Bluffton High School Student Handbook 2026-2027

Bluffton High School

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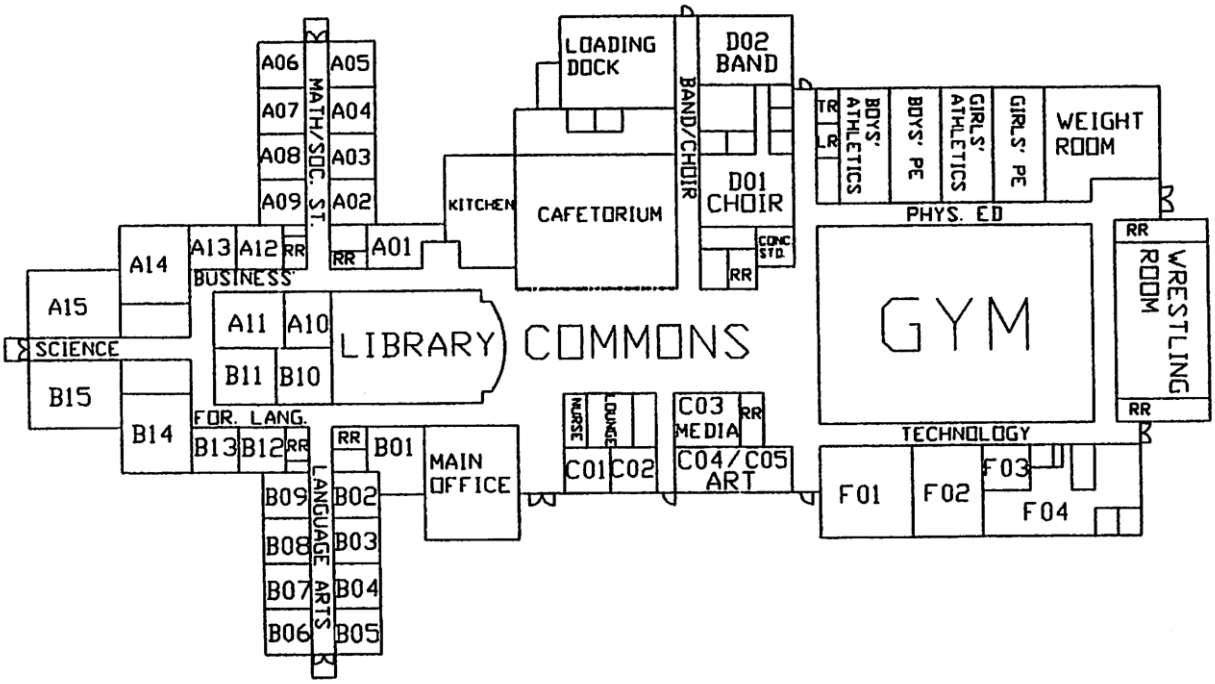
Chapter 1 – General Information

Mission Statement

The mission of Bluffton High School is to promote lifelong learning by guiding all students toward their maximum potential.

School Map



Daily School Schedule

7:40 - 9:05	1st Period
9:10 - 9:35	Home Room
9:40 - 11:05	2nd Period
11:10 - 1:10	3rd Period/Lunch
	A Lunch 11:10 - 11:40
	B Lunch 11:55 - 12:25
	C Lunch 12:40 - 1:10
1:15 - 2:40	4th Period

2-Hour Delay Schedule

9:40 - 10:40	1st Period
10:45 - 11:00	Home Room
11:05 - 12:05	2nd Period
12:10 - 1:35	3rd Period/Lunch
	A Lunch 12:05 - 12:35
	B Lunch 12:35 - 1:05
	C Lunch 1:05 - 1:35
1:40 - 2:40	4th Period

Virtual Day Schedule

9:40 – 10:40	1st Period
10:45 – 11:45	2nd Period
11:50 – 12:30	Lunch Break
12:35 – 1:35	3rd Period
1:40 – 2:40	4th Period

School Song

Black and Crimson are our colors,

our motto win or die.

We'll always strive for justice,

and in union ever try.

We will fight for right forever,

and in honor never lack.

And we'll win beneath the banner

of the Crimson and the Black.

And in courage all undaunted,

we'll dash into the fray.

For always in athletics,

BHS will win the day.

We have captured many victories,

in basketball and track.

And we'll win beneath the banner,

of the Crimson and the Black.

History of Bluffton

During the early history of Bluffton, parents taught their children at home. As the town grew, parents paid for a teacher and an unused building became a school house. One of the earliest examples was the use of the log court house as a school in 1844.

In 1848, the citizens of Indiana voted to support local taxes on personal and real property so they would have free school. This allowed a few schools to be built during the next couple of decades but the organized building began on July 25, 1867, when bonds were issued to build a centrally located grade school. This two-story building was named Central.

In 1886 the State Board granted High School Commission to Bluffton. Bluffton High School became accredited by North Central Association of College and High Schools in 1918. On December 9, 1890, the second Bluffton High School was opened on the west side of the Central building in the 500 block of West Washington Street.

In September, 1923, the P. A. Allen High School was completed and the high school students were relocated to 428 South Oak Street. The Central School building was destroyed by fire on March 4, 1939. Sometime during late spring or early summer, Allen High School became an elementary school and the rebuilt Central School was used as the high school. The high school remained at Central on West Washington Street until 1954. With the completion of the new Jersey Street gym, the P. A. Allen High School returned to the 428 South Oak Street location.

On July 11, 1961, a special election was held and the Bluffton City Schools and the Harrison Township schools merged to become the Bluffton-Harrison Metropolitan School District. On December 11, 1975, P. A. Allen High School, by action of the school board, had its name changed to Bluffton High School.

In 1998, construction began on Bluffton's current high school at #1 Tiger Trail. The new building opened its doors to knowledge on August 22, 2000, the students' first day at their new home.

Bluffton's high schools have had a rich history. In June of 1883, nine students left Bluffton High School with the honor of being its first graduating class. Now in 2026, there have been 144 graduating classes with approximately 11,682 students obtaining a Bluffton High School diploma. The city of Bluffton looks forward to many more years of tradition and excellence at its high school.

Section 2 – Student/Parent Information

2.1 Overview

Bluffton High School operates on the Block 4 program. Four classes meet daily with 85-minute periods along with a Home Room of 25 minutes. Home Room is used for make-up work, reading, one-on-one instruction, and remediation. The staff is composed of 35 certified teachers, five special education teachers, two guidance counselors, one athletic director, one principal, one assistant principal, one school nurse, one librarian, nine aides and four secretaries. Bluffton High School offers a variety of educational opportunities. Examples include vocational classes, two foreign languages, AP and dual-credit classes, technology and a variety of fine arts classes. The student to teacher ratio is 18 to1.

A variety of co-curricular and extracurricular activities are offered for the students of Bluffton High School. The list includes service clubs, foreign language clubs, choir, band, B.P.A., art club, drama club, and cheerleading. Athletic teams include all sanctioned IHSAA sports except soccer and gymnastics. Parents and community members provide many hours of volunteer time by serving in athletic and music boosters. All of these components of Bluffton High School are necessary to ensure that students are offered a quality education. "Excellence is Expected Here" is more than just a saying, it is how we do business at Bluffton High School.

2.2 Absence from School

Students who are absent from school must have a parent or guardian (not the student) call the Attendance Office by the beginning of the school day. The 24-hour attendance phone number is 824-6006. Students are to report to the Attendance Office 15 minutes prior to the beginning of the day to present any notes. Failure to call the school or to present a note will result in the absence being recorded as unexcused. The attendance secretary will try to contact all parents or guardians who have not called in by 9:00 a.m. If a parent or guardian cannot be reached, school personnel may make a home visit.

2.3 Accidents or Injuries

Report all accidents or injuries - no matter how small - to the teacher in charge or the principal's office. This information is important for insurance claims.

2.4 Attendance Philosophy/Regulations

The Bluffton Harrison Metropolitan School District Board of School Trustees believes that presence in the classroom enables the student to participate in instruction, class discussions,

and other related activities. As such, regular attendance and classroom participation are integral to instilling incentives for the student to excel. Students are bound by the requirements of Indiana's compulsory attendance law. Attendance shall mean to be physically present in a school or at another location where the school's educational program is being conducted during regular school hours on a day in which the educational program in which the student is enrolled is being offered. Academic engagement is the quality of students' participation or connection with the schooling endeavor and hence with activities, values, people, goals, and places that comprise it, and encompasses the academic, behavioral, and emotional enrichment of each student.

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

Each student has the opportunity to earn credit in a class provided he/she does not have more than twelve (12) countable absences in that class during the term (nine-week period).

