared by the Director of School/Community Services, at the MSD Wayne Township Education Center.
5. The advertising or display is installed in such a way as not to damage any surface or school property.
6. The advertising or display must be removed in a timely fashion.

*Any advertising that fails to meet the criteria will be removed from the building.*

### **Career Center**

The Area 31 Career Center at Ben Davis High School prepares students for careers and/or further study at a post-secondary institution after completion of high school. Most of the programs are offered in the Career Center at Ben Davis High School; however, some are off-site (i.e. at the Vincennes University Aviation Technology Center or PJ's College of Cosmetology in Plainfield). Opportunities exist for students of all abilities in many programs. Local employers provide curriculum direction and employment, including co-op experiences. Many career and technical education programs enable a student to receive college credit while in high school. If a student is not sure of his/her interests at the present time, several exploratory courses are designed to help him/her decide. In addition, other departments within Ben Davis High School, including Business and Technology Education have course offerings that will help students choose a career.

### **Cafeteria Regulations**

Students are to be in the cafeteria when the lunch period begins. Students may use both banks of vending machines for the first ten (10) minutes of the lunch period, after which time they may use only the vending machines located by the Spirit Shop. Students also have access to the Bookstore, Spirit Shop (when open) and restrooms during lunch. Students may not go to their locker during lunch unless given permission to do so. **A student may go to a teacher's classroom if they have secured a pass from the teacher to do so during the student's lunch period.** Students should secure a pass prior to the lunch period.

Fast food (including beverages) from outside vendors is not allowed to be brought in the building after the start of the school day unless it is during the student's lunch period and by a person on the student's contact information. Fast food that is brought in the building at any other time will be held in the front office area and given to the student at the end of the day. Students or parents/guardians may not use delivery services (i.e. Uber Eats, Door Dash, Grub Hub, Jimmy Johns etc...) for food delivery during the school day. Students may not sell food items during the school day. Items sold during the school day will be confiscated and returned to the student at end of the school day. Repeated infractions may result in disciplinary action.

### **Clinic Procedures**

The purpose of the clinic is to promote wellness and to appraise and protect the health of students. It is assumed students come to school basically well; thus, school health service will focus on conditions and incidents occurring at school. Before coming to the clinic, except in emergencies, students will obtain a pass from their teacher and be prepared to show I.D. The clinic provides first aide service and emergency care for sick or injured students. Beds are available for ill or injured students only. The

clinic also provides education on health related issues.

Staffing and Clinic Hours

Staff: (2) Registered Nurses

Hours: Monday-Friday 7:30 AM. – 3:30 PM.

## Medications

Ben Davis High School complies with Indiana State Codes and State Law Health Policies. All medications, both prescription and non-prescription, are to be kept in the clinic. The clinic will not supply students with cough drops, throat lozenges or throat sprays. Students with asthma may keep inhalers with them, but a written permission form by the parents and the student's physician must be on file with the nurse. Medications must be brought from home in the original container. All medication administration forms and physician statements must be filed with the school at the beginning of each school year, or, at the start of administration whichever comes first. All prescription medication changes and/or dosage changes must be accompanied by a physician's statement. In the case of OTC medications, a parent's note must accompany each medication. Manufacturer's recommended dosages will be given in the case of OTC medications unless a physician approves another dose in writing.

1. Prescription Medications and Controlled Drugs—All medications that are prescribed by the student's doctor are to be brought into the clinic with the prescription bottle and a medication form from the parent or guardian. Written permission must also be given for students to carry medication home.
2. Non-Prescription Medications—A Medication Form from the parent or guardian to administer the student's over-the-counter medication (i.e. Tylenol, Aspirin, Cold Medicine, etc.) is required. Over-the-counter medications and non-prescription medications should be FDA approved.

## ADMINISTRATION OF MEDICATION

The purpose of medication administration in school is to help each student maintain an optimal state of health to enhance his/her educational efforts. Medications given during school hours should be only those necessary to allow the student to comfortably and capably perform in the school setting. All medication is to be sent in by the parent/guardian, properly labeled and with written permission. (A permission form is available at your school.) All medication will be kept in a secured location and should be presented to the school nurse or principal's designee when brought into the building. It is the child's responsibility to come to the specified location to receive the medication unless other arrangements are made. The following guidelines are intended to provide assistance for a safe, effective program of medication administration for students while they are at school. A program for administration of medication is developed and managed by a school nurse.

- a. Only medication necessary to maintain the child in school will be given at school.
- b. Written instructions signed by parent/guardian and/or physician are obtained and retained for file.
- c. Medication must be in original container with pharmacy label affixed. A pharmacy label can serve as a physician order.
- d. Non-prescription medicine should be provided in the original container. Parents are responsible for refilling any prescription(s) or purchasing additional non-prescription medicine.
- e. Administration of medication requiring an assessment of the student to determine dosage shall only be done by a qualified person. If it is necessary for medication to be administered by an unlicensed person, a physician's written order will be required specifically allowing an unlicensed person to administer the medication.
- f. If a school employee is not a licensed school nurse and is responsible for administering medication, training regarding the medication, side effects, dosage, and techniques necessary for the safe administration will be arranged by the school nurse for that employee. Documentation of

- the training will be kept on file. General guidelines will be available in the substitute nurse folder and a contact person will be noted.
- g. A school may not require teachers or other employees to administer medication that requires skills beyond their qualifications (injectables, glucose testing).
  - h. All permission for long-term medication shall be renewed at least annually and any changes shall be documented by written authorization of a licensed prescriber.
  - i. A medication administration sheet shall be maintained by the school nurse for each student receiving medication at school. All persons administering medication shall document that the student received the medication, time, date, method by which the medication is administered, and signature.
  - j. If it is agreed between parent and school that a student would benefit from the responsibility of self-medication, a program shall be developed for that student. When developing a plan for self-administration of emergency medications, the safety of the other school children must be taken into consideration. The medication must be kept inaccessible to other students.
  - k. A student with a chronic disease or medical condition may possess and self-administer emergency medication if the following conditions are met. (1) Student's parents have filed an authorization with the school nurse or principal's designee to possess and self-administer the emergency medication. (2) Physician states in writing that the student has an acute or chronic disease or medical condition for which emergency medication has been prescribed; student has been instructed in how to self-administer the emergency medication; the nature of the disease or medical condition requires emergency administration of medication. Please note the authorization and physician's statement must be filed annually.
  - l. If, at the end of the school year, the medication has not been picked up, the medication will be disposed of and documentation of that disposal will be completed by the school nurse.
  - m. Parents who do not comply with these regulations shall come to school to administer the medication to their child.

***All medications, prescriptions, and over-the-counter drugs are to be administered by the nurse or the Health Service Staff. \*Medications are to be in the original container, package, or prescription bottle.***

### **Illness or Accident**

1. Under no circumstances is a student permitted to leave school because of illness unless arrangements for dismissal have been made through the clinic or the Attendance Office
2. If a student becomes ill or is injured at school, the nurse/assistant/designee will make every effort to contact the person(s) identified in the student's Emergency Information that is recorded at the beginning of each school year. The emergency information allows the school to know in what order emergency contacts are to be called, specific medical conditions, treatments and medications relative to the student, and the physician(s) and hospital of choice should the situation present itself.
3. Students with a temperature of 100.4 or more will be sent home, and should not return to school until he/she has been fever-free without medication for a period of 24 hours. Students with active vomiting and/or diarrhea, undiagnosed and/or untreated skin rashes or other potentially contagious conditions are not to attend school until the condition is treated (as documented by a physician) or, no longer present.
4. Parents are responsible for providing their child(ren) with timely transportation from school in cases of injury or illness. A parent or guardian must produce proper ID when picking up their child.
5. Students with suspected contagious conditions (i.e. Strep Throat, Pink Eye, etc.) will be sent home from school. These students are highly contagious to others and must be picked up from school. A written excuse from the doctor may be requested in order to return to school.
6. If a student requires scheduling modifications, periodic assessment, or other medical support

services because of a temporary or chronic illness or condition, these can be arranged personally with one of the Health Services Staff.

## Clinic Rules

In order to maintain orderly procedures, it is necessary to have established rules for the clinic. Respect of these rules is expected and appreciated. The rules are as follows:

1. All students must have a hall pass before coming to the clinic. Students must report to class to get a pass before coming to the clinic unless it is an emergency situation.
2. Students feeling ill will be in the clinic for a limited amount of time. Students staying longer or going home will be at the discretion of the Health Services Staff. Due to limited space and the amount of students seen in the clinic, no student will be permitted to stay an entire period, unless deemed necessary by a Health Services Staff member.
3. Clinic phones are to be used for ill students and for Health Services Staff. No students are to make personal phone calls on clinic phones.
4. Only ill students and student aides will be allowed into the clinic area.
5. The clinic is not to be used for socializing.
6. Students not adhering to these rules will be asked to leave once and then sent to the Dean's Office.
7. Repeated visits to the clinic may be indicative of an attendance problem; the Deans of Students, School Counselor, or Assistant Principal will be notified.

## Dance Decorum and Rules

Students need to be aware of certain procedures that take place before and during Ben Davis High School dances. Tickets to dances are sold only on a pre-sale basis; no tickets will be sold at the door. Students are required to picture ID before gaining admittance to the dance. Ben Davis High School dances are for the Ben Davis school community. Students wishing to invite a non-Ben Davis High School guest must complete the appropriate form(s) and receive approval for the quest's attendance from administration. ***\*The administration reserves the right to exclude any Ben Davis High School student or non-Ben Davis guest from any extra-curricular activity including dances.***

\*Students who have repeated behavior infractions (i.e. six [6] suspension days or more) may be considered for exclusion from participating in extracurricular activities and events (Exclusions include, but are not limited to, dances (including proms), parties, pep sessions, school sponsored college visits, other activities as defined by the administration).

## Elevators

Elevator use is for school personnel and for students granted permission by the school administration or their designees.

## Emergency Drills/School Closing Information

Drills are scheduled throughout the year. In each classroom are directions for leaving the building, and teachers have a list of all precautions for fires and tornadoes. Students are to remain in their designated area until the signal for their return is given.

### Fire Drills

The signal is a continuous blast of the alarm horn and flashing lights, or notification over the public address system. If there should be a power failure, emergency power will keep our systems functioning. Students should walk quietly and quickly, following the teacher's instructions as they exit the building.

Students are to remain away from the building as directed by staff or emergency personnel until the signal is given to re-enter. No one is to return to the building until the principal or his authorized representative gives the all-clear signal. Roadways are to be kept clear at all times.

#### Tornado Drills

The signal for this drill will be intermittent tones or notification over the public address system. Students will accompany their teachers to the designated shelter area.

#### Emergency School Closing Information

It may become necessary to close school because of emergency situations. As a practice, instruction is offered and school kept open as long as a learning environment can be maintained. School will not be closed except for reasons beyond the control of the schools and for the safety of the students. There are three types of emergency situations which could require the closing of our schools:

1. Weather or Facility Problem – If school closing becomes necessary, the radio and television stations listed below will be notified.
2. Emergency Early Dismissal – If early dismissal becomes necessary and students are sent home, announcements will be made via the radio and television stations listed below.
3. Emergency Evacuation and Relocation – If an immediate closing of school becomes necessary and sending students home would be unsafe, students would be transported to a temporary location for pickup by parents or until school can safely resume or until students could be transported to home.

Should it be necessary to close school for any of the reasons above, the following procedures will apply:

A. Announcements will be made on local radio and television stations.

**B.** Announcements will state the reasons for the school closing. If the closing results in evacuation, the announcement would state where the children have been taken and what parents should do.