The Superintendent shall require, from the parent of each student or from an emancipated student who has been absent for any reason, a written statement of the cause for such an absence. The Board reserves the right to verify such statements and to investigate the cause of each:

A. prolonged absence;
B. absence of more than three (3) days duration;
C. repeated unexplained absence and tardiness.

For definition purposes, **an excused absence** is an absence that has been verified by the parent with a note, phone call, or evidence of a doctor's visitation. However, a student may be asked to provide a doctor's note upon request by the principal or assistant principal in order to validate the excused absence. **An unexcused absence** is an absence not accounted for by the parent or guardian and the student will be given the appropriate consequence for TRUANCY.

Absences that are COUNTABLE towards the maximum of four (4) excused days per semester:

1. Personal illnesses not requiring a doctor's attention. Consecutive days of illness will accumulate and each day will be counted as one (1) day of absence.
2. Personal-related absences such as driver's license tests, go to work with your parents day, etc.
3. Any excused absences if note is not submitted within two (2) days of the student returning to school.

4. Any absence not defined as excused.

Absences that are EXCUSED and do not count towards the maximum four (4) days per semester:

1. Absences of the student when confirmed by a doctor. (Exact dates must be specified by the doctor in writing.) A doctor's note must be submitted within two (2) days after returning to school.
2. Attendance at a funeral when requested by a parent.
3. College visitation - two (2) days permitted for seniors; one (1) day for juniors, second semester. (Arrangements must be made in the Guidance Office two (2) days prior to the visitation. The student must not have any unexcused absences at the time of visitation. In addition, college visitation absences are not allowed during the last two weeks of school.) Exceptions to this policy must be cleared with the guidance department.
4. Students shall not be counted absent for missing school because of the reasons authorized by statute which generally provides excuses for (A) service as a page for or an honoree of the Indiana General Assembly; (B) serving on the precinct election board or as a helper to a political candidate or to a political party on the date of the elections; (C) appearing in court as a witness pursuant to a subpoena; (D) active duty in the Indiana National Guard (E) student or member of student's household participates in the Indiana State Fair for educational purposes; (F) student who participates in a scheduled competition, exhibition or event offered by the National FFA Organization, Indiana FFA organization, or 4-H Club (as defined in said statute). The student shall notify the Attendance Office in order for an exception to be granted.
5. Other emergency and unusual circumstances as approved by the assistant principal.
6. In-school suspension, alternative to out-of-school suspension, and out-of-school suspension.
7. Absences caused by school activities or school business.
8. Placement in a hospital or other juvenile facility.
9. Absences due to religious holiday or observance.
10. Absences during the school day when being sent home by the school nurse.

If it would ever be necessary for a student to miss more than the four (4) days, the following procedure will be followed:

1. After the 4th parent excused absence per semester, a parent meeting will be scheduled by the administration and the parent/guardian.

2. Credit may be withheld from all classes where the absences have exceeded the limit. The student could be allowed to continue to attend school provided he/she remains in good standing in accordance with school rules.
3. The four-day policy may be waived by the principal and/or assistant principal if a student has had unusual circumstances. A student who feels he/she has had unusual circumstances but has not been granted a waiver may request a parent conference before credit is withheld.
4. If the principal believes that the child's chronic absenteeism is being facilitated by the actions or omissions of the child's parent, the principal will refer the matter to the superintendent's office for appropriate action under 20-33-2-27, which may include a referral to local law enforcement to enforce the compulsory attendance law.
5. Truancy may be assigned.

Students who miss school because of illness MUST refrain from working at their job and attending social or school activities on the day of absence. Any violation of this policy will result in an unexcused absence for the time in question.

For students to be eligible for extracurricular activities, they must not have an unexcused absence for any part of that day. Any exceptions must be approved by the administration and activity sponsor.

All absences are monitored. Not adhering to BHMSD policies may result in disciplinary action. If a student is absent (parent/guardian verified or unexcused) five days within a 10-week period, a truancy prevention plan will be put in place for the student as required by law. This does not include excused absence days.

Habitually truant students may be referred to DCS and/or Wells County Probation upon reaching 10 unexcused absences from school or when the student has been absent for any reason for 18 days during a school year, as required by state law.

By Indiana law, the school is responsible for the safety, health, and well-being of all students during the school day, or until the parent resumes responsibility for that student. Therefore, students will be allowed to leave school only for necessary or emergency reasons. (Auto Mechanics students must have a change of clothing available every day. Students will not be allowed to leave school to change clothes or pick up material for class projects.) Students must receive permission from the parents and from the Attendance Office before leaving the school grounds. In order to leave school during the day, the student must follow these procedures:

1. Bring a written note from a parent or guardian, or have the parents call the school, or have a parent appear in the Attendance Office.

2. Receive permission from the Attendance Office.
3. Stop in the Attendance Office and sign a sheet stating the time of departure and the reason for leaving. Those returning the same day are to sign back in at the Attendance Office.

Any student who becomes ill during the school day is expected to report, with a pass from a teacher, to the Nurse's Office. If it is necessary for the student to go home, the parents or an authorized adult will be contacted before a student is sent home.

Indiana Compulsory School Attendance Law requires a parent to produce a certificate of a child's incapacity on demand to the school within six (6) days if requested.

Perfect attendance will be calculated during the last week of school. Students who miss one excused class period or less for the entire school year are eligible for perfect attendance. The following will not count against perfect attendance: court appearance, working as a page for Congress or the general assembly, helping with political elections, funerals, college visits, and doctor's appointments providing the student is at school for part of the day.

2.5 Bulletins and Announcements

All notices of club meetings, athletic and social events, general information for the day and specific instructions are printed in a daily bulletin. Students responsible for putting notices in this daily bulletin must have their notices approved by their advisor and submitted to the Attendance Office by 12:30 p.m. the day preceding the notice. The Daily Bulletin is posted on the high school website at hs.bhmsd.org.

2.6 Bullying

Bluffton-Harrison Metropolitan School District and Bluffton High School strive to be proactive in regards to bullying. Also, Bluffton High School has in place a Safe School Committee comprised of the principal, assistant principal, guidance counselors, and School Resource Officer to ensure the safety of all students.

Bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including electronically or digitally, physical acts committed, aggression or other similar behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment.

Bullying will not be tolerated at Bluffton High School. To be effective in dealing with bullying

issues, all students and faculty are to report such incidents to school administrators immediately. Punishment for violations of bullying will be fair, firm, and consistent ranging up to expulsion and/or referral to law enforcement. Educational outreach and training will be provided to school personnel and students concerning the identification, prevention and intervention of bullying.
This applies when a student is:

1. On school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group (including summer school);
2. Off school grounds at a school activity, function, or event;
3. Traveling to or from school or a school activity, function, or event; or
4. Using property or equipment provided by the school.

IC 35-45-2-2. Harassment; "obscene message" defined –
Sec. 2. (a) A person who, with intent to harass, annoy, or alarm another person but with no intent of legitimate communication:

(1) makes a telephone call, whether or not a conversation ensues;
(2) communicates with a person by telegraph, mail, or other form of written communication;
(3) transmits an obscene message, or indecent or profane words, on a Citizens Radio Service channel; or
(4) uses a computer network (as defined in IC 35-43-2-3(a)) or other form of electronic communication to:
    (A) communicate with a person; or
    (B)transmit an obscene message or indecent or profane words to a person; commits harassment, a Class B misdemeanor.

(b) A message is obscene if:

(1) the average person, applying contemporary community standards, finds that the dominant theme of the message, taken as a whole, appeals to the prurient interest in sex;
(2) the message refers to sexual conduct in a patently offensive way; and
(3) the message, taken as a whole, lacks serious artistic, literary, political, or scientific value.

Six Statutory Exceptions to the New Definition

IC 20-33-8-0.2(b) states six specific circumstances that are not to be included in the new definition and may "not be interpreted to impose any burden or sanction" if the alleged bully's conduct consisted of:

(1) Participating in a religious event.
(2) Acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger.
(3) Participating in an activity consisting of the exercise of a student's rights protected under the First Amendment to the United States Constitution and/or Article 1, Section 31 of the Constitution of the State of Indiana.
(4) Participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one (1) or more adults.
(5) Participating in an activity undertaken at the prior written direction of the student's parent.
(6) Engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

2.7 Buses and Bus Conduct

Bluffton High School believes that riding the school bus is a privilege, and students are expected to show good behavior at the bus stop and on the school bus at all times. The school's authority begins when the student enters the bus and ends when the student is dropped off at the bus stop. Failure to abide by the bus rules could result in consequences ranging from a written warning to the loss of bus riding privileges for the semester.

2.8 Cell Phone Content Statutes

The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with "child exploitation" or "child pornography" as defined by Indiana Criminal Statutes.

It is "child exploitation," a Class C felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph or create a digitalized image of any incident that includes "sexual conduct" by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes "sexual conduct" by a child under the age of 18.

It is "child pornography," a Class D felony under I.C. 35-42-4-4(c), for any person/student to possess a photograph, motion picture, digitalized image, or any pictorial representation that depicts or describes "sexual conduct" by a child who the person knows is less than 16 years of age or who appears less than age 16.

"Sexual conduct" is defined by I.C. 35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any

fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.

The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.

Because student cell phones have been found in a number of Indiana school districts to have contained evidence of "sexual conduct" as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.

2.9 Cheating

Students are expected to conduct themselves honestly and with integrity in their work. All forms of cheating and plagiarism are prohibited. Behavior that is unacceptable includes, but is not limited to:

1. copying another student's homework, or giving homework to another student to be copied;
2. working with others on projects or homework assignments that are meant to be done individually;
3. looking at or copying another student's homework, project, test or quiz answers;
4. allowing another student to look at or copy answers from homework, project, test or quiz;
5. using any other method to get/give homework, project, test or quiz answers;
6. taking a test or quiz in part or in whole to use or to give others;
7. copying information from a source without proper attribution; and
8. taking material from other students, publications, or the Internet.

Violators of this policy will be disciplined on a case-by-case basis depending on the seriousness of the violation, prior violations, and other factors.

Disciplinary measures include, but are not limited to, redoing assignment/retaking test, receiving a failing grade on the project/test, receiving a lower overall grade in the class, detention, suspension, or expulsion.

2.10 Class Rank and Academic Awards

Class rank is determined by a student's cumulative grade point average (GPA). Marks for all subjects for which credit is awarded, whether passed or failed, are used in computing class rank. GPA is obtained by dividing total grade points earned by the number of credits

attempted. Class rankings, GPA, and scholarships for transfer students may be determined by using only grades earned while at Bluffton High School.

A weighted grade scale shall be used for all courses designated as Advanced Placement. Bluffton High School uses the standard 4.0 grading scale for most courses. Students taking weighted courses will receive one extra grade point per credit awarded. For example, a grade of "A" is awarded five grade points, and a grade of "B" is awarded four grade points in this weighted system for the designated courses. Also, to be awarded the extra grade point in Advanced Placement courses, students must take the Advanced Placement Examination appropriate for that course and complete the course.

The Academic Hall of Fame will be decided using class rank at the end of the fifteenth term, with the exception of any AP course taken in the 16th term. The Academic Hall of Fame will include the top ten ranked seniors at the conclusion of the fifteenth term. The Indiana Academic Honors Diploma will be awarded to all graduating seniors who meet the stated criteria.

All candidates for Valedictorian and Salutatorian must attend high school a minimum of eight semesters or sixteen terms and also earn an Indiana Academic Honors Diploma. All candidates for the Academic Hall of Fame must attend high school a minimum of seven semesters or fourteen terms and earn an Indiana Academic Honors diploma. All candidates for Valedictorian and Salutatorian must have attended Bluffton High School a minimum of four semesters or eight terms.

If a student in his or her senior year fails to finish the school year in good standing due to poor attendance, suspension, or expulsion, he or she may lose the opportunity of receiving any and all senior awards. This includes but is not limited to scholarships, Academic Hall of Fame recognition, Valedictorian/Salutatorian honors, graduation ceremonies, and departmental awards. A student may be denied participation in the graduation ceremony when personal conduct so warrants.

2.11 Classroom Discipline Policy

Teachers have the right to teach and students have the right to learn. If, during class, a student causes a disruption to the learning process, the following steps of discipline will be followed:

Step 1. First detention assigned by the teacher.

Step 2. Second detention assigned by the teacher and the parents are contacted by the teacher.

Step 3. Student is sent to the assistant principal's office and is suspended from class for two

days. A letter will be sent to the parents by the assistant principal notifying them of this action.

Step 4. Student is sent to the assistant principal's office and is assigned one (1) Thursday extension school for three (3) hours. A letter will be sent to the parents by the assistant principal notifying them of this action.

Step 5. Student is sent to the assistant principal's office and will be removed from class for that term. The student will be assigned to in-school suspension. The student will lose ALL library privileges. A letter will be sent to the parents by the assistant principal notifying them of this action.

If a student becomes so disruptive or offensive that it is impossible to conduct a class in an orderly fashion, that student may be sent to the assistant principal's office immediately. The five-step policy accumulates for a one or two term period (this depends on whether the class is a one or two term class).

Failure to sign any discipline referral may result in additional consequences.

2.12 Communication with Teachers

Bluffton High School believes that a cooperative effort must exist between teachers and parents in providing the best possible education for children. Communication is the key component in making this working relationship effective. Therefore, when questions arise concerning school issues, parents are encouraged to call the school office to schedule an appointment with the teacher.

2.13 Continuous Learning Guidelines

Bluffton Harrison Metropolitan School District ("Corporation") may provide an alternative means for uninterrupted instruction during school cancellations, days when professional development is completed by staff in the afternoon, or when there may be a situation rendering in-person instruction inappropriate for a particular student or group of students. Distance learning provides an option for attendance away from traditional time limits and brick and mortar setting. Please refer to District Policy C175-R for additional information.

2.14 Course Changes/Retakes

To drop a course, a student must contact the guidance office. **Permission to drop a course is difficult to obtain.** Students cannot drop a course after the third day of that term. When students elect a course, they are expected to complete it. Every student is expected to be enrolled in four courses unless there is an unusual circumstance such as medical condition,

home schooling, etc. Vocational students must complete the entire course. If the student does not complete the course, the student may be asked to reimburse the corporation for the tuition paid for the course.

Students may retake a high school course, either required or elective, to improve foundation skills in a discipline. However, students may not receive multiple credits for courses retaken. Exceptions to this rule would include vocal and instrumental music courses, advanced physical education, and a few other courses approved for multiple credits by the Indiana Department of Education. Retaking a course does not result in the elimination of any record of courses taken, grades received, or the impact of those grades on a student's cumulative grade point average. In order to align with colleges with whom we partner, students may retake a **Dual Enrollment** course ONCE if they received a C- or worse. If the 2nd attempt has an improved grade, that course will eliminate any record of their previous attempt, along with the impact the previous grade may have had on the student's cumulative grade point average.

2.15 Course Description Book

The Course Description booklet contains a brief description of all courses offered at BHS and is available from a guidance counselor. Copies are also available on the district website at hs.bhmsd.org/guidance. Students should become familiar with its contents - particularly at registration time.

2.16 Dances

Dances are to be cleared through the principal's office with all arrangements made well in advance. Each dance must be properly chaperoned by faculty members and/or parents. The sponsors and chaperones will use discretion in determining what type of dancing is inappropriate and shall be responsible for student behavior. If a student's behavior does not meet the school standards, that student will be asked to leave and may be subject to discipline procedures by the school administration. The following rules will be enforced:

1. All students must follow the Student Behavior Code as written in the student handbook.
2. No inappropriate dancing.
3. If a student leaves the building, he/she will not be allowed to return.
4. A variety of music will be played. The DJ will be instructed not to play selections with vulgar, obscene or sexually suggestive lyrics.
5. Students who attend dances must be high school grade level through age 20 only.

2.17 Detention

Students may be assigned detention by an administrator or any member of the faculty. It is used for those students with undesirable patterns of attendance, tardiness, or other disciplinary problems. Each student is to be given a day to make arrangements at home or work. Detentions will be held on Tuesday and Thursday of each week from 2:45 p.m. until 3:35 p.m. On the day of detention, students should report with sufficient materials and books to study for the entire time period. Failure to serve an assigned detention will be considered a truancy from an assigned class.

2.18 Detention Room Regulations

1. In order to protect the individual right to study without disruption of the educational process, we must insist on quiet.
2. Quiet disruption of the study process such as making faces, poking, tossing paper, unnecessary movement, etc. will not be permitted.
3. Students must come to the detention prepared with materials, including pencil and paper, so as not to disturb the educational process. Students cannot sleep or give the appearance that they are sleeping.
4. No food or drink will be allowed in the detention room.
5. Restroom passes will not be issued.
6. Students will sit in assigned seats.
7. Chromebooks may be used for schoolwork or educational reading only.
8. Students must be in the door before the 2:45 p.m. bell, or they will not be admitted.

Failure to comply with detention room regulations will constitute a violation of the discipline policy.

2.19 Directory Information

Directory Information is defined as "information in an educational record of a student which would not generally be considered harmful or an invasion of privacy if disclosed." The Bluffton-Harrison M.S.D. designates the following items as Directory Information: student name, address, telephone number, e-mail address, date of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, hair and eye color, dates of attendance, degrees and awards received, most recent previous school attended, photograph and videotape not used in a disciplinary matter, student work displayed

at the discretion of the teacher with no grade displayed. **The corporation may disclose any of those items without prior written consent, unless notified in writing to the contrary by SEPTEMBER 1, 2026.**

Email notification: BHMSD faculty and staff may utilize parent/guardian email addresses to send information regarding school announcements, events, etc. with permission of building administrators. Email addresses will not be given to outside agencies.