**C.** Parents should make special arrangements with their children in the event of an emergency early dismissal during the school day when children are sent home before the normal schedule. When the schools remain open during inclement weather, the school corporation recognizes the basic right of parents and guardians to decide whether or not to send their children to school under such conditions. Such absences will not be considered unexcused. Parents and students should also recognize that school bus schedules may be delayed because of weather conditions. In these situations parental decisions about school attendance or tardiness is respected.

State law requires that school days lost because of emergency closings be made up if the total number of school days do not equal the minimum mandated.

#### False Fire Alarms or 911 Calls

Interference with fire alarms is a Class B misdemeanor. However, the offense is a Class A misdemeanor if it substantially hinders any law enforcement process, if it results in harm to an innocent person, or if it gives a false alarm of fire to the fire department of a governmental entity, knowing the alarm will be suspended and legal authorities will be notified. A false fire alarm or 911 call will be treated as major disciplinary offense and may result in expulsion.

## Hall Passes

Students are responsible for traveling in the most direct route while using a hall pass. During class time,



students are to remain in their assigned areas unless they are given an e-hall pass to leave the room. Staff is instructed to limit passes to those instances that they deem urgent in nature. In all cases, students are responsible for traveling directly from one point to another.

## 10/10 Rule

Research shows that the greatest learning occurs at the beginning and end of class. Therefore, student passes will be limited to the period between the first and last ten minutes of class.

## Identification Cards

Students will be issued photo identification (ID) cards early in the school year and will be required to carry their **current Ben Davis Student ID cards** during school hours and at all school events. For safety, students are required to show their current ID cards and to identify themselves when asked to do so by a school employee. As students sign into school after the school day has begun, they will be required to show their current student ID. If a student does not have his/her current Ben Davis Student ID, they are required to have another ID made for them for the cost \$1. (They may have that amount added to the student's *fees owed* account.) Students will be assigned a detention after the second occurrence. Lending or giving your current ID card to others, or defacing your current ID is strictly prohibited. A current Student ID card will be required for library material checkout. Cost of a replacement card will be \$1. ID's are available via the Skyward App. Student ID's contained on cell phones are acceptable.

## Media Center

The Ben Davis High School Media Center combines print and electronic resources to support and enrich the high school curriculum. Students are encouraged to utilize the media center for both research purposes and pleasure reading. Because the goal of the media center is to provide an academic atmosphere for all, appropriate behavior and educational focus should be maintained at all times.

The media center houses computers that are available to students throughout the day. Class research needs and reservations dictate the number of computers available for general use. All students who utilize computers should read and be aware of the school's Responsible Use Policy (RUP).

Media center materials may be borrowed for two weeks at a time. Materials should be returned or renewed by the due date or a fine may be assessed. For the convenience of our students, the media center is open before school and after school during evening hours, (hours are posted on the media center door).

To enter the media center and/or check out materials, students must have a current school ID. Students who wish to utilize the media center during lunch may apply for a permanent pass.

## Personal Property

Students should limit items brought to school to those necessary for school activities. Students should **NOT** bring large amounts of money to school. Students are not to bring lighters to school. All valuable articles should be in possession of the owner at all times. **THE SCHOOL WILL NOT ACCEPT RESPONSIBILITY FOR MONEY OR VALUABLE ITEMS WHICH ARE LOST OR STOLEN AT SCHOOL.** To aid in recovery, thefts should be reported to the deans' office immediately.

## Responsible Use of Board Technology

It is the policy of the Board of Education to provide technical resources to students and employees for

the purpose of promoting the efficient operation of the Board, advancing student achievement and allowing students and staff to master 21st century skills. The Board expects staff and students to utilize the opportunities and facilities provided in a manner consistent with this policy. *Refer to Responsible Use of Board Technology (INDJ) for the complete statement of policy.*

**STUDENT USE OF SCHOOL SUPPLIED COMPUTERS  
BEN DAVIS HIGH SCHOOL 2023-2024**

The use of computer technology at Ben Davis High School is a privilege with responsibility. Failure to abide by the following guidelines may result in revoking the computer privilege.

1. Do not attempt to modify the appearance or operation of any computer--this includes but is not limited to commands, copying or installing software, or copying files of any type. Every computer should remain in its default configuration.
2. Tampering with or vandalizing hardware, software, or data will not be tolerated. It is each student's responsibility to check the computer before and after **each** use and to report problems to the teacher immediately.
3. No diskettes, CD-ROMs or USB Drives are allowed unless specified by the teacher.
4. Games that are not related to course curriculum are not allowed.
5. No student is to use a computer without an authorized staff member's permission. This includes before school, after school, during lunch, and all other times. To use computers after school, the student must be working on educationally related content.
6. No food or drink is allowed near a computer.
7. A student must save files in his/her directory on the file server (Google). Any files stored on the hard drive may be erased without notice. Files may not be downloaded from the Internet.
8. A student may use access the software or website approved by the teacher of the current class.
9. Each student is responsible for his/her own password and should change it whenever necessary for security reasons. A student may log in using only his/her own User ID and password, which must be kept confidential at all times.
10. A student may use only his/her own Google account and should never be in another student's account or files. All student directories on servers will be erased at the end of the school year.
11. Students may **only send messages via school assigned Gmail**.
12. Students may not access any private accounts from any school computer.
13. A student using the Internet may visit only content appropriate sites. Sites containing explicit content are strictly prohibited. No web sites should be printed without teacher approval. The Internet at BDHS is for educational use only!

**All BDHS students will be given access to computers via login information at the beginning of the year. It is assumed that all parents/guardians and students agree with the statement below. If not, the student's parent or guardian must contact and meet with an administrator to discuss the effect this will have on the student's education.**

*I understand that if I violate any of the rules stated above or perform any other disruptive technology-related actions I will be subject to loss of computer and/or Internet use, removal from the course with a grade of "WF", suspension, or expulsion from school. I also understand that I will be financially responsible for the repair or replacement of stolen or abused hardware, software, or materials.*

**Parents who do not wish their child to have internet access may complete a Denial of Internet Access Form (IJND-E). Parents may also opt to deny students computer access by completing a Denial of Computer Use form. Both forms can be obtained from the BDHS media center.**

## Telephones

The telephones in the school offices and classrooms are to be used by school personnel only. Students may see their counselor if they need to use the phone for emergency purposes. The best time for such calls is during the student's lunch period.

## Transportation School Buses

These rules are designed to promote safety on the buses at all times, since the safety of all students is our priority. In order to help ensure student safety, periodic videotaping may occur on the bus. School bus transportation is a privilege. If transportation privileges are denied, parents or guardians are responsible for getting the child to and from school. To promote a safe, orderly, efficient and enjoyable bus ride to and from school the rules listed below must be followed by all students:

### BUS CONDUCT/SAFETY RULES

Students riding buses are subject to school regulations. The drivers will report infractions of school rules and the school will take appropriate disciplinary action. Student misconduct may result in loss of bus riding privileges. Permission to ride a different bus or to be dropped off/picked up at a different stop **MUST** be submitted 24 hours in advance for approval by administration. Students are only to ride a different bus under emergencies such as a family illness requiring the student to go to another home. Doing homework projects, practicing music or visiting does not qualify as emergencies. **ALL NOTES WILL BE VERIFIED BY ADMINISTRATION. PLEASE INCLUDE STUDENTS' NAME, GRADE, DATE, PARENT/GUARDIAN NAME AND PHONE NUMBER.**

The Bus Conduct and Safety Rules are designed to promote safety on the school bus at all times. The safety of all students is our top priority. Therefore, each student is expected to cooperate fully by always obeying the rules.

The authority of the bus driver, who is in charge of the bus, will be recognized and supported by all. For everyone's safety, the bus driver must be heard, be able to hear traffic sounds such as sirens, and be obeyed by students quickly and efficiently.

School bus transportation is a privilege and is not guaranteed for you by law. Transportation is available; however, it can be taken away if students choose to disobey or violate any of the safety and conduct rules. If transportation privileges are denied, the parents or guardians are responsible for getting their children to and from school. To promote a safe, orderly, efficient and enjoyable bus ride to and from school, these rules must be followed:

### AT THE BUS STOP

1. Be on time. Board only at your regularly assigned stop, unless special permission is received in advance.
2. Stay out of the street and away from the road.
3. Help protect surrounding property while waiting.
4. Wait to enter until the bus comes to a full stop, and the door has been opened by the driver. Take your turn and do not push when entering the bus

### ON THE BUS

1. Always obey the driver promptly and respectfully.
2. Be seated promptly and stay in assigned seat.

3. Keep all books and materials on your lap or contained in a pack or bag.
4. Be courteous and use no profane language.
5. Speak in low tones.
6. Never push, shove, scuffle or horseplay.
7. Keep all belongings including head, hair, hands and feet inside the bus and to yourself.
8. Never smoke or use any tobacco product.
9. Never fight.
10. Never throw objects inside or outside the bus.
11. Never eat or drink on the bus.
12. Treat bus seats and equipment with care and respect.
13. Keep the bus clean and orderly.

## LEAVING THE BUS

1. Leave the bus only at your regularly assigned stop, unless special permission is received in advance.
2. Wait to leave until the bus comes to a full stop, and the door has been opened by the driver. Take your turn and do not push when leaving the bus.
3. Once off, clear the area immediately. If crossing the street in front of the bus, wait for a signal from the bus driver then walk quickly across the street.

## Student Bicycle and Automobile Transportation

Students may utilize bicycles or automobiles to and from school as defined in the student handbook. Detailed procedures, required approvals, and additional permissible modes of transportation are found under "Bicycles/Other Means of Transportation" and "Student Driving/Parking Procedures" and will be approved on an annual basis.

### Bicycles/Other Means of Transportation

Students may ride bicycles to school. Students must comply with state law (IC 9-21-11) that governs operating a bicycle. Students are to use the designated roadways as designated by law. Students may not ride their bicycle in the bus parking lot. Students will use the bike racks located at the southeast corner of the building to secure their bicycles. The school is not responsible for lost or stolen bicycles. Students may not ride skateboards, scooters or other forms of transportation on campus.

### Student Driving/Parking Regulations

Students driving or parking cars are expected to follow safe driving procedures in the school parking lot and in the streets adjacent to the school. ***The school is not responsible for property stolen or damaged in the parking lot.*** Driving to school is a privilege. Parking of student vehicles must conform to the following rules:

- Senior and Junior students who want to drive to Ben Davis High School must produce and have photocopied both a valid Indiana Driver's License and proof of insurance. (Sophomores who return the signed parent permission form may apply if spaces are available.)
- Students must complete the registration card completely and pay a one-time fee of \$20.00 for their parking tag, valid for the current school year for the person making application. The Ben Davis Receptionist in the main office will issue all student parking tags at the front desk of the main office.
- Only students in good standing at Ben Davis High School will be allowed to park on the campus during school hours. A student in good standing maintains good grades and has no behavior or attendance issues.
- Parking is "festival" style with no reserved spaces.

- The Student Parking Lot is located on the south side of the Ninth Grade Center. Students enter door #2 or door #3 until the school day begins. At 8:15am these doors are locked and students will enter door #1.
- **Vehicles parked on Ben Davis property without a valid parking tag are subject to towing at owner's expense. Student vehicles that are not parked in the designated Student Parking Lot are subject to towing at owner's expense. Violators may receive a warning sticker on their vehicle window prior to towing. Parking sticker violations may result in a fine.**

## Vending Machines

The vending machines are for student use before school, after school, and during lunch periods only. Students are prohibited from using vending machines other than these times.