Release of Student Directory Information by the high school to recruiting representatives of the various military services and academies is required by federal law (20 U.S.C. 7908; 10 U.S.C. 503). For purposes of these laws, directory information is defined as name of student, address, and published telephone number(s). A parent or a student, if over the age of 18, has the right to restrict the release of such information to the military recruiting representatives if the parent or student makes a written request that the directory information not be released to military recruiters without the parent's written consent to such release.

2.20 Disaster Drill

Fire drills are required by law and are held periodically so orderly evacuation of the building may be accomplished. After the alarm, go into a partial lockdown and bring students from the hallway. No talking or visiting is allowed. Students should remain together in class groups so teachers can account for all students.

Severe weather drills are also required. Each room has specific instructions. Notification to move to protective areas will be by signal or over the public address system. Everyone is to obey all instructions and remain absolutely quiet.

Other emergency procedures will be practiced on a periodic basis and may include partial and total building lockdowns, bus evacuations, etc.

2.21 Disclosure of Student Lists

The Board of School Trustees of the Bluffton-Harrison Metropolitan School District in order to maintain the privacy of its students prohibits the disclosure of any student list to any commercial organization that intends to use the list for commercial purposes. "Student list" is defined as a list containing the names, addresses and/or e-mail addresses of any or all students currently or formerly enrolled in the school corporation. "Commercial organization" is defined as any entity that is a for-profit organization. "Commercial organization" does not include any of the "armed forces of the United States" as defined by state law. "Commercial purpose" is defined as any activity that is an attempt to solicit business or profit.

The Board also prohibits the disclosure of student lists to any individual or entity for political purposes. "Political purposes" is defined as influencing the election of a candidate for federal, state, legislative, local or school board office or the outcome of a public question or attempting to solicit a contribution to influence the election of a candidate for federal, state, legislative, local, or school board office or the outcome of a public question. The superintendent shall establish a procedure to be followed by all corporation employees when a request for a student list is made by a commercial organization or by an individual or entity for political purposes.

Indiana law requires a high school to provide access to student directory information to recruiting representatives of the military services. Military services include the U.S. Air Force, the U.S. Army, the U.S. Coast Guard, the U.S. Marine Corps, the U.S. Navy, any reserve component of these military forces, any service academy of these military forces, the Indiana Air National Guard, and the Indiana Army National Guard. Student directory information for purposes of this requirement is the student's name, address and listed or published telephone number. A parent or student has the option to restrict the release of such information to the military services recruiting representatives upon written request to the high school principal at the end of the student's sophomore year in high school.

Under federal law, the school corporation is required to release to military recruiters upon request a secondary student's name, address and telephone listing. The parent of the student has the right to request in writing that such information not be released to military recruiters.

2.22 Dress

It is our goal that Bluffton High School be a safe haven for students and that the culture of the school is positive. Throughout life many responsibilities dictate appropriate attire and appearance. In keeping with this concept, the staff of Bluffton High School expects students' appearance to meet standards of appropriateness, safety, and cleanliness. While the selection of clothing worn at school is primarily the responsibility of parents and students, the school administration reserves the right to make the final judgment concerning the appropriateness of the student's attire and appearance. School attire should conform to the following general regulations that are not intended to be all inclusive:

1. Students will wear footwear at all times. Slippers are not permitted.
2. Hats or hoods are not to be worn during class.
3. Bare midriffs are not allowed at any time. Shirts must be long enough to tuck into the student's pants. Shirts without sleeves must cover 3 inches of the shoulder to be considered appropriate. Clothing which results in inappropriate exposure such as, but not limited to, that with low necklines, muscle shirts, strapless, or of sheer design are

unacceptable. No undergarment should be showing or worn as an outer garment (this includes boxer shorts). Pajamas are not permitted.

4. Outerwear jackets and coats are to be worn ONLY when entering and leaving the building, and are not to be taken to the classroom. It is suggested that students keep a sweater or sweatshirt in their locker for cooler temperatures.
5. Book bags are to be stored in lockers during the school day. Any bag large enough to hold a textbook must be kept in the student's locker.
6. Shorts, skorts, skirts, and dresses must be no more than six (6) inches higher than the knee and not so tight fitting that it prevents the students from sitting in an appropriate manner. Slits in skirts and dresses must also not be more than six inches from the knee.
7. Clothing that has been cut, ripped, torn, or manufactured with holes cannot be any higher than six inches above the knee.
8. Spikes on clothing or on jewelry, chains, including chains on wallets and any other exceptionally long chains, are not appropriate.
9. Clothing or items that have pictures, writing, etc. which promotes, suggests, advertises, or has double meanings relating to drugs, alcohol, tobacco, sex or profanity is not permitted.
10. Clothing that has pictures, writing, etc. which represent violence, death, destruction, gore, blood or the macabre is not permitted.
11. Students may not wear makeup in such a way that it is disruptive to the educational environment.
12. Any jewelry or other items are prohibited when worn in any pierced body part other than the ear or nose. No two or more ear piercings may be connected by jewelry or other items. Clear spacers are permitted.
13. Gang or secret organization paraphernalia or apparel is not permitted at school.
14. Any clothing, or other items considered by the school administration to be disruptive to the educational process will not be permitted.
15. Yoga pants and leggings must be covered with a long shirt or tunic, which is as long or longer than the shorts, skorts, and skirts.
16. Any item that has the ability to record is not to be worn at school.

If a teacher feels a dress code violation has occurred, the teacher will send the student to an administrator. This policy will reset at semester. Students who do not abide by the dress code will face the following consequences:

1st Offense - **A warning is given and the student will be asked to change and sent home to do so if necessary. Class time missed will be unexcused.**

2nd Offense - **1 detention plus necessary attire changes.**

3rd Offense - **1 Thursday Extension plus necessary attire changes.**

4th Offense - **1 day in-school suspension plus necessary attire changes.**

5th Offense - **2 day in-school suspension plus necessary attire changes.**

6th Offense: **SOS**

Due to the constantly changing variety of apparel styles and fashion, the administration has the authority to determine if a clothing item or accessory not specifically covered in this dress code is, in fact, appropriate for school attire.

2.23 Driving Regulations/Violations

Student driving to school is considered a privilege. A student driver is responsible for the conduct and safety of those who ride in or drive his/her car. Indiana law provides schools the right to establish rules and regulations in granting this privilege to students.

Under IC 9-24-2-1, a driver's license or a learner's permit may not be issued to an individual less than 18 years of age who meets any of the following conditions:

1. Is a habitual truant under IC 20-33-2-11.
2. Is under at least a second suspension from school under IC 200-33-8-14 or IC 20-33-8-15.
3. Is under an expulsion from school under IC 20-33-8-14, IC 20-33-8-15, or IC 20-33-8-16.
4. Is considered a dropout under IC 20-33-2-28-5.

Any student driving to school must obtain a parking permit from the office during the first week of school. The cost is $5.00 per year. Each student is expected to have his/her hang tag visible. Students who drive or ride in a motor vehicle to school must leave the car and come into the building immediately after parking the vehicle. No loitering in the parking lots is permitted before or after school. Reckless or unsafe driving on school property will not be tolerated. Illegally parked or unregistered student vehicles may be towed. Students must park straight within the available spaces. Vehicles are not to be parked outside the lines. Students are not to be transported in backs of pick-up trucks.

All student vehicles must be parked in the student parking lot. Students arriving to school after 15 minutes after the beginning of school or returning to school during the school day must park in the back row of the visitor parking lot in the front of the building.

Driving related violations on school property or at school functions that are held away from school property will be dealt with as follows:

1st violation - loss of driving privileges for 5 consecutive school days

2nd violation - loss of driving privileges for 20 consecutive days

3rd violation - loss of driving privileges for remainder of the semester

Four (4) tardies to 1st period will result in loss of driving privileges for the remainder of the term.

Students who lose driving privileges during the school year cannot park at Bluffton Motor Works, Boys and Girls Club or any other business in the proximity of Bluffton High School.

2.24 Drug Testing Policy (Random Student Testing)

A program of deterrence will be instituted as a pro-active approach to a drug free school. Through driving or participating in extracurricular activities, students using illegal drugs pose a threat to their own health and safety, as well as to that of other students. The purpose of this program is three fold: (1) to undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs; (2) to provide for the health and safety of students; and (3) to encourage students who use drugs to participate in drug treatment programs. Students involved in extracurricular activities need to be exemplary in the eyes of the community and other students. It is further the purpose of this program to prevent students from driving to and from school or participating in extracurricular activities while he/she has drug residues in his/her body, and it is the purpose of this program to educate, help, and direct students away from drug and alcohol abuse and toward a healthy and drug free lifestyle. The primary purpose of this program is not intended to be punitive or disciplinary in nature. However, there are consequences for a positive test result in the areas of extracurricular, co-curricular, and students who drive to school. A positive test result in the random drug testing program will not result in suspension or expulsion from school, and it will not be documented in any student's academic records. Copies of the entire school board policy (JFCIA) are available in the school library.

2.25 Dual Credit

Bluffton High School offers a number of dual-credit courses. This allows a high school student to earn college credit while still in high school at a reduced rate. Interested students should meet with the Guidance Department for more details.

2.26 Wireless Communication Device Policy

No student may use a wireless communication device during the school day, pursuant to Indiana law. All wireless communication devices are to be powered off and kept in the student's locker during the school day.

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

A student is permitted to use a wireless communication device during instructional time only in the following circumstances:

1) To manage a student's health care. Management of health care for this purpose includes action that cannot be reasonably conducted during noninstructional time facilitating the maintenance, diagnosis, or treatment of an individual's physical or mental condition. The Corporation may require parent permission of unemancipated minors and medical or other documentation of the necessity of use to determine whether such use fits into this exception.

Violation of this policy will result in the following disciplinary procedure:

1st offense: Phone confiscated and turned into the office to be picked up by student at the end of the school day.

2nd offense: Phone confiscated and turned into office, parent must come to school and retrieve phone; lunch detention assigned.

3rd offense: Phone confiscated and turned into office, parent must come to school and retrieve phone; after school detention assigned.

4th offense: Phone confiscated and turned into office, parent must come to school and retrieve phone; Thursday Extension assigned.

5th offense: Phone confiscated and turned into office, parent must come to school and retrieve phone; one day of ISS assigned.

6th offense: Phone confiscated and turned into office, parent must come to school and retrieve phone, two days of ISS assigned.

7th offense: Recommendation of expulsion for the remainder of the term may be given.

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

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

All wireless communication devices must be kept in the student's locker at all times. At any time a student's Chromebook may be restricted for behavioral issues, financial reasons, or academic concerns. This includes field trips and other school functions off campus during school hours. Students may use their school issued Chromebooks during lunch as long as it is school appropriate.

Students are prohibited from taking or capturing photographic images, video files, or audio files during the school day without permission from a teacher or administrator. No cell phones are permitted in locker rooms during the school day. Students are never allowed to take or capture photographic images, video files, or audio files within an area where there is a reasonable expectation of privacy like a restroom or shower area.

NOTE: THE CHROMEBOOK IS THE PROPERTY OF THE SCHOOL AND IS ALWAYS SUBJECT TO INSPECTION.

2.27 Equal Education Opportunity

Every child, regardless of race, creed, color, sex, national origin, cultural or economic background, or handicap, is entitled to equal opportunity for educational development. No student will be excluded from participating in, denied the benefits of, or subjected to discrimination under any educational program or activity conducted by the school district. The School Board shall treat its students without discrimination as this pertains to course offerings, athletics, counseling, employment assistance, and extracurricular activities.

2.28 Establishment of Student Clubs

Bluffton High School allows for students to participate in and/or create clubs that cover a wide range of student interests. When establishing a new club, the following guidelines must be followed:

1. All clubs must be student-originated and student-driven.
2. Each club must have at least one staff sponsor – At least one staff member must attend all meetings to monitor students and ensure the school handbook is being followed.
3. A proposal for the establishment of a club will be accepted from August 1 through October 1 during each school year.
4. A proposed club must complete the Club Proposal Form.
5. Each proposed club will be reviewed by building level administrator(s), and student council.

2.29 Exclusion

Any student may be excluded from school under the following circumstances, subject to the procedural provisions of the laws:

1. If the student has a dangerous communicable disease transmissible through normal school contacts that poses a substantial threat to the health or safety of the student community.
2. If the student's immediate removal is necessary to restore order or to protect persons on school corporation property. This shall include conduct off school property where on account thereof the student's presence in school would constitute an interference with school purposes.
3. If the student is mentally or physically unfit for school purposes, subject, however, to the procedure set up under the provisions of IC 20-8.1-3-19 and to the limitations and regulations authorized to be established thereunder by the Commission on General Education.

2.30 Extracurricular Activities

Bluffton High School has a variety of extracurricular activities in athletics, drama, cultural and social enrichment, school government, and special interests. The following is a list of some of the activities in which students may participate:

Athletic Teams	Clubs
Baseball	Academic Super Bowl
Basketball	Art
Cheerleading	Book Review Club
Cross Country	Business Professionals of America

Football
Golf
Softball
Swimming
Tennis
Track
Volleyball
Wrestling

Drama
German
National Honor Society
Student Council
Students Making a Difference (SMAD)

Students who participate in activities such as clubs, social functions, or athletics accept the responsibility of representing Bluffton High School in the home community and at away events. Responsible behavior that will reflect upon the school is always expected.

Guidelines for athletic participation can be found in the Athletic Handbook rule III.

When a student is involved in two (2) school activities falling on the same date, the student should bring the conflict to the attention of both advisors/coaches involved. The advisors/coaches will inform the principal and attempt to work out a solution satisfactory to the student and in the best interest of the activities. If a mutually satisfactory solution cannot be found, the principal will confer with the student and advisors/coaches involved. The final decision will be made by the principal. All contests will have precedence. In these situations, students are not to be penalized.

2.31 Family Education Rights and Privacy Act (FERPA)

Bluffton High School adheres to the policies outlined under the Family Education Rights and Privacy Act which includes giving parents and legal guardians the right to inspect the educational records of their children.

2.32 Field Trips

A student must be in good standing in the areas of attendance, grades, and discipline to attend a field trip. Any teacher has the authority to deny a student to attend a field trip if the student could benefit from staying at school instead of attending the field trip.

2.33 Foreign Exchange Students

The Council on Standards for International Educational Travel (CSIET), in partnership with the secondary school community, has developed the CSIET Model School Policy. Bluffton High School abides by the spirit and intent of this policy in its attempt to encourage and foster

positive foreign exchange experiences for international students and their host families.

Bluffton High School accepts only students from CSIET member organizations. Any questions concerning the approval process for incoming foreign exchange students should be referred to the BHS guidance director or principal.

2.34 Grading System

Bluffton High School uses the standard five letter grading system plus other identifying marks. The numeral value of the letters and explanation of other marks is as follows:

GRADE	POINTS
A	4.000
A-	3.667
B+	3.333
B	3.000
B-	2.667
C+	2.333
C	2.000
C-	1.667
D+	1.333
D	1.000
D-	0.667
F	0
WI (Withdrawn/Incomplete)	0
P (Pass)	0

Students whose work is incomplete at the close of the semester will be granted one additional week to complete the work unless extenuating circumstances exist. The decision of the teacher and administrator concerning grades will be final.

The school-wide grading scale is shown below:

A+ 100-97	B+ 89-87	C+ 79-77	D+ 69-67	F 59 and below
A 96-93	B 86-83	C 76-73	D 66-63	
A- 92-90	B- 82-80	C- 72-70	D- 62-60	

2.35 Graduation Requirements

To graduate from Bluffton High School, a student shall attend at least twelve (12) terms (six semesters) in grades 9-12. A minimum of forty-eight (48) credits will be necessary for graduation.

Students are expected to earn a Core 40/42 diploma. Parents and administrators must agree for a student to opt-out from a Core 40 diploma.

Copies of all graduation requirements are available from the Guidance Department and are posted on the district website at www.bhmsd.org.

No student can go through graduation exercises without having completed all graduation requirements by the date of graduation.

The principal or his/her designee has full authority to review graduation speeches for appropriate content and will give final approval to the speeches.

Students must be in good standing with school officials before participating in commencement. A student may be denied participation in the ceremony of graduation when personal conduct so warrants.

Under extenuating circumstances, the principal may reduce the number of credits necessary to graduate.

2.36 Guidance Services

The purpose of the guidance service is to help each student in his/her social, educational, vocational, and personal development. Time with the counselors may be scheduled daily.

The counselor may aid the students:

1. In recommending resources that the students may use to improve their study habits.
2. In planning their schedule and school program during the spring of the year.
3. In making realistic curriculum selections and suitable plans.
4. Helping students meet academic, social and emotional needs.
5. In post-high school career planning.

2.37 High School Credit for Middle School Classes

The following policy relates to students taking high school level classes for high school credit while attending Bluffton Middle School. Traditionally, grades and credits of high school level classes taken while a student at Bluffton Middle School have been permanently included on the student's official high school transcript upon entering Bluffton High School. This policy provides the student a way of replacing both grade and credit of a class by retaking the same course during his or her freshman year only at Bluffton High School. The following are provisions of this grade and credit replacement policy:

1. The student must have taken an approved high school level course for high school credit while a student at Bluffton Middle School.
2. The student must voluntarily elect to retake the same course during his or her freshman (9th grade) year only.
3. The student's grade and credit for completing the course at Bluffton High School will completely replace both grade and credit of the course taken at the middle school.
4. The student's new grade from the high school will replace the grade earned at the middle school on the student's official high school transcript–students may not choose the higher of the two grades.
5. If the student chooses not to retake a high school level course for high school credit completed at the middle school during his or her freshman year of high school, the grade and credit earned in middle school will be a permanent part of his or her official high school transcript.