## Visitors

Parents are encouraged to visit their child's school. Visits should be arranged with your child's teacher at least one school day in advance. Visits are encouraged on most school days, but there are a few days, such as a day when testing is being conducted, that visitors will not be permitted. For the protection of students and staff, all visitors are required to report to the main office of the school being visited before going to any other part of the school. When reporting to the main office, visitors will be asked to provide picture identification such as an Indiana driver's license or identification card. During a visit, visitors may be asked to wear an identification badge and limit their participation in activities according to the directions from the teacher in charge of the activity. Expelled students and persons who have previously been asked to leave a school or school activity because they have been seriously disruptive may be directed not to return to School District property or the property where a school activity is being held. Failure to comply may result in arrest for Criminal Trespass.

1. No person other than a student of this school building, teacher, parent, administrator, official, or employee in this school district or an authorized agent of said district, shall be permitted to enter any classroom or circulate in this school building without receiving written permission from the office of the administrator in charge of this school building or the office of the superintendent of the schools of the district.
2. Such written permission as described above shall be required only during the period when the school is in session and shall be for the purpose of preventing interruption of normal educational functions. Permission shall not be required for anyone who is present in the building for the following purposes only:
  - A. Attending any meeting on the premises of any organization which has been duly authorized by the school administration.
  - B. Voting or aiding in the conduct of any legal called election
  - C. Attending any duty authorized athletic, recreational, or cultural event.
3. Written permission granted hereunder may be limited as to time or purpose and may be revoked by the administrator granting the same or by the superintendent of schools at any time if in his opinion such visit is no longer in harmony with the proper conduct of the school.

### WORK PERMITS

A student of high school age is required to have a work permit in order to hold a job. Work permits are available in the Main Office and/or the bookstore of the high school. Students should contact the Main Office and/or the bookstore for the proper forms and procedures before accepting a job.

## Student Services

The Student Services offices are open during school hours, and the counselors are there to assist with all academic and personal concerns of students and their parents or guardians. Services of the counseling department include testing and confidential individual and/or group counseling in the following areas:

- academic and career testing (ACT, ASVAB, PSAT, SAT)
- career counseling
- academic counseling
- scheduling
- scholarship information and financial aid information
- social, emotional and personal counseling
- support groups

## Counselors

<p><b>Mr. Abney</b>  <a href="mailto:brian.abney@wayne.k12.in.us">brian.abney@wayne.k12.in.us</a>                  Ph. 317-988-7013                  PRI-SOR</p>	<p><b>Ms. Ornelas</b>  <a href="mailto:bethany.williams-ornelas@wayne.k12.in.us">bethany.williams-ornelas@wayne.k12.in.us</a>                  Ph. 317-988-7018                  A-Bro</p>
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<p><b>Ms. Belton</b>  <a href="mailto:Niki.belton@wayne.k12.in.us">Niki.belton@wayne.k12.in.us</a>                  Ph. 317-988-7017                  Swa-Z</p>	<p><b>Ms. Jones</b>  <a href="mailto:jamika.jones@wayne.k12.in.us">jamika.jones@wayne.k12.in.us</a>                  Ph. 317-988-7016                  Don-Gz</p>
<p><b>Ms. Norcross</b>  <a href="mailto:andrea.norcross@wayne.k12.in.us">andrea.norcross@wayne.k12.in.us</a>                  Ph. 317-988-7021                  Bru-Dom</p>	<p><b>Mr. Woodard-Director</b>  <a href="mailto:sherman.woodard@wayne.k12.in.us">sherman.woodard@wayne.k12.in.us</a>                  Ph. 317-988-7012                  Sos-Su</p>
<p><b>Ms. Williams</b>  <a href="mailto:susan.williams@wayne.k12.in.us">susan.williams@wayne.k12.in.us</a>                  Ph. 317-988-7015                  Mo-Pre</p>	<p><b>Ms. Weiper</b>  <a href="mailto:katherine.weiper@wayne.k12.in.us">katherine.weiper@wayne.k12.in.us</a>                  Ph. 317-988-7020                  Ha-Lan</p>
<p><b>Ms. Cross</b>  <b>College Admissions Coordinator</b>  <a href="mailto:Kiara.cross@wayne.k12.in.us">Kiara.cross@wayne.k12.in.us</a>                  Ph. 317-988-7014</p>	<p><b>Ms. Whitfield</b>  <a href="mailto:Kelly.whitfield@wayne.k12.in.us">Kelly.whitfield@wayne.k12.in.us</a>                  317-988-7000                  Lao-Mix</p>

The College Admissions Coordinator works in our Student Services Department, coordinating all services related to post-secondary education opportunities for our students, including College applications, Financial Aid, Scholarships, PSAT, SAT, ACT and other college placement testing.

## College Application Process

- Step 1* Take a high school course of studies which both allow you to explore your interests and to prepare yourself academically for college.
- Step 2* Take the ACT and/or the SAT. Most schools accept either exam. A few schools take one or

the other test only.

- Step 3* Learn about your college choices. What are admission requirements? Who has a program in the major in which you are interested? Where will you be comfortable as a person and as a student?
- Step 4* Visit your college options. Many campuses have scheduled programs for college visits. Make appointments at least two weeks in advance. Admission offices expect you to plan ahead. ALL COLLEGE DAYS COUNT TOWARDS YOUR ATTENDANCE LIMIT.
- Step 5* Get an application for the schools in which you are interested. The Guidance Office has applications for most Indiana schools and several colleges across the country.
- Step 6* Complete your applications. Check deadlines. If recommendations are required, allow writers at least two weeks to meet their deadlines. This is in your best interest.
- Step 7* Either complete the application online or use the paper version. If online, print the counselor information page and take it to your counselor. If using a paper version, return it along with the application fee to your counselor. Make sure your counselor has a Record Release Form and Student Information Sheet on file.
- Step 8* Most schools will respond to your application within four to six weeks. The most selective schools notify regular application students in April.

### **College Planning for Seniors**

1. Attend the Indy Westside College Fair Information Night in October.
2. Visit colleges, including admissions and financial aid offices.
3. Register for SAT or ACT.
4. If required by the institution, take the SAT II tests.
5. Be aware of early admission deadlines.
6. Attend college representative conferences at BDHS. See your counselor for specific dates.
7. Use your **Xello Account**
8. Submit completed college applications online. These must be on time and should include:
  - A. record release form
  - B. student information sheet
  - C. application fee
  - D. college financial aid form, if requested
  - E. housing application, if requested
9. File the Free Application for Federal Student Aid (FAFSA) during the first week of March.
10. Be aware of scholarship and financial aid deadlines.
11. Keep copies of all communications regarding your selected college including notification of admission, housing agreement, and financial aid statement.
12. Respond to your Student Aid Report if needed; keep a copy.
13. Submit requested deposit to your selected college by May 1. Notify other colleges that you will not attend them.

### **College Planning for Juniors**

1. Make certain your junior schedule includes courses in the five academic areas of English, foreign language, social studies, science, and math. Colleges also recommend courses in the arts, technology, music, public speaking, and etymology.
2. Research college and career choices. Make use of the web, publications, and people who are knowledgeable to increase your information base.

3. Learn when college admissions representatives will be visiting Ben Davis and when colleges of your choice will be hosting visitation days on their campuses. You may also want to visit colleges during Fall Recess, Winter Recess, or Spring Vacation. Remember it is always best to visit colleges when students are in attendance and in classes.
4. Register for the PSAT in September. This is your last opportunity to practice for the SAT. This is also the test that qualifies you for the National Merit Scholarship Program.
5. Attend the Indy Westside College Fair at Ben Davis in October. Plan to ask questions of admissions representatives of those colleges in which you are interested.
6. Take the PSAT in October. High test scores will place you on college mailing lists.
7. Attend the financial aid presentation given for juniors and junior parents by Ben Davis High School.
8. Receive the results of your PSAT scores in January. Remember these scores can be converted to projected SAT scores.
9. Plan time to study for your final semester examinations in December. Remember, colleges are impressed with steady or improving grade patterns; colleges are not impressed with fluctuating or declining grade patterns.
10. Choose rigorous courses for your senior year during Educational Planning in February. At this time you will also receive a copy of your high school transcript which will include your cumulative grade point average and class rank. This information, including results from standardized testing, is important to colleges.
11. Register early for the April, May or June ACT or SAT. Remember that most colleges will accept either the SAT or the ACT, but always check with individual colleges for their preferred exam.
12. Receive the results of your SAT and/or ACT scores approximately six weeks after taking the tests. Remember that you may retake these tests in your senior year, and colleges will always take your highest scores.
13. Consider summer school if you are deficient in certain courses or wish to accelerate your course work.
14. Plan time to study for your final semester examinations in May. Likely, you will be sending your transcript to colleges after this semester, so your grades need to be strong.
15. Plan to use your summer to write, research, or visit colleges in which you are interested. Begin to narrow your college choices so you can investigate your preferences more thoroughly. Be prepared to apply to college in the fall of your senior year.

### **College Planning for Sophomores**

1. Make certain your sophomore schedule includes at least four academic courses from English, foreign language, social studies, science, and math (including the Algebra I, Geometry, Algebra II track). Colleges also recommend courses in the arts, business, technology, music, public speaking, and etymology.
2. Register for the PSAT in September. This is an important step on the road to college and will begin to alert colleges that you are interested in college.
3. Attend Indy Westside College Fair. Using the information you collect here, you can begin a college file.
4. Take the PSAT in October. This is excellent practice for college admissions tests and helps you to begin to compete against college bound students nationally.
5. Plan time to study for your final semester examinations. Remember colleges look at all semester grades beginning with your freshman year of high school.
6. Receive the results of your PSAT scores in January. This will help you to know your strengths and



- weaknesses in the verbal and mathematics areas. Using this you can begin to prepare for the SAT or ACT.
7. Research possible career choices and the educational level needed for those careers.
  8. Plan your courses for your junior year during Educational Planning in February. At this time you will also receive a copy of your high school transcript which will include your cumulative grade point average and class rank, both of which are determined on the basis of your semester grades starting in your freshman year of high school. Make sure you choose courses that are as difficult as you can handle.
  9. Consider summer school if you are deficient in certain courses or wish to accelerate your course work.
  10. Plan time to study for your final semester examinations in May/June. Remember, only semester grades will raise your cumulative grade point average and class rank.
  11. Plan to use your summer to visit, to write, or to research colleges so that you may begin to narrow your choices of possible colleges.

## SAT and ACT Testing Information

The Scholastic Aptitude Test (SAT) and the ACT test play an important role in a student's success after high school. It is recommended that students begin taking these standardized tests their sophomore year and continue to improve their score by taking the tests until graduation. Post-secondary institutions use the student's highest scores when considering a student for admittance. Students who are on free and reduced lunch can apply for a fee waiver (one issued per calendar year) to help with the test fees.

In the fall the Preliminary Scholastic Aptitude Test (PSAT)/National Merit Scholarship Qualifying Test (NMSQT) is given. An estimated 1.3 million juniors and sophomores from around the country take the test each year. Recently, some 9<sup>th</sup> and even 8<sup>th</sup> graders have also begun taking this test. The scores from the PSAT/NMSQT are used (with the permission of the student) to determine eligibility for the National Merit Scholarship Program.

## 2023-2024 SAT and ACT Dates

Please visit [www.collegeboard.org](http://www.collegeboard.org) OR <http://www.act.org/> for registration deadlines and updated information. There will be one SAT test date in the fall for Juniors and Seniors. You may also see your counselor.