2.38 Homework Policy

To reinforce and enhance student learning, teachers assign students written and non-written tasks to be completed outside the classroom. Homework is a natural extension of the school day and is an important part of the students' educational experience. Therefore, students improve their understanding and develop study skills while they also foster character traits of independence and responsibility. Homework provides the essential practice of newly acquired skills and directs students in effective work habits, such as time management and organization.

Bluffton High School's faculty considers homework as an integral part of the students' education, and the teachers will communicate the homework policy to the students and parents. In addition, the assignments will complement the students' needs and the subject matter. The time period for assignments will vary with each student's study habits, academic skills, and selected course load. Therefore, students should set aside a specific time each

evening to complete assignments. Effective preparation and completion will directly affect the students' learning. Our goal at Bluffton High School is to promote lifelong learning by guiding all students toward their maximum potential. With the combined efforts of faculty, students, and parents of students, pupils will experience a valuable extension of the classroom experience.

2.39 Honor Roll

An honor roll is prepared at the close of each nine-week period to give recognition to those students who do meritorious work during that time. To be eligible for the honor roll a student must have a term grade point average of 2.67 or above and no grade below a B- for the term. Those students with a term grade point of 3.67 or above and no grade lower than an A- for the term are listed in the high honor group. A student must be enrolled as a full-time student at Bluffton High School to be eligible for honor roll.

2.40 Immunization Records

When a student enrolls in a school corporation for the first time or any subsequent time and at any level, the parents must show either that the student has been immunized or that a current religious or medical objection is on file.

2.41 Internet Use

Students who use the Internet must abide by school board policy A300. Students who violate any portion of this policy may have their access privileges revoked, school disciplinary action may be taken, and/or appropriate legal action. Copies of the entire school board policy are available in the library and on the district's website at www.bhmsd.org.

2.42 Locker Regulations

Each student is assigned a hall locker with a combination lock. Locker doors are to be kept locked. Students are not to tamper with lockers so that they are permanently in the unlocked position. Never leave money or valuables unattended. Lockers are not to be shared. Students are cautioned not to bring large amounts of money or cameras to school. Students, not the school, are responsible for their own property. All book bags must be left in lockers during the school day.

When using the locker rooms, students are to use lockers for their personal belongings. Lockers are to be kept locked. Never leave money or personal belongings unattended.

NOTE: THE LOCKER IS THE PROPERTY OF THE SCHOOL. IT IS NOT TO BE DEFACED OR DAMAGED AND IS ALWAYS SUBJECT TO INSPECTION.

2.43 Lost and Found

Students who find lost articles are asked to take them to the Attendance Office where they may be claimed by the owner.

2.44 Lunch Room Regulations

1. Bluffton High School has a closed lunch program; therefore, students will be expected to be in the cafetorium during their assigned lunch period unless directed otherwise.
2. Students may purchase a lunch or bring it from home. (Canned pop may be brought in your lunch -- no bottles.) Students are not to have food delivered to the cafetorium from restaurants, Door Dash, etc.
3. Students are not to take food or drink from the cafetorium.
4. Classes will be dismissed to and from the cafetorium by the bell. Students must walk in an orderly fashion. Students are not to crowd in line ahead of others.
5. Students wishing to use the restroom during lunch period should only use the restrooms in the commons area with the permission of the lunch room supervisor.
6. Students are expected to use the SNAP cards to pay for their lunches. Students should add money to their SNAP card before school or during home room in the attendance office or by paying the cafeteria cashier during lunch.
7. No food or drink will be allowed in classrooms or commons, except water.
8. Lunch guests are not permitted. This does not include adult relatives of students or other adults working with our students.
9. One IOU may be charged to a lunch account. If a student already has an IOU and he/she does not have money the next day, he/she will be given a peanut butter sandwich and milk.
10. Bluffton High School welcomes parents to come to school and eat lunch with their children. A separate room will be provided. An adult lunch may be purchased through the regular lunch program. Parents who bring food in from home are strongly encouraged to bring healthy items to model good eating habits in front of the students. This request is consistent with the guidelines set forth in the Bluffton-Harrison M.S.D. wellness policy.

Our cafetorium is an important feature of our community and is often used by outside

organizations. In order for BHS to maintain the reputation our cafetorium has achieved the following rules need to be observed:

a. Students are not permitted in the cafetorium unless properly supervised.
b. No food or drink is to be taken into the cafetorium during a performance.

No running, roughhousing, or blocking the aisles is permitted.

2.45 Make-up Work

It is the responsibility of the STUDENT to check with the teacher(s) for make-up assignments. The allotted time for make-up is the number of days absent plus one. Teachers may extend the time if unusual circumstances exist. Alternative assignments may be given to a student for class activities missed which cannot be made up. Students who have unexcused absences can make up the missed work. However, students will receive a grade of zero for the work.

If a student has a planned absence, the student is responsible to meet with their teachers prior to leaving to determine a timeline for work to be turned in and assessments taken.

The exception to this is the Language Arts Department policy on make-up work.

2.46 Medications

It is the policy of the Bluffton-Harrison M.S.D. that all medication be administered by a parent or guardian at home. Under exceptional circumstances, medication may be administered by authorized school personnel under the following guidelines:

1. No medication, prescription or non-prescription, shall be administered to a student without the written and dated consent of the student's parent/guardian.
    a. The written consent should include the name of the medication, the dosage to be given, and the time for it to be given.
    b. Consent forms are available from the school nurse or office.
2. All prescription medication must be accompanied by a physician's prescription, a copy of the original prescription, or the pharmacy label.
3. A physician's prescription is needed for over-the-counter medications which are not advisable for children.
4. All medications, prescription and non-prescription, must be in the original labeled container and shall be brought to the school nurse's office.
5. Students who need to carry and/or administer their own medications such as asthma

inhalers, bee sting injections, or other medications must have a dated and signed permission slip from both the physician and parent/guardian.

6. The school will not be liable for lost or stolen medications brought to or from school by the student or those carried by the student. Parents are advised to bring the medications to the school.

Any violation of these procedures will be handled under the Student Behavior Code.

2.47 Moment of Silence

Moment of Silence:

In order that the right of each student to the free exercise of religion is guaranteed and the freedom of each student is subject to the least possible coercion from the state either to engage in or refrain from religious observation on school grounds, there shall be a daily observance of a moment of silence in each classroom or on school grounds of each school in the school corporation.

During the moment of silence, the teacher responsible for a classroom shall ensure that all students remain seated or standing and silent during the moment of silence and the students make no distracting display so that each student may, in the exercise of the student's individual choice, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede another student in the exercise of the student's individual choice.

This "moment of silence" is not intended to be and shall not be conducted as a religious exercise. This policy precludes students from using the occasion to pray audibly or otherwise speak, singly or in unison. Building principals and teachers must not allow or tolerate any coercion or overbearing by anyone to force other students to engage in or refrain from prayer or any other permitted activity under this policy.

The student code of conduct applies to disruptive behavior during a moment of silence in the same manner as provided for in other circumstances of such behavior.

Pledge of Allegiance:

Each building principal shall ensure that a daily opportunity is provided for students of the school corporation to voluntarily recite the Pledge of Allegiance in each classroom or on school grounds. The building principal shall determine the appropriate time when school is in session for the recitation of the Pledge.

A student is exempt from participation in the Pledge of Allegiance and may not be required to participate in the Pledge of Allegiance if:

a. The student chooses not to participate; or

b. The student's parent chooses to have the student not participate.

Students who are exempt from reciting the Pledge shall remain quietly standing or sitting while others recite the Pledge and shall make no display that disrupts or distracts other students who are reciting the Pledge. During the Pledge of Allegiance, students who choose to participate shall stand and recite the Pledge while facing the U.S. flag. The student code of conduct applies to disruptive behavior during the recitation of the Pledge in the same manner as provided for in other circumstances of such behavior.

2.48 Pest Control Policy

The Bluffton-Harrison M.S.D. is committed to providing students a safe environment. It seeks to prevent children from being exposed to pests and pesticides. Pest control practices may involve a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing potential pesticide exposure to children. Parents may register for prior notice of pesticide applications by contacting the principal's office. Those parents who have registered will receive a mailing to be received no later than two school days prior to the application. The entire Board policy EBAA is available upon request from the principal's office or the superintendent's office.

2.49 ParentSquare

ParentSquare is a communication platform that facilitates communication between teachers, coaches and school administration directly to parents and students. All BHMSD teachers, coaches and club sponsors use this platform to share important information through text alerts, email notifications and phone calls as needed, depending on the user's notification settings. Types of communication can include classroom reminders, practice updates and school closings or delays. When parents complete their child's student information form at the beginning of the school year, the phone number and email address they provide is synced into ParentSquare, automatically setting up a parent account. Students can access StudentSquare with their BHMSD email account. More information can be found at https://www.bhmsd.org/news-and-information/parentsquare

2.50 Search and Seizure

It is the policy of Bluffton-Harrison Metropolitan School District that any student or his/her personal property, possessions or vehicle may be subjected to search and seizure by school

officials pursuant to the Bluffton-Harrison M.S.D. Search and Seizure Policy. Evidence of a violation of a school rule or law uncovered during any search may, in addition to its use in school disciplinary proceedings, be turned over to law enforcement officials.