*Please note that all SAT and ACT scores received at BDHS are posted on the students' transcripts. If students would like a certain score to not be sent to a particular institution, a form must be completed. These forms are located in the office of Student Services.*

## INDY Westside College Fair

Over 100 representatives from colleges, universities, technical schools and the military will be available to distribute material and answer questions. This event is September 14 at 6pm and is an important step on your post high school journey.

## Grading and Evaluation

Students will receive an Academic Education grade (letter grade) which will reflect their knowledge/skills of the Indiana Academic Standards for each subject area as indicated by assessment data accumulated throughout the course which will be used to calculate Grade Point Average. All classroom assessments, assignments (including homework), and activities will be

directly linked to the Indiana Academic Standards. Grades accumulate over the course of the semester.

Standards-Based	Scoring Guide	Value on a 4-Point Scale	Percent Based	Letter Grade	Description
Exemplary	4	4.0	93-100	A	The student demonstrates mastery of core content and targeted skills <b>AND</b> exhibits in-depth implementation and inferencing.
		3.67	90-92	A-	
Proficient	3	3.33	87-89	B+	The student demonstrates mastery of core content and targeted skills. <ul style="list-style-type: none"> <li>• No major errors</li> <li>• Demonstrates more complex thought (synthesis, analysis)</li> </ul>
		3.0	83-86	B	
		2.67	80-82	B-	
Satisfactory	2	2.33	77-79	C+	The student demonstrates basic mastery of core content and targeted skills. <ul style="list-style-type: none"> <li>• No major errors</li> <li>• Knowledge is surface level</li> </ul>
		2.0	73-76	C	
		1.67	70-72	C-	
Marginal	1	1.0	60-69	D	The student demonstrates partial mastery of core content and targeted skills.
Unacceptable	0	0	50-59	F*	The student has yet to demonstrate mastery of core content or targeted skills.

Though a report card is issued at the nine weeks, the semester grade is the product of an 18-week semester's worth of student work, not an average of two nine-week grading periods. Parents are encouraged to monitor the academic and social progress of their student at each grading period. Questions about grading procedures and standards should be referred to the teacher.

## GRADE REPORTS

Grade reports are distributed soon after the close of each nine-week grading period.

### DEFINITION OF MID-TERM AND SEMESTER GRADE

1. The mid-term grade is an accumulation of the nine weeks' work.
2. The semester grade is an accumulation for the entire semester's work and is not an average of the two nine-week grading periods.
3. The semester grade is printed on the student's official transcript.

## Finals

Final exams for classes are generally given at the end of the semester (During the last week of each semester.) **“Early Finals” will not be granted unless the absence is documented by a doctor for health reasons, or for reasons as outlined by the state of Indiana for excused absences.**

\*(see *Attendance Policies and Procedures, Classifications/Definitions - Exceptions to compulsory attendance*) At the end of the first semester, in those rare instances where permission is granted for the student to make-up a final, the final shall be completed within the first two(2) weeks of the

student's return to school after the documented absence. Students who fail to complete their final(s) within the first two (2) weeks of the student's return to school after the documented absence may have their grade(s) for the course(s) calculated with a failing grade for the final included in the semester grade.

*Family vacations (including travel in/out of state and travel out of country), family celebrations, and family "emergencies" are not accepted excused absences. At the end of the school year, a student who misses a final due to an excused absence may have their grade calculated without the final test grade. The administration will make decisions as to the release of final exams.*

## Schedule Changes

Each year counselors work closely with students to select the best possible courses to fit students' needs. Students are expected to review their course selections before the end of each semester to make sure the courses selected are those which are best for the student and his/her future plans.

Students must sign up for a minimum of six courses and a study hall. Students with two or more non-credit periods may not be eligible to remain in the regular day school program. Students are encouraged to access and review their course plans with parents by logging on to their Naviance account.

CHANGES FOR THE NEXT SCHOOL YEAR OR FIRST SEMESTER ARE PERMITTED:

1. In April when you receive your next year's course selections in Homeroom,
2. In May before you leave school for the end of the school year. ***This is the final time for changes for first semester.***

CHANGES FOR THE SECOND SEMESTER ARE PERMITTED:

1. In November and early December when you receive your second semester course selections in Homeroom. THIS IS THE FINAL TIME FOR CHANGES FOR SECOND SEMESTER.

**\*\*EXCEPTIONS\*\***

- a. Students adding a required class because they failed it
- b. Students dropping a class for a study hall
- c. Students missing a class on their schedule due to scheduling conflict
- d. Students recommended for a class change by a department chairperson
- e. Students adding a core academic class because they are trying to upgrade their schedule
- f. A correction due to a missed prerequisite

NOTE: These exceptions are only permitted if requested classes are not closed. We strongly recommend careful planning BEFORE THE SEMESTER BEGINS as we do not guarantee the above exceptions.

### CHANGING A COURSE

Students may also change from one level of a course (e.g., from the Advanced Placement level to a "regular" version of the course) by completing a "Change in Level of Course Request" form. Approval signatures must be obtained from the teacher of the current course, the student's guidance counselor, the student's parent/guardian, and the department chair. Students' guidance counselors work hard to place students in appropriate course levels. Once a semester has begun, such a change may have impact on the student's entire schedule. Thus, a course level change must be considered carefully and initiated early in the semester.

### REPEATING A COURSE

A student must repeat a failed course that is required for graduation. Students may repeat courses they have passed to earn a better grade. The following rules will apply: A student may repeat a course in which he or she previously earned a grade of C+ or below. When repeating a course already passed, the better of the two grades will appear on the transcript and count toward the cumulative GPA and

class rank. When repeating a failed course, the grade earned will appear on the transcript and count towards the cumulative GPA and the class rank. The previous failing grade will be changed to an “R” (for Retaken at a later date) and will not be included in the cumulative GPA or class rank.

### **DROPPING A COURSE**

If a student does not have a study hall, he/she may drop a course for a study hall without a grade penalty if:

1. A parental written request is given to a counselor within the first four weeks of a semester OR
2. Documentation by a doctor is given to a counselor requiring a medical withdrawal.

## **National Honor Society**

- Membership in the National Honor Society is both an honor and a responsibility. Students selected for membership are expected to continue to demonstrate the criteria by which they are selected including outstanding scholarship, leadership, service and character (including compliance with the Ben Davis High School Drug, Alcohol, and Tobacco Policy.
- Students must fill out the required form(s) to be considered for membership in NHS. Membership is granted only to those students selected by the BDHS Faculty Council.
- Minimum scholastic average permitted by the BDHS chapter of the National Honor Society is a 3.2 or above. Also, 5-7 semesters of work and a minimum of 25 credits earned at the end of 5 semesters or 37 credits at the end of 7 semesters. (In addition, students will be required to accumulate a specific amount of activity points listed below. Students who have a 3.6 or higher will be required to accumulate fewer points to be considered for admission). The scholastic average includes the accumulated grades of 5-7 semesters of high school-credit work. Academically eligible students must complete and turn in the this form by the deadline date. The form is designed to determine interest in membership and to obtain verification regarding service and leadership activities in the school and community and must be handed to the guidance secretary by the established deadline.

### **Activity Points**

- There must be a minimum of 4 verifiable activity points by the end of the 5<sup>th</sup> semester or 7 verifiable activity points by the end of the 7<sup>th</sup> semester.
  - ✓ 3 points for a 3.6 GPA or Higher for 11<sup>th</sup> Graders
  - ✓ 5 points for a 3.6 GPA or Higher for 12<sup>th</sup> Graders
- Candidates must verify they completed 30 hours minimum of community service by the end of their Senior Year (May 1) to remain eligible and wear the NHS Stole at Graduation. Eligibility for selection and continued membership is based on compliance with civil and school regulations including being in FULL COMPLIANCE with the Ben Davis High School Drug, Alcohol, and Tobacco Policy.
- These 30 hours may be completed through Ben Davis' after-school tutoring program under the direction of BDHS Staff. *\*Students are encouraged to complete these hours through the after-school tutoring program.*
- Students choosing another option for service hours may do so after approval from the Assistant Principal-Student Activities.  
In order for academically eligible students to be given further consideration for membership in the National Honor Society, they must neatly COMPLETE the interest form and hand it to the Guidance Office secretary

## **Student Achievement**

If a student has not passed the Indiana End of Course Assessments (ECAs) or ISTEP test (depending on the student's cohort), the school reserves the right to place the student in appropriate remediation classes. If a student has failed classes, the school reserves the right to make course choices for the student.

## Graduation requirements

The requirements for graduation from high school as established by the Indiana Department of Education and the MSD Wayne Township Board of Education include:

- A. A student shall complete 40 credits of high school work to receive a Core 40 Diploma. The 40 credits must include 29 credits of required work, 5 directed elective credits, and 6 additional elective credits.
- B. Students must attend seven semesters in grades 9-10-11-12.
- C. The student must pass the required Indiana End of Course Assessments (ECAs)/ISTEP to receive a diploma or meet the requirements of the Graduation Pathways (High School Diploma, Employability Skills, Post-Secondary Readiness Competencies) as defined by the state of Indiana.
- D. Credit deficient students may be given alternatives opportunities to earn additional credit as needed.
- E. Students are generally expected to graduate with their originating class. Students who fail to do so will be evaluated and a further educational plan will be determined.
- F. Course requirements must be met.

### Core 40 Diploma Course Requirements

<b>English/Language Arts</b>	<b>8 Credits</b>
<b>Mathematics</b>	<b>6 Credits (in grades 9-12)</b>
	2 credits: Algebra 2 credits: Geometry 2 credits: Algebra II or complete Integrated math I, II and III for 6 credits *Class of 2016 and beyond – All students must take a math or quantitative reasoning course each year
<b>Science</b>	<b>6 Credits</b>
	2 credits: Biology 2 credits: Chemistry I or Physics or Integrated Chemistry-Physics 2 credits: any Core 40 science course
<b>Social Studies</b>	<b>6 Credits</b>
	2 credits: US History 1 credits: US Government 1 credit: Economics 2 credits: World History or Geography/History of the World
<b>Directed Electives</b>	<b>5 credits</b>
	*World Languages, Fine Arts Career/Technical
<b>Physical Education</b>	<b>2 credits</b>
<b>Health and Wellness</b>	<b>1 credit</b>
<b>Electives</b>	<b>6 Credits (Career Academic Sequence Recommended)</b>
<b>Total:</b>	<b>40 Credits * Students must also pass the Grade 10 ISTEP+ ( Eng./LA, and Math)</b>
*Most four-year colleges require two years of a world language and a year of pre-calculus	

#### Graduation Participation

Students who meet the requirements for graduation and will participate in the commencement ceremony must attend the graduation rehearsal as scheduled.

NOTE: The principal may take disciplinary action that may include denying participation in the graduation ceremony as a result of student misbehavior.

The following rules apply to graduation, issuance of a diploma, issuance of a certificate, and participation in graduation ceremony:

	DIPLOMA/CERTIFICATE	CEREMONY
PASSED ALL CREDITS AND PASSED ISTEP	DIPLOMA	YES
PASSED ALL CREDITS BUT FAILED ISTEP AND DOES NOT TO MEET REQUIREMENTS FOR EMPLOYABILTY OR POST-SECONDNDARY READINESS PATHWAYS	CERTIFICATE	YES
PASSED ALL CREDITS AND FAILED ISTEP BUT MEETS REQUIREMENTS FOR EMPLOYABILTY OR POST-SECONDNDARY READINESS PATHWAY	DIPLOMA	YES
FAILED CREDITS BUT PASSED ISTEP	NO	NO
FAILED CREDITS AND FAILED ISTEP BUT MEETS REQUIREMENTS FOR EMPLOYABILTY OR POST-SECONDNDARY READINESS PATHWAY	NO	NO
FAILED CREDITS AND DOES NOT MEET REQUIREMENTS FOR EMPLOYABILTY OR POST-SECONDNDARY READINESS PATHWAY	NO	NO

### Equal Educational Opportunity

The Metropolitan School District of Wayne Township does not discriminate, deny benefits to, nor exclude anyone from participation on the basis of sex, race, national origin, religion, handicap, or color of skin.