1. **Lockers**: All lockers are the property of Bluffton-Harrison M.S.D. and may be searched at any time for any reason. NO STUDENT AT BLUFFTON-HARRISON M.S.D. SHALL HAVE ANY EXPECTATION OF PRIVACY WITH RESPECT TO SUCH LOCKER OR ITS CONTENTS.
2. **Chromebook:** In order to ensure that the Chromebook is being used for school purposes only, there is no expectation of privacy with the school-owned Chromebook, and therefore is always subject to inspection.
3. **Vehicles**: Any person parking a vehicle on any Bluffton-Harrison M.S.D. grounds is deemed to consent to allow school officials, upon reasonable suspicion that a search would uncover evidence of a violation of law or a school rule, to search the vehicle. A vehicle owner's consent to such searches is implied from the granting of authorization to drive the vehicle to school.
4. **Personal Property**: All book bags, purses, jackets, briefcases, and the like are subject to search, upon reasonable suspicion, if brought onto Bluffton-Harrison M.S.D. property. All such personal property shall be subject to canine sniff search at any time, with or without individualized suspicion.
5. **Person**: The principal or his or her designee has the authority to test or search any student who at any time exhibits cause for reasonable suspicion of drug or alcohol usage or currently being under the influence of drugs or alcohol. "Reasonable suspicion" includes the triggering of a vape sensor, observation of negative behaviors such as behavior, body odors or speech of a student; information received by the principal or designee from staff members, parents, or students; or other similar indicators of being under the influence. In situations where a student would need to be searched, the search would be conducted by at least two (2) members of the following: Administrator, SRO, Guidance Counselor, or other faculty member. A non-invasive search involving a metal detecting wand may also be conducted.
6. **Refusal To Submit**: If any student refuses to consent to a search authorized pursuant to the Bluffton-Harrison M.S.D. Search and Seizure Policy, Bluffton-Harrison M.S.D. will presume that the search would have yielded evidence of a violation of school rules or law and shall proceed based upon that presumption to assess appropriate penalties.
7. **Reasonable Cause/Reasonable Suspicion**: Reasonable cause/reasonable suspicion shall be deemed to exist when, from the inception, circumstances are determined to exist which would cause a reasonable person to believe that the search would lead to the

discovery of evidence of a violation of the school rule or law. The alert of a trained search canine shall be deemed to create reasonable suspicion.

8. **Security Cameras**: Security cameras are in operation in several locations throughout the school building and grounds which may or may not be monitored and which may be used in disciplinary matters.

2.51 Sexual Harassment

It shall be the policy of the Bluffton-Harrison M.S.D. to maintain a learning and working environment which is free from any kind of sexual harassment. It shall be a violation of this policy for any employee, student, or volunteer to harass any other employee, student or volunteer through conduct or communications of a sexual nature.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when made by any employee or volunteer to a student, when made by a student to any employee or volunteer, or when made by any student to another student.

Conduct of sexual nature is defined as including verbal or physical sexual advances and/or comments regarding physical or personality characteristics of a sexual nature.

Sexual harassment, as defined above, may include but is not limited to the following unwelcome activities:

1. Verbal harassment or abuse.
2. Repeated remarks with sexual or demeaning implications.
3. The circulated graphic or printed materials in which content has sexual or demeaning implications.
4. Unwelcome touching.
5. Pressure to participate in sexual activity.
6. Suggesting or demanding sexual involvement accompanied by implied or implicit threats.

Any student in violation of this policy shall be subject to due process procedures outlined in this handbook.

The BHMSD School Board does not discriminate on the basis of sex in its education program or activity. BHMSD appoints a Title IX Coordinator who will investigate all complaints, written or verbal, of sexual harassment taken place at school or any school-sponsored activity in the U.S.

BHMSD will take appropriate action to stop any harassment, take appropriate action against any student or school employee who violates Policy GBEC, and take action to end or prevent future harassment of school employees. This statement acts as notification to all applicants for admission and employment, students, parents or legal guardians, employees, and all unions or professional organizations of our Title IX Coordinator:

Title IX Coordinator: Julie Meitzler, jmeitzler@bhmsd.org

805 E. Harrison St., Bluffton, IN 46714

260-824-2620

2.52 Study Tables

Any student in grade 9-12 who fails two or more subjects at the end of any grading period will be placed in after school study tables. Students will meet every Monday, Wednesday and Friday until 3:45 p.m. These sessions will be mandatory for all students placed in the program with transportation being the responsibility of the parent. Any unexcused absence will result in disciplinary action. The students will remain in the program until the next grading period is completed. At that time the status of each student will be evaluated. Students may also be placed into study tables by parents, teachers, counselors, or administrators if the student shows signs of needing additional academic assistance.

2.53 Suspension Procedures

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

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
    a. a written or oral statement of the charges;
    b. if the student denies the charges, a summary of the evidence against the student will be presented; and,
    c. the student will be provided an opportunity to explain his or her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.

3. Following the suspension, the parents or guardians of suspended students will be notified in writing. The notification will include the dates of the suspension, describe the student's misconduct, and the action taken by the principal (or designee).

2.54 Tardiness

A student tardy to school must report to the Attendance Office for an admit slip. No student will be permitted to first period class without an admit slip. A student is tardy to class when the student is not in the room when the bell rings. Each teacher has the right to expect students to be in their seats when the bell rings. Students not in their seats would not be counted tardy, but given the appropriate step using the classroom discipline policy.

Parents and students are reminded that because bus service is provided for students, problems such as, but not limited to, car trouble, inclement weather, and other problems related to driving are not excuses for tardiness. Other problems not excused include oversleeping, missing the bus, etc.

A student tardy to class after the first period is to report directly to class and teachers will assign the tardy. Students will be notified by the teacher when they have been marked tardy. Tardiness to class will be handled in the following manner:

1st tardy - No Punishment

2nd tardy - No Punishment

3rd tardy - 1 Detention assigned by the office

4th tardy - 1 Thursday Extension assigned by the office

5th tardy - 1 day in-school suspension assigned by the office

6th tardy - 1 Detention and 1 Thursday Extension assigned by the office

7th or more tardies – Recommendation of expulsion for the remainder of the term may be given.

Five (5) tardies to 1st period will result in loss of driving privileges for the remainder of the term. At the beginning of each term students will start over with zero tardies. In addition, any tardy to class over 45 minutes will result in an unexcused absence.

2.55 Technology

As part of our commitment to providing a comprehensive and modern education, Bluffton-Harrison MSD utilizes various educational software programs and digital tools to enhance student learning. These programs are carefully reviewed and approved by the school to align with our curriculum and educational standards.

Bluffton-Harrison MSD is committed to protecting student privacy and ensuring the security of all personal and academic data.

- The Family Educational Rights and Privacy Act (FERPA) – Protecting the privacy of student education records.
- The Children's Online Privacy Protection Act (COPPA) – Governs the collection of personal information from children under 13.
- State and Local Data Protection Policies – Ensuring compliance with additional regulations regarding student data security.

In compliance with laws such as FERPA and COPPA, a student's education records are protected from unauthorized disclosure to third parties. As part of providing modern, technology-enhanced education, the school utilizes web-based services, such as Google Apps for Education, to support student learning. In doing so, only the bare minimum of necessary information is shared to ensure proper functionality of these tools. The School is committed to protecting student privacy and uses these services solely to facilitate educational purposes, not as a replacement for traditional record storage.

By enrolling your child in Bluffton-Harrison MSD, their participation in these web-based tools is an integral part of their learning experience and is necessary for their access to critical educational resources. While we ensure that only essential information is shared with trusted providers, we take every precaution to safeguard your child's data and comply with applicable privacy laws.

By signing the acknowledgement of receipt of this handbook, parents/guardians grant permission for their student(s) to access and use all school-approved software programs as part of their coursework. This includes, but is not limited to, learning management systems, instructional applications, Google Workspace for Education, Google Additional Services, and other digital resources approved by the district that support academic achievement.

If a parent/guardian has any concerns about specific programs or data privacy, they may submit a written request for review to the school administration. However, opting out of essential software may impact a student's ability to fully participate in required coursework.

2.56 Telephones

The office telephones are for business, but are available to students for emergencies. A student telephone is located in the office area and can be used at lunch or between classes. All calls should be kept brief. Students are not to leave class to use the telephone.