If any student, parent, individual, or group representing a student or parent believes that there has been discrimination against him, her or their child, a grievance procedure and complaint application may be obtained from the principal at the school building or from the Personnel Director at the Education Center.

### Student Distribution of Classes

The secondary schools of Wayne Township assign students or permit selection of courses by the students that allow mixed or random placement in classes, except for remedial/support and honors classes. These class placements are based on various criteria including standardized test scores, previous academic performance, and teachers' observations of student performance. Sex, race, national origin, or religion are not used as criteria for assignment of students to any classes.

### Post-Secondary Credit/Dual Credit

The M.S.D. of Wayne Township is committed to providing a variety of opportunities to meet student educational needs, including the opportunity to participate in a supplemental post-secondary education program. A junior or senior student attending Ben Davis High School may enroll in post-secondary credit classes, if the following criteria are met:

1. The institution must be an accredited public or private college or university located in Indiana that grants a baccalaureate or associate degree.
2. Each student who wishes to enroll in an eligible institution under the program shall secure prior

- approval from the guidance department chairperson.
3. Students must meet the prerequisites of each course taken at the eligible institution.
  4. The students and their parents must be responsible for providing their own transportation and for paying the costs of the post-secondary credit courses.
  5. Students participating in post-secondary credit programs must attend a minimum of four classes at Ben Davis High School. The total number of credits being earned during any one semester at the high school and at the eligible institution should not exceed seven unless the students have a GPA of 3.0 or above. Students with a GPA of 3.0 or above may earn an additional credit per semester if enrolled in post-secondary courses and if approved by the guidance department chairperson.
  6. A student is ineligible to participate in the program if participation would delay the student's progress toward high school graduation.
  7. A student is ineligible to participate in the program if the request is for enrollment in a course offered by Ben Davis High School. An exception would be a scheduling conflict or a course cancellation.
  8. Students who wish to receive high school dual credit must receive prior approval from the guidance department chairperson at Ben Davis High School. The students' grades will be recorded on the high school transcript.
  9. The guidance department chairperson shall make a recommendation to the principal regarding participation in post-secondary classes. The principal will make the final determination if the student is to receive dual credit.
  10. Students must obtain their transcript from the dual credit authorizing institution

## Transcripts

Transcripts are available from the Records Office. The Records Office is located in the main hallway inside of Door 1. For students who are currently enrolled, a parent, or guardian signature is often needed before a transcript can be sent. Former students who are eighteen (18) years of age or older may sign themselves for transcripts. Students or parents and guardians should contact the Records Office at 317-988-7118 for complete details. Please allow time for processing transcripts.

## Student Records and Privacy

Parents and eligible students (18 years of age and older) may review their present and past school records. Upon request to the principal, arrangements will be made for parents or eligible students to review and discuss their educational records. The principal or designee will be present during review to answer questions and interpret data. If a parent or eligible student questions the validity of any educational record, the person may ask for a meeting with the Superintendent or his designee to discuss the correction. Complete procedures for inspection, fee schedules, location and identification of school officials for education records are listed in the School Board policy.

## Release of Directory Information

Parents or eligible students (18 years of age) or older have 14 calendar days from the first student day of the school year to object in writing to the building principal to the release of the following directory information about the student without parental consent:

- Name, address, parents' names, home and work telephone numbers
- Date and place of birth, hair and eye color, race, sex, height, weight, grade level
- Major field of study; participation in school activities and sports
- Dates of school attendance; honors and awards received
- Other similar information: e.g., yearbook information

- Print and electronic media including pictures and digital images of students involved in school activities
- Motor vehicle description and license plate number
- Unlawful activities on or near school property to the appropriate law enforcement agency or court officer
- Recommended disciplinary action for school related offenses to the appropriate law enforcement agency or court officer
- Audio and video recordings made on bus and building security cameras in areas other than restrooms and locker rooms

## **IHSAA Eligibility Rules**

Participation in athletics is a privilege earned by meeting the standards set by your school, conference, and the IHSAA. If you have any questions regarding your eligibility, contact the athletic director or principal BEFORE you endanger your athletic eligibility, rather than AFTER it is too late. For more information, refer to the Ben Davis High School Student/Parent Athletic Handbook.

### **AGE**

A student whose twentieth birthday occurs before the scheduled date of the IHSAA State Finals in a sport shall be ineligible.

### **PARTICIPATION**

A student athlete may not participate in a "like" sport during that high school season without written IHSAA permission

### **GRADES**

If you did not pass 5 regular, full credit subjects in the previous grading period, or if you are not currently passing in 5 regular, full credit subjects, you are ineligible for further interscholastic athletic competition. (Semester grades will take precedence at end of the semester. Audits DO NOT count as subjects. Required Physical Education is considered a solid subject. Athletic Conditioning is a full credit, regular class.)

### **ILLNESS AND INJURY**

If you are absent for five (5) to ten (10) consecutive days, you must practice four (4) practices prior to game participation. If greater than ten(10) days, you must practice six (6) practices prior to game participation.

### **CONDUCT AND CHARACTER**

If you do not represent your school in a becoming manner, if your habits, conduct or character in or out of school during the school year or during the summer are such as to reflect discredit upon your school, you are ineligible for further interscholastic athletic competition. For further explanation, refer to the Ben Davis High School Student/Parent Athletic Handbook.

### **PHYSICAL EXAMINATION CERTIFICATE**

You must have a completed certificate on file dated after May 1 preceding the current school year to be eligible to participate in the out-of-season or in season activities. If you do not have a completed certificate on file, you are ineligible for further interscholastic athletic competition.

### **PARTICIPATION IN PRACTICES, GAMES, CONTESTS, OR SCRIMMAGES**

If you participate as a member of any other similar team in the same season, not under the direct supervision and management of our school; if you participate in a tryout or demonstration as a prospective college athlete; if you participate in a demonstration, coaching school or clinic outside the State of Indiana; or if you participate out of season in a basketball or football practice, game, contest, demonstration, exhibition or scrimmage, you are ineligible for further interscholastic athletic



competition.

There are beginning and ending practice and contest dates for all IHSAA sports. If you have a question concerning your participation and/or eligibility in any sport, consult the high school Athletic Director.

**UNDUE INFLUENCE**

If a person uses undue influence to retain or secure you as a student or to retain or secure your parents or guardians as residents, you are ineligible for further interscholastic athletic competition.

**Transferring Student Athlete**

If you are transferring to Ben Davis High School, you must report immediately after enrollment, with your parent/guardian, to the Athletic Office to complete the IHSAA Transfer form.

**NCAA Eligibility Guidelines**

Students should see the Athletic Director or their guidance counselor for information regarding academic requirements for the NCAA. Additional information can be found by accessing the NCAA Clearinghouse Web site at [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net).

**MSD of Wayne Township  
Student Discipline Code**

**DUE PROCESS**

Due process is guaranteed to students in certain circumstances by the Fourteenth Amendment to the United States Constitution and Indiana law. Due process in education requires that rules and regulations governing student conduct are made available to students and parents; that students know and understand these rules and regulations; that when a student is believed to have violated a rule or regulation, he or she is confronted with this belief and given the opportunity to respond to the accusation; that when rules or regulations are violated, certain consequences may occur; and that if expulsion from school is a recommended consequence and if the student or his or her parent wishes, a meeting on the expulsion will be offered. Appeals to the Board of Education, and to the civil courts may follow.

**2024-2025  
Student Conduct Rules**

Time & geographic application of student conduct rules

The student conduct rules listed below apply to student conduct:

- a) during school activities on or off school property;
- b) on school property at any time; or
- c) while traveling to or from school or a school activity.

In addition, a student committing an act that violates Indiana or Federal law at any time or place may be suspended or expelled if the unlawful act is directed toward a school employee, student, or Board member; arises out of a school relationship; or has caused or can be predicted to cause in-school consequences.

The following rules define misconduct for which a student may be suspended or expelled from school attendance and denied credit for all activities occurring during the period of suspension or expulsion:

1. **Behavior that injures or presents a risk of injury to the student or another person, or provoking or attempting to provoke or cause another person to fight.** Examples: Fighting with another person; throwing an object at a person; pushing, hitting, striking, or tripping another person; driving a vehicle in a dangerous manner; handling dangerous materials such as

- chemicals in chemistry class in a dangerous way; calling a person a derogatory name, or encouraging a person to fight.
2. **Damaging or stealing school property or the property of another person or organization.** Examples: Taking a student's textbooks and hiding them from the student responsible for the books; removing property without permission from a locked or unlocked desk, car, or locker.
  3. **Disrupting a class or school activity.** Examples: Distracting other students while a teacher is lecturing; or disrupting a student convocation with noise.
  4. **Harassing, bullying, threatening, hazing, or intimidating another person.** "Harassing" or bullying behavior is unwelcome behavior that interferes with a victim's ability to learn or derive benefit from a school activity that is directed toward the victim after the victim (or another person on the victim's behalf) has stated or shown that the behavior is unwelcome. "Hazing" behavior is behavior directed toward a student with that student's consent that is nevertheless abusive, demeaning, or dangerous. Examples: Picking on a student who is distracted or intimidated by the behavior; bullying or pushing another student around; hazing a student as a part of joining a club or group.
  5. **Possessing a knife, firearm, bullets, a dangerous device, fireworks, or other item that is or appears to be a dangerous device.** "Dangerous device" means an item that is readily capable of causing injury to a person and is not essential in performing a task that must be performed by a student for school purposes. The term includes all weapons, including firearm ammunition, fireworks, a smoke or noise bomb, a handgun, a rifle, a shotgun, a stun gun, chemical mace, pepper gas, a laser pointer or other laser light device, and all personal protection devices such as a tear or CS gas dispenser, including personal protection devices that emit only sound. Example: Bringing any weapon on school property or to a school activity such as a ball game or play.
  6. **Consuming, possessing, offering, providing, accepting, or being under the influence of alcohol or an alcoholic beverage, an illegal drug, a prescription drug (except as authorized in a prescription by a licensed health care provider), an over-the-counter medication containing a stimulant such as preparations containing caffeine, ephedrine, pseudoephedrine, or phenylpropanolamine as an ingredient (except as authorized in a prescription by a licensed health care provider), or any substance represented to be or thought by the intended recipient to be an illegal or prescription drug.** Examples: Bringing any medicine not prescribed for the student possessing the medicine to school. Possession of any illegal drug such as marijuana, or a tablet or pill represented to be an illegal or prescription drug.
  7. **Consuming, possessing, offering, providing, accepting, or being under the influence of an inhalant, a solvent, or other volatile substance or combination of volatile substances, contrary to safety instructions provided on the product's labeling, or the direction of school personnel.** Example: Intentionally inhaling glue or acetone fumes.
  8. **Possessing drug preparation or drug consumption paraphernalia such as rolling papers, clips, or displaying materials that promote or encourage alcohol or drug use.** Example: Wearing a t-shirt with a commercial beer logo or a marijuana leaf visible to other students.
  9. **Possessing cigarettes, smokeless tobacco, snuff, or other tobacco product or a device such as a lighter designed primarily for use in consuming tobacco products.** Example: Carrying cigarettes, cigar, snuff, chewing tobacco, cigarette papers, or a lighter.
  10. **Engaging in consensual sexual behavior such as kissing, fondling, or sexual relations.** Example: Kissing or fondling another student without objection by the other student.
  11. **Wearing clothing, jewelry or a hair style that is dangerous to the student, indecent, vulgar, profane, indicative of gang activity or affiliation, or presents a message that is inconsistent with the educational mission of the School District, or results in disruption of an educational function.** Examples: Wearing clothing with an alcoholic beverage logo or slogan, or a message that encourages and/or depicts the use of alcohol or illegal drugs, wearing or displaying gang insignia or gang identification items.

12. **Cheating, plagiarizing, submitting the work of another person for academic credit, allowing another student to cheat, or violating a building level student honor code, or the honor code of an extracurricular activity.** Examples: Using notes or other memory aides when not permitted by the teacher giving the test or exercise. Submitting a theme or assignment found on the Internet as an original work by the student. Allowing another student to copy answers during a test. Consuming an alcoholic beverage during a weekend while a member of an athletic team.
13. **Creating or distributing information including information distributed via e-mail or through a web site, that results in or is likely to result in the disruption of an educational function, advocates a violation of law or a student conduct rule, is sexually explicit or obscene, is libelous, slanderous or defamatory, or invades the privacy of an identified or identifiable person. Web sites maintained on servers other than School District servers are covered by this conduct rule where the content of the communication is in violation of this rule.** Example: Sharing copies of materials about how to build a “stink bomb”.
14. **Possessing and/or using any personal electronic device such as a cell phone or laptop in a manner that violates school district policy A200, Responsible Use of Technology.**
15. **Refusing or failing to follow a directive from a school employee with responsibility for student supervision (including Instructional Assistants, Bus Drivers, and Bus Aides), including a directive to respond truthfully and completely when questioned about a school-related matter.** Example: Responding with a known lie about another student’s misconduct when questioned by a teacher or administrator.
16. **Violating a building level student conduct rule, a Transportation Department student conduct rule, or violating a rule established for a special event.** Examples: Violation of any rules developed for a building or class. Violation of a rule established for an athletic contest or graduation ceremony.
17. **Violating the School District’s policy on acceptable use of the Internet, computers, e-mail, or voice mail, facsimile machines, or any other School District communications resource.** Examples: Signing on to a school computer network as another person or sending harassing or threatening messages to another person in school or outside of school.
18. **Violating Indiana or Federal law.** Example: Bringing a handgun, rifle, shotgun, or firecrackers onto school property.
19. **Not having legal settlement in the School District or attending without Out-of-District Transfer approval.**
20. **Attempting to commit an act which is a violation of these student conduct rules.** Example: Attempting to punch another student but missing.
21. **Refusing to cooperate in the search of a vehicle, locker, or other place where the search is based upon reasonable suspicion of a teacher or administrator or is conducted pursuant to the consent to search given in the student parking agreement.** Example: Refusing to unlock a car brought on to school property when directed to unlock the vehicle by an administrator or school security officer.
22. **Aiding, assisting, or conspiring with another person to violate these student conduct rules or state or federal law.** Example: Guarding the entrance to a rest room while other students smoke in the rest room.
23. **Failing to report the actions or plans for action of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to a person or persons or damage property.** Example: Failing to report seeing a student in possession of a handgun on the bus on the way home from school.
24. **Invading the privacy of a person by photographing the person or recording another person’s words or actions without that person’s permission, or displaying a photograph or recording made with permission to persons not authorized by the subject to have access to the recorded image or words.** Examples: Taking a photograph of another student, or posting a photo or video clip on a web site.

In Possession: Definition:

Students are required to inspect their possessions and vehicle for the presence of items that may not be possessed on school property, before coming on school property. Students are “in possession” of an item for purposes of these rules when the item is on their person, in their immediate possession such as in their hand, a pocket, a purse, or a backpack, is in a place under their exclusive control, or the student is aware the item is in a place to which the student has access such as a shared locker or vehicle. More than one student may have “constructive possession” of a single item and be responsible for possession of the item. Possession of an item on a direct route to the main office of the school from the place on school property where an item was first found shall not be a violation of these student conduct rules.

Assistance in interpreting school rules.

The examples of violation of the rules provided with each rule are provided for purposes of illustrating what student conduct would violate each rule. The examples given are not the only possible violation of the rule. Students, parent, or school employees unsure as to whether a particular act would be a ground for suspension or expulsion are encouraged to consult with the building principal for guidance before the student engages in the act.

## **Plagiarism & Academic Cheating**

Cheating and plagiarism are considered very serious offenses by the faculty and staff of Ben Davis High School. A student cheating for the first time may receive loss of credit for the assignment. The second offense may result in a failing grade for the course and/or disciplinary action.

### **Ben Davis High School Student Honor Code [NOTE RULE 12]**

Integrity is a core value in the character building responsibility of the Wayne Township Schools. In addition to the importance of integrity, Integrity plays an important role in student achievement. In the short term, it allows teachers to rely upon their assessment of their students' work as an accurate measure of their level of achievement. In the longer term, students learn the important role of integrity as they apply their education in pursuit of the career, family, and community goals.

#### **The Ben Davis Student Honor Code shall be as follows:**

**In the pursuit of academic goals, a Ben Davis student will not cheat,  
plagiarize the work of others,  
or permit other students to do so.**

*\*Please refer to Student Code of Conduct and Annual Notices 2020-2021 distributed by the MSD of Wayne Township for amendments and changes to the above code.*

The values that Ben Davis High School holds to be true are that students have a right to feel safe at school and that education is important to the future success of our students in society. The principles based on these values are that school is a safe place and that the school environment promotes learning for all students. All of the rules in the Student Code of Conduct use these principles as their base.

Ben Davis High School is committed to providing a safe and orderly environment that promotes learning. When a student's conduct jeopardizes the safety of the school or disrupts the learning environment, consequences for the behavior may be assigned including, but not limited to, suspension or expulsion.

### **THE FOLLOWING CONSTITUTE MISCONDUCT FOR WHICH A STUDENT MAY BE SUSPENDED OR EXPELLED:**

1. Insubordination: A student will obey the lawful direction of any staff member or adult in authority during the time the student is in school or participating in a school activity.

Examples of insubordination include, but are not limited to:

- a.** Failure to Comply with Direction or Instruction of a Staff Member or Adult in Authority: Failure to follow any reasonable direction given by a staff member or adult in charge
  - b.** Refusal to Serve Detention: Failure to serve detention as directed
  - c.** Refusal to Participate in In-school Alternatives: Failure to report to in-school alternatives as directed by a staff member or adult in charge
  - d.** Refusal to Report to Office: Failure to report to the administrative office as directed by a staff member or adult in charge
  - e.** Refusal or Failure to Identify Oneself: Failure to identify oneself when requested by a staff member or adult in charge
  - f.** Failure to Participate in an Alternative to Suspension Program
  - g.** Failure to Respond Truthfully and completely when questioned about a school-related matter.
  - h.** Refusing to Cooperate in a Vehicle Search conducted pursuant to reasonable suspicion of a teacher or administrator or pursuant to the consent to search given in the student parking agreement.
  - i.** Failing to Show Student ID Cards: Students are required to show their ID cards or identify themselves when asked to do so by a school employee or adult in charge.
  - j.** False Attendance Note, Call, or Hallway Pass: Any intentional change, alteration, or forgery of a hallway pass or attendance note will be treated as a major disciplinary infraction. The same is true for a false attendance call, professional note, or parent note.
2. Disrespect: A student will not behave in a disrespectful manner toward staff or an adult in charge. Examples of disrespectful behavior include, but are not limited to:
- a.** Walking Away: Leaving while a staff member or adult in charge is talking to the student or has directed them to stay in the area
  - b.** Talking Back: Responding orally in a rude or insolent manner to a staff member or adult in charge
  - c.** Inappropriate Gestures and/or Actions that can be viewed as Obscene or Rude
3. Behavior that Injures or Presents a Risk to the student or another person
4. Bullying, Harassment, Intimidation, Provocation and Threat:  
"Bullying" as used in this policy means overt, repeated acts or gestures, including: (1) verbal or written communications transmitted; (2) physical acts committed; or (3) any other behaviors committed; by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student. Ind. Code 20-33-8-0.2.
- "Harassment" as used in this policy means: Unwelcome words and/or actions directed to another person, which interfere with the victim's ability to work, learn, or benefit from a school activity; or an offer of a benefit or an opportunity to avoid a sanction if the victim accommodates or does not reject the harasser's words or actions.

**"Intimidation"** as used in this policy means communicating a threat to another person, with the intent that the victim engage in conduct against the other person's will; that the other person be placed in fear of retaliation for a prior lawful act; or causing a building to be evacuated. See Ind. Code 35-45-2-1

**"Provocation"** as used in this policy means words and/or conduct intended to or having the effect of "calling out" or challenging a person to fight. It includes using "fighting words" or challenges to a person based upon race, color, religion, actual or perceived disability, national origin or ethnicity, gender, sexual orientation or identity.

**"Threat"** means an expression, by words or action, of an intention to: unlawfully injure the person threatened or another person, or damage property

5. Hazing - **"Hazing"** as used in this policy means causing a person to perform or submit to an act of initiation or right of passage into a class, group, team, or organization if the act or series of acts is demeaning, or results in a risk of mental, emotional, or physical harm. Consent, or assumption of risk by a victim shall not be considered in determining if hazing has occurred. For criminal liability for "hazing", see the Indiana Criminal Recklessness statute at Ind. Code 35-42-2- 2.
6. **"Sexual harassment"** as used in this policy means unwelcome words or actions motivated in whole or in substantial part by the victim's gender when:
  - a. acceptance of or submission to the words or actions is an express or implied condition of receiving a benefit, avoiding a penalty, or displacing legitimate considerations in a decision concerning the victim's employment or education;
  - b. the unwelcome words or actions substantially interfere with an employee's work performance or a student's ability to learn; or the unwelcome words and/or actions create a hostile environment for work or teaming.
7. Knowledge of Deadly or Dangerous Weapons or Threats of Violence. Because the School Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of deadly or dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.
8. Use of an Object as a Weapon. Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another can be a felony and/or cause for civil action. This violation may subject a student to expulsion.
9. Failing to report Behavior of Another Person to a teacher or administrator when behavior by another person could result in harm to another person or persons or damage the property of another person or persons when the student has information about such behavior.
10. Possessing a Knife, Firearm, Dangerous Device or something that appears to be a dangerous device including laser pointers. "Dangerous device" includes fireworks, a handgun, rifle, shotgun, stun gun, knife, mace, pepper gas, and all other weapons and personal protection devices capable of causing injury or discomfort to a person. A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon will subject a student expulsion. In compliance with State law, the Board may expel any student who possesses a deadly or dangerous weapon in a weapon-free school zone or

commits either arson or rape in a Corporation building or on Corporation property, including school buses and other school transportation.

11. Consuming, possessing, offering, providing, or being under the influence of:
  - a.** Alcohol or an alcoholic beverage and/or illegal drug
  - b.** a prescription drug except as authorized by a prescription by a licensed health care provider
  - c.** an over-the-counter medication containing a stimulant such as preparations containing caffeine, ephedrine, pseudoephedrine, or phenylpropanolamine as their primary ingredient except as authorized in a prescription by a licensed health care provider.
  - d.** any substance represented to be, or thought to be by the intended recipient to be an illegal or prescription drug except as authorized above.
  - e. a substance such as an inhalant, a solvent, or other volatile substance or combination of volatile substances, contrary to safety instructions provided on labeling, a sign, or by school personnel.
  - f.** rolling papers, clips or displaying materials that promote or encourage alcohol or drug use.
  - g.** cigarettes, smokeless tobacco, e-cigarettes (i.e. vape pens), Juul devices and other “vape” devices and accessories, snuff, or other tobacco products or a device such as a lighter designed primarily for use in consuming tobacco products (see School Board policy A150-R)
12. Engaging in sexual behavior. Sexual behavior is defined as any inappropriate conduct of a sexual nature, including inappropriate display of affection. Public Affection: Students are expected to use moderation concerning their affectionate expressions toward others while in school. Holding hands in the halls is not considered objectionable or inappropriate, but petting or kissing is inappropriate and objectionable. Disciplinary action will be taken against students who refuse to cooperate.
13. Profanity/Obscenity: A student will not use profane or obscene language or make obscene gestures. Examples include, but are not limited to:
  - a.** Swearing: Saying anything that conveys an offensive, obscene, or sexually suggestive message or is in poor taste for a school setting.
  - b.** Obscene Gestures: Making any sign that conveys an offensive, obscene, or sexually suggestive message.
  - c.** Derogatory Written Materials: Having any written material or pictures that convey an offensive, obscene, threatening, demeaning or sexually suggestive message, satanic or gang- related drawings, symbols, and references, or racial in nature.
  - d.** Directed at Staff Member: Writing, saying, or making gestures that convey an offensive, obscene, or sexually suggestive message toward a staff member.

## Dress Code

14. Student Appearance: The Metropolitan School District of Wayne Township is committed to

providing an environment that is the most beneficial for student's safety and learning. A broad-based committee of parents, teachers, students and administrators developed the following guidelines which were approved by the Wayne Township School Board. They were designed to reflect Wayne Township's Community Values. These guidelines are consistent with the Student Code of Conduct Rules for the MSD of Wayne Township.

No article of clothing, tattoo, or accessory may contain language or graphic representations depicting or promoting the use of drugs, alcohol, tobacco, showing gang affiliation or encouraging gang activity, violence, or sexual activity. These guidelines are provided to assist students and their families in recognizing what is acceptable in Wayne Township schools. Please contact your student's principal for further clarification and requests for special circumstance exemptions.

- a. **Shirts / Tops** All shirts or tops must "cover" the underarm, chest, shoulders (no spaghetti straps), stomach, and back. T-shirts with vulgar or suggestive slogans or advertising that promote alcohol, tobacco, drugs or any illegal products are not permitted.
- b. **Pants, Skirts, Shorts** All articles of clothing on the lower torso must rest naturally at the top of the hip to ensure that undergarments are not visible in the standing or sitting position. Shorts and skirts must be mid-thigh/fingertip in length when a student's arms are comfortably at his/her side. Clothing which is primarily constructed of spandex, spandex type, or other excessively tight material is not permitted as an outer garment, unless it is covered by acceptable clothing at the mid-thigh/fingertip length. Pajamas are not permitted. Any holes in the clothing above fingertip length must be covered with tape or other materials over the hole.
- c. **Shoes** Footwear must be worn in school at all times. House shoes and house slippers are not permitted. At the elementary level, shoes should be appropriate for recess and student safety should be a consideration. Excessively loose shoes or shoes that pose a tripping hazard should be avoided.
- d. **Jackets / Coats** Jackets are permitted to be worn in the school during the instructional day. Heavy coats designed for frigid temperatures and/or excessively large coats are not permitted. Blankets are not permitted during the school day.
- e. **Headwear and Glasses** Sunglasses shall not be worn in the buildings. Head coverings will not be permitted during the school day. Students may appropriately use articles (barrettes, bandanas, headbands, scarves) designed to pull or hold hair.
- f. **Hair / Facial Jewelry** Student's hair, jewelry, or other accessories should not interfere with the educational environment of the school or safety of each student. Only approved dental work is permitted such as braces and retainers. "Grills" are not allowed.
- g. **Book bags / Backpacks** Book bags and backpacks are permitted in school. Excessively large bags and bags with rollers may be restricted during the school day.
- h. **Undergarments / See-Through Materials** Undergarments are not to be visible at any time. Outer garments are to be worn in a manner which will cover up all undergarments. See-through materials do not constitute "cover."

**This list is not intended to be an exhaustive list of prohibited items. Clothing, accessories, and other items deemed disruptive, offensive, or contrary to the school's mission by the school administration may be prohibited.**



15. Electronic Equipment- **Use of Student-Owned Devices in the Ben Davis High School Classroom:**

- must be in accordance with the district *Responsible Use Policy*
- cannot be a required aspect of the assignment, lesson, or project
- is at the risk of the student-owner; BDHS is not responsible for preventing damage, theft, or loss.

## **Bring Your Own Device (BYOD)** **See School Board/District Policy**

### **Incorrigible or Habitual Offenders**

Students who continually and habitually violate validly adopted school rules and disrupt the educational function of the school will be subject to increasingly serious discipline. These disciplines, based upon the accumulated weight, seriousness, and nature of the offenses, may eventually lead to a recommendation for a change of placement or expulsion.

**At the discretion of the Principal or designee, habitual offenders may be required to behave within the limits set forth in a performance/behavior contract. This contract will be the result of data collected via parental conference, teacher recommendations, counselor contacts, and other sources.**

\*Students who have repeated behavior infractions (i.e. six [6] suspension days or more) may also be considered for exclusion from participating in extracurricular activities and events (Exclusions include, but are not limited to, dances (*including proms*), parties, pep sessions, school sponsored college visits, other activities as defined by the administration).

### **Reasonable Suspicion/Student Searches**

Schools have an obligation to protect students and staff members from dangerous substances such as drugs, weapons, or other items which causes or can reasonably be foreseen to cause an interference with school purposes or an educational function, or which is forbidden by state law or school rules. A school official can search a student, his/her locker, or other property including his/her car or the car he/she is driving or riding in if the official has "reasonable suspicion" to believe that the student has violated or about to violate a school disciplinary rule. As used in this section, "reasonable suspicion for a search" means grounds sufficient to cause an adult to believe that the search of a particular person, place, or thing will lead to the discovery of evidence that the student:

1. Has violated or is violating a rule or behavioral norm contained in the student handbook; or
2. Has violated or is violating a particular law; or
3. Possesses an item or substance, which presents an immediate danger of physical harm or illness to students and staff or Corporation property.

**LOCKERS:** Each student will receive a corridor locker in which books and coats are to be kept. Students must use only the locker assigned to them, keeping secret their locker combination. They must print their names in ink on all books, supplies, gym suits, shoes, etc., and report any problems with lockers directly to the Main Office. The school reserves the right to examine students' lockers and their contents for the purpose of eliminating fire or other hazards, maintaining sanitary conditions, attempting to locate lost or stolen articles, and locating prohibited or dangerous materials, including but not limited to narcotics or other contraband.

- 1) LOCKS – The school corporation will retain access to student lockers by keeping a master list of

- combinations and/or retaining a master key. Students may not use their own locks or prevent access to lockers by school officials. Any unauthorized locks may be removed without notice and destroyed.
- 2) USE OF LOCKERS – Lockers are to be used to store school supplies and personal items necessary for use at school. Lockers shall not be used to store “contraband” which are items that cause, or can reasonably be foreseen to cause an interference with school rules, such as drugs, drug paraphernalia, beverages containing alcohol, weapons, any volatile substance, bombs or explosive devices, any acid or pungent or nauseous chemical, any library book not properly checked out or overdue, unreturned gym or athletic equipment, any wet or mildewing articles, or any stolen items. Students will be expected to keep their lockers in a clean and orderly manner. Students are not to share their lockers or reveal their combination under any circumstances. Students should report any locker malfunction to the office immediately.
  - 3) AUTHORITY TO INSPECT – School lockers are the property of Wayne Township Schools. Contents may be periodically searched for safety and health reasons. The school corporation retains the right to inspect lockers to insure they are being maintained in accordance with the conditions of rule no. 2. All inspections of student lockers shall be conducted by the principal or a member of the administrative staff designated in writing (hereinafter referred to as “designee”) by the principal.
  - 4) INSPECTION OF INDIVIDUAL STUDENT’S LOCKER – The inspection of a particular student’s locker will not be conducted unless the principal or his designee has a reasonable suspicion to believe that the locker to be inspected contains contraband. Before a particular student’s locker is inspected, the student, if present on the school premises, shall where possible, be contacted and given the opportunity to be present during the conduct of the inspection unless circumstances require that the inspection be conducted without delay in order to protect the health and safety of others present on school premises. Whenever an individual student’s locker has been inspected under this rule without the student’s presence, the principal or his designee shall notify the student of such inspection as soon as practicable thereafter.
  - 5) INSPECTION OF ALL LOCKERS
    - A. An inspection of all lockers in the school, or lockers in a particular area of the school, may be conducted if the assistant principal, principal, superintendent, or assistant superintendent reasonably believe that such an inspection is necessary to prevent, impede, or substantially reduce the risk of:
      - 1) An interference with school purposes or an educational function.
      - 2) A physical injury or illness to any person.
      - 3) Damage to personal or school property.
      - 4) A violation of state law or school rules.
    - B. Examples of circumstances justifying a general inspection of a number of lockers are:
      - 1) When the school corporation receives a bomb threat.
      - 2) When evidence of student drug or alcohol use or possession creates a reasonable belief of a high level of student use.
      - 3) At end of the grading period, and before or during school holidays, to check for missing library books, lab chemicals, or school equipment.
      - 4) Where student violence or threats of violence create a reasonable belief that weapons are stored in the lockers.
    - C. If a general inspection of a number of lockers is necessary, then all lockers in the defined

inspection area will be examined. Students will not necessarily be given the opportunity to be present while a general inspection is being conducted.

6) INVOLVEMENT OF LAW ENFORCEMENT OFFICIALS

- A. The principal, superintendent, or assistant superintendent may request the assistance of law enforcement officials to assist the school administrators in inspecting lockers or their contents for purposes of enforcing school policies only if such assistance is required:
- 1) To identify substances which may be found in the lockers; or
  - 2) To protect the health and safety of persons or property, such as to aid in the discovery and disarming of bombs or weapons which may be located in the lockers.
- B. If a law enforcement official requests permission to inspect a student's locker or its contents, the principal shall require the production of a search warrant before allowing the inspection.
- C. If a law enforcement official requests the principal to make an inspection of a locker or its contents on behalf of or in the place of such official, the request may be denied. However, upon request of law enforcement officials, school officials may secure the locker and its contents for a reasonable period of time in order to permit the law enforcement official an opportunity to obtain a search warrant.
- 7) LOCKER MAINTENANCE – Nothing in these rules shall affect members of the custodial or other staff who repair defective lockers or clean out or supervise the cleaning out of: A) Lockers from time to time in accordance with a posted general housekeeping schedule. B) The locker of a student no longer enrolled in the school. C) A locker during any vacation period which is reasonably believed to contain rotting items such as food, wet clothes, etc.
- 8) PUBLICATION OF RULES – A copy of these rules shall be provided to each student and his parents or guardian at the start of each school year or as soon as practicable after the student's enrollment in the school.
- 9) RECOVERY OF LOSS – Students should not keep money, jewelry, or other expensive items in their lockers. The school corporation is not liable for any item stolen or taken from a student locker. Any losses should be pursued through the family insurance policy. It is very important that students label their personal possessions.

Definitions

As used herein, the term "school purposes" refers to the purpose for which a school corporation operates, including:

1. To promote knowledge and learning generally
2. To maintain an orderly efficient educational system; and
3. To take any action under the authority granted to school corporations and their governing bodies by statute.

As used herein, the term "educational function" is defined as it is by state code.

The term "educational function" means the performance by a school corporation, or its officers or employees, or as an act or series of acts carrying out school programs.

PERSON: A school official may search the person of a student during a school activity if there is reasonable suspicion to believe a student has violated or about to violate a school disciplinary rule.

VEHICLES: Student vehicles are subject to search if there is reasonable suspicion to believe that drugs, alcohol, stolen property, or other contraband might be present.

## After-School Detention (DET)

A school administrator or teacher may assign students whose conduct is not satisfactory to After-School Detention. Students assigned to After-School Detention meet in the cafeteria or other designated area with the supervisor assigned to After-School Detention. Students are required to report to After-School Detention with study materials. After-School Detention will meet after school on Tuesday, Wednesday, and Thursday from 3:30 PM to 4:00 PM. A student assigned to After-School Detention is required to serve the After-School Detention. Failure to do so may result in a suspension and/or loss of the ability to participate in, or attend extra-curricular activities. After-School Detention rules are as follows:

1. Students who are assigned to After-School Detention must report to the After-School Detention room by 3:30 PM. They will be dismissed at 4:00 PM.
2. Students will not be admitted to detention after 3:30 PM and will be treated as not attending detention.
3. Students are to bring their books, pencils, paper, study materials, and equipment with them. Students will not be allowed to leave the After-School Detention room.
4. Students are expected to follow the directions of the After-School Detention supervisor. If there is a lack of cooperation, the student may be referred to the office for additional discipline.
5. Students are not to communicate in any way with other students without permission from the supervisor.
6. Students are to work on class assignments. Students may not write notes, draw (unless assigned from a class), or scribble on anything. Defacing school property can result in further consequences.
7. Students are not to sleep or rest their heads in their arms or hands. They are expected to keep their heads off their desks.
8. No food or drinks will be allowed in After-School Detention.
9. A student must serve the After-School Detention assigned. Refusal to serve the assignment will be considered insubordination for which additional disciplinary action will be taken.

### Friday School Detentions

A school administrator may assign students whose conduct is not satisfactory to Friday School Detention. Students assigned to Friday School Detention meet in a special room with the supervisor assigned to Friday School Detention. Students are required to report to Friday School Detention with ample study materials. Friday School Detention will meet after school on Friday from 3:30 PM to 4:30 PM. A student assigned to Friday School Detention is required to serve the detention on the date assigned. Friday School Detention rules are as follows:

1. Students who are assigned to Friday School Detention must report to the Detention room by 3:30 PM. They will be dismissed at 4:30 PM.
2. If students are tardy to Friday School Detention, then they will not be allowed to serve the detention which may result in out-of-school suspension.
3. Students are to bring their books, pencils, paper, study materials, and equipment with them. Students will not be allowed to leave the detention room.
4. Students are expected to follow the directions of the Detention Supervisor. If there is a lack of cooperation, the student may be referred to the office for additional discipline.
5. Students are not to communicate in any way with other students without permission from the supervisor.
6. Students are to work on class assignments. Students may not write notes, draw (unless assigned from a class), or scribble on anything. Defacing school property can result in further consequences.
7. Students are not to sleep or rest their heads in their arms or hands. They are expected to keep

- their heads off their desks.
8. No food or drinks will be allowed in Friday School Detention.
  9. A student must serve the Friday School Detention assigned. Refusal to serve the assignment will be considered insubordination for which additional disciplinary action, such as out-of-school suspension will be taken.
  10. Failure to serve a Friday School Detention may result in the loss or suspension of driving privileges as well as additional disciplinary actions.

## **In-School Suspension (ISS)**

A school administrator may assign students whose conduct is not satisfactory to In-School Suspension. The student serving In-School Suspension for a full day or more will not be allowed to leave the In-School Suspension room to attend class, school appointments, field trips, or extra-curricular activities. The students serving In-School Suspension will be expected to follow all In-School Suspension rules and do all work assigned by teachers and/or the In-School Suspension supervisor. Any violation of In-School Suspension rules will result in additional In-School Suspension, Out-of-School Suspension, or Alternative Placement. ISS rules are as follows:

- 1.** You must be on time. Tardies will be counted.
- 2.** You must come prepared with books and school supplies.
- 3.** You will miss all extra-curricular activities and assemblies that meet on the day that you are serving ISS.
- 4.** You will be allowed one restroom break in the A.M. and one in the P.M.
- 5.** You are to remain seated and quiet at all times. You may get the supervisor's attention by raising your hand.
- 6.** You are expected to work on schoolwork and you may read approved materials after work is completed. You are not to rest your head on your arms or sleep.
- 7.** You are to complete all of your assigned work and show it to the supervisor. Upon returning to class you are to hand in your assigned work, unless a teacher requests that you give it to the ISS Supervisor.
- 8.** You will eat lunch in the ISS room with the supervisor.
- 9.** You are to respect all school and student property.
- 10.** Your respect and cooperation are expected at all times.

## **Out-of-School Suspension (OSS)**

A school administrator may assign students whose conduct is not satisfactory to out-of-school suspension. During an out of school suspension, the student is not allowed to attend classes or any activity, or be on school grounds.

## **Criminal Acts on School Grounds**

BDHS will adhere to all requirements by reporting to law enforcement criminal acts that are committed on school grounds.

## Disciplinary Consequences

The assignment of specific consequences for violations of the discipline code will depend upon the severity of the offense and specific policies where applicable. Students who have failed to adhere to school rules will be subject to the following consequences:

**\*\*\*Please Note\*\*\***

### **Failure to Serve Assigned Consequences**

**\*A student who fails to serve two Assigned Consequences in any semester (i.e. Detention, In-School Suspension, Work Detail, etc...) may not be able to participate in extra-curricular activities including the school Dances/Prom(s).**

#### DRIVER'S LICENSE OR PERMIT SUSPENSION

1. Indiana law requires a student to be in good standing in school attendance and discipline to obtain or continue to hold a valid driver's license or permit. The Bureau of Motor Vehicles may be notified concerning any student who is less than eighteen (18) years of age and who:
  - Is a habitual truant
  - Is suspended from school a second time in a school year
  - Is under expulsion from school
  - A student who habitually violates the Ben Davis code of student conduct
  - Has withdrawn from school for a reason other than financial hardship
2. A student whose name is submitted to the Bureau of Motor Vehicles will not be eligible to be issued a driver's license or a learner's permit, and will have an existing driver's license or learner's permit invalidated. The license will remain invalid until one of the following occurs:
  - 120 days have passed or the end of the semester during which the student returns to school, whichever is longer.
  - The student is 18 years of age.
  - The student's license is recommended for reinstatement by an administrator
  - The suspension or expulsion is reversed

### **Drug and Alcohol Policy/Drug Testing**

Possession or use of drugs, inhalants and alcohol as stipulated in the Student Code of Conduct of Metropolitan School District of Wayne Township is prohibited at Ben Davis High School, including buildings and grounds. **Anyone under the influence or involved with drugs, inhalants or alcohol at school or school functions, on or off the campus, may be expelled.** Any student caught with drugs or selling drugs will be expelled. All drug and alcohol violations will involve the Marion County Sheriff's Department.

The use of illegal drugs, inhalants, alcohol and tobacco is prohibited and requires interventions. Students may be tested through voluntary testing which requires parental/guardian permission or required testing based on individualized, reasonable suspicion. Voluntary testing may be requested when a student violates certain school rules or if the student is having significant trouble with grades or attendance. "Individualized, reasonable suspicion" means circumstances which, when considered together in the context of which each occurred, give rise to a reasonable belief that, at the time the test would be administered, the test would show that the student had used a drug, alcohol or tobacco in violation of Indiana or Federal Law or MSD of Wayne Township Student Conduct Rules. Substance for

which students may be tested include illegal drugs, legal drugs, alcohol, tobacco and substances that mask the presence of or block the detection of another substance. The use of a “blocking agent” is an expellable offense. The refusal to provide a specimen is a violation and will have the same consequence as a positive test. The results of voluntary testing will be reported to the district testing coordinator who will notify the parent/guardian of the results. If the test results are positive, the testing coordinator will work with the parent or guardian to find appropriate assistance for the students. The consequences of a confirmed, positive, required test shall be consistent with the Student Code of Conduct.

## **Assistance in Interpreting School Rules**

Students or parents concerned about whether a particular act would be a ground for suspension or expulsion are encouraged to consult with the building principal for guidance before the student engages in the act.

## **How to Study and Prepare for a Test**

1. Take NOTES on anything the instructor REPEATS or WRITES on overhead/chalkboard — perhaps taping lectures.
2. REVIEW/REWRITE notes DAILY.
3. Learn as much as you can about the test — EXACTLY what material? Is the instructor testing over the NOTES? Over the TEXTBOOK? BOTH? What are SAMPLE QUESTIONS?
4. Determine WHAT KIND of test — essay questions, fill in the blank questions, multiple choice questions, true-false questions, maps, charts, diagrams?
5. Talk to OTHER STUDENTS who have had this instructor — what can they tell you about the tests?
6. Use all STUDY GUIDES, PRE-TESTS, and PRACTICE TESTS provided by the instructor.
7. Use WHAT WORKS BEST FOR YOU when reviewing: Rereading? Rewriting? Highlighting? Talking out loud? Taping? Listening to a tape? Rehearsing?
8. Begin studying PARTS of the material at least a WEEK IN ADVANCE — adding a new part each day while still reviewing the old parts each day.
9. CREATE YOUR OWN TEST with practice questions and quiz yourself.
10. Participate in REVIEW SESSIONS with a PARTNER or IN TEAMS — choose serious students who are good test takers and quiz one another.
11. Attend AFTER SCHOOL help sessions or PEER TUTORING sessions.
12. Be certain to attend class the DAY BEFORE THE TEST for any last minute helpful hints from the instructor.
13. Use common sense — get a good night’s SLEEP and EAT properly.
14. Do a QUICK REVIEW the MORNING before the test.
15. Be EARLY for the test with all needed MATERIALS.
16. Listen carefully to the instructor’s comments and instructions prior to administering the test — example: is there a penalty for guessing?
17. When you read the DIRECTIONS, REREAD them for absolute clarity.
18. SCAN the ENTIRE TEST to determine kinds of questions, content, and difficulty level — be ready to write some quick, initial NOTES TO YOURSELF at this first scan.
19. WRITE ADDITIONAL NOTES to yourself in rough draft form — either on the test, or answer sheet, or scratch paper.
20. Be SMART ABOUT YOUR TIME — watch the clock, do easy questions first, save time for tougher, longer questions, save time to review all your answers.
21. Remember test graders may give you more credit for PARTIAL ANSWERS or where you show your work.
22. Remember test graders may give you more credit for test papers that are WELL ORGANIZED, NEAT, and with GOOD HANDWRITING.

**Ben Davis School Song**  
**Here’s to old Ben Davis High**

Love her? Yes we do!  
Here's to all the students a toast,  
So happy, loyal and true blue.  
Rah! Rah! Rah!  
May we ever love her,  
Cherish and be true,  
Here's to old Ben Davis,  
Ben Davis, we are all for you.  
Rah! Rah! Rah!





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