2.57 Truancy

Failure to report to an assigned class will be considered a truancy. An assigned class is defined as one of the following:

1. A regularly scheduled class as per student schedule.
2. After school detention room as assigned.
3. Thursday Extension School as assigned.
4. Study Tables

When a student is truant, the following steps of discipline will result:

1st Offense - One detention will be assigned for each hour missed. If more than three hours are missed, Thursday Extension School may be assigned. Three detentions are the equivalent of one Thursday Extension School.

2nd Offense - Same as above.

3rd Offense - 1 day of in-school suspension will be assigned. A probation meeting will be set up with parent; the meeting will take place with student and a probation office even if the parent is unable to attend.

4th Offense - 2 days of in-school suspension will be assigned. A referral will be made to the Wells County Probation Department for habitual truancy.

5th Offense - In-school suspension will be assigned. A formal recommendation to probation will be made. A required meeting will be scheduled with the student, parent, teachers, and a probation officer.

The steps of this policy reset at the beginning of each semester.

If a student is declared by the school to be a habitual truant and the student is under the age of 18, the State shall, upon notification by the school, deny the student any permit or license to drive until such time the school notifies the State of the student's change in attendance or the

student reaches 18 years of age.

A habitual truant as defined by IC 20-33-2-11 is:

(1) A definition of a child who is designated as a habitual truant, which must, at minimum, define the term as a student who is chronically absent, by having unexcused absences from school for more than ten (10) days of school in one (1) school year.

2.58 Use of Seclusions and Restraints

The School Board believes that maintaining an orderly, safe environment is conducive to learning and is an appropriate expectation of all school employees and school resource officers with the school corporation. The Board recognizes that there are times when it becomes necessary for employees or school resource officers to use reasonable restraint and/or seclusion to protect a student from causing harm to themselves or others.

Policy C400, Use of Seclusions and Restraints with Students, is available on the school website and will be distributed to parties upon request.

2.59 Visitors

All visitors must enter through door #1 and use the door buzzer system during school hours. Use the audio/video button located on the right side of door #1 and school personnel will ask your name and the purpose of your visit prior to unlocking the door of the entrance.

All visitors must sign in and receive their identification badges at the administrative office when they arrive at school. Visitors may be asked to show ID upon arrival. They may be asked to leave their car keys with the front desk while in the building. Students are not permitted to bring visitors to school. This practice can easily interfere with regular classroom work, seating arrangements, and study.

Please be patient with our staff as we strive to continue to provide a safe environment for all students.

2.60 Withdrawal and Transfer

A student who wishes to withdraw must do the following:

1. Secure parental permission.
2. Report to the Guidance Office to initiate withdrawal procedures. No records will be sent without completion of this process.

Chapter 3 – Student Behavior

3.1 Student Discipline Rules

School officials may find it necessary to discipline students when their behavior interferes with school purposes or educational functions of the school corporation. In accordance with the provisions of I.C. 20-33-8, administrators and staff members may take the following actions:

1. REMOVAL FROM CLASS OR ACTIVITY - TEACHER: A high school teacher may remove a student from the teacher's class or activity for a period of up to five (5) school days if the student is assigned regular or additional work to be completed in another school setting.
2. SUSPENSION FROM SCHOOL - PRINCIPAL: A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to ten (10) school days.
3. EXPULSION: A student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester. In cases where the student is being expelled for possession of a firearm, a destructive device, deadly weapon, or imitation weapon, the maximum length of the expulsion period is listed under the Grounds for Suspension and Expulsion.

3.2 Grounds for Suspension or Expulsion

The grounds for suspension or expulsion listed in section A below apply when a student is:

1. On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group (including summer school);
2. Off school grounds at a school activity, function, or event; or
3. Traveling to or from school or a school activity, function, or event.
4. At a school activity, function, or event. This includes e-Learning, virtual instruction, and remote learning days.

A. Student Misconduct and/or Substantial Disobedience

Grounds for suspension or expulsion are student misconduct or substantial disobedience. Examples of student misconduct and/or substantial disobedience for which a student may be suspended or expelled include, but are not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging

other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:

a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.

b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.

c. Setting fire to or damaging any school building or property.

d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.

e. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.

2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable conduct.

3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.

4. Any student expression, through words or actions, made to other students or staff that threatens injury to their persons or property and violates the Indiana Criminal Intimidation Code may lead to school discipline.

5. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.

6. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.

7. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person.

8. Threatening or intimidating any person for the purpose of, or with the intent of, obtaining money or anything of value.

9. Threatening (whether specific or general in nature) damage or injury to persons or property, regardless of whether there is a present ability to commit the act.

10. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.

11. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.

12. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.

    a. Exception to Rule 12: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following:

    i. That the student has an acute or chronic disease or medical condition for which the physician had prescribed medication.

    ii. The nature of the disease or medical condition requires emergency administration of the prescribed medication.

    iii. The student has been instructed in how to self-administer the prescribed medication.

    iv. The student is authorized to possess and self-administer the prescribed medication.

13. Possessing, using or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine barbiturate, marijuana, any derivative of the cannabis sativa and/or indica plant, synthetic drug, alcoholic beverage, stimulant, depressant or intoxicant of any kind.

14. Possessing, using, transmitting, or being affected by caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind, or any other similar over-the-counter products.

15. Possessing, using, distributing, purchasing, or selling tobacco or nicotine-containing products of any kind or in any form. These products include e-cigarettes, vaping devices, any type of look-alike products or other related products or devices associated with tobacco or nicotine use or electronic nicotine delivery systems (this also includes matches

and lighters).

16. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
17. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
18. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law. This may result in additional punishment.
19. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
20. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
21. Engaging in unlawful activity that (1) may reasonably be considered to be an interference with school purposes or an education function; or (2) the student's removal is necessary to restore order or protect persons on school property; including an unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.
22. Aiding, assisting, or conspiring with, another person to violate these student conduct rules or state or federal law.
23. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
24. Taking, sending, or requesting or displaying pictures (digital or otherwise) or recording audio or video without the consent of the student or staff member in a situation not related to a school purpose or educational function. Sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or other electronic device. Possessing sexually-related materials which include images displaying uncovered breasts, genitals, or buttocks.
25. "Sexting" or using a cell phone or other personal communication device to send text or email messages or possessing text or email messages containing images reasonably interpreted as indecent or sexually suggestive while at school or at a school related function. In addition to taking any disciplinary action, phones will be confiscated and students should be aware that any images suspected to violate criminal laws will be referred to law enforcement authorities.

26. Engaging in pranks or other similar activities that could result in harm to another person.

27. Use or possession of gunpowder, ammunition, or an inflammable substance.

28. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted in accordance with Indiana law, including, but not limited to:

    a. engaging in sexual behavior on school property;

    b. engaging in sexual harassment of a student or staff member;

    c. disobedience of administrative authority;

    d. willful absence or tardiness of students;

    e. engaging in speech or conduct, including clothing, jewelry or hair style, which is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity, or is plainly offensive to school purposes;

    f. violation of the school corporation's acceptable use of technology policy or rules;

    g. violation of the school corporation's administration of medication policy or rules;

    h. possessing or using a laser pointer or similar device.

29. Teachers will incorporate the usage of electronic devices or lack thereof into their classroom expectations and management guidelines. This includes field trips and other school functions off campus during school hours.

30. Gang activity or association: Students are permitted to wear clothing with red, black, blue, etc. colors and lettering. However, any article of clothing which has been altered to indicate gang activity or affiliation will not be permitted. The type of dress, apparel, activities, acts, behavior or manner of grooming displayed, reflected or participated in by the student shall not:

    a. Lead school officials to reasonably believe that such behavior, apparel, activities, acts, or other attributes are gang related and would disrupt or interfere with the school environment or activity and/or educational objectives.

    b. Present a physical safety hazard to self, students, staff, or other employees.

    c. Create an atmosphere in which students, staff members, or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture or threat of violence.

    d. Imply gang membership or affiliation by written communication, bodily gesture, tattoos, drawing, painting, design, emblem upon any school or personal property or

on one's person.

B. Possession of a Firearm, Imitation Firearm or Destructive Device

1. No student shall possess, handle, or transmit any firearm, ammunition or destructive device on school property.

2. The following devices are considered to be a firearm under this rule:

   a. any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive

   b. the frame or receiver of any weapon described above

   c. any firearm muffler or firearm silencer

   d. any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device

   e. any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter

   f. any combination of parts either designed or intended for use in converting any device into any destructive device in the two immediately preceding examples, and from which a destructive device may be readily assembled

   g. an antique firearm

   h. a rifle or a shotgun which the owner intends to use solely for sporting, recreational, or cultural purposes

   i. Definition of weapon per BHMSD policy A200

3. For purposes of this rule, a destructive device is an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above, a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or a combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.

4. The penalty for possession of a firearm or destructive device: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one-year period. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.

5. The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

C. Possessing A Deadly Weapon

1. No student shall possess, handle or transmit any deadly weapon on school property.

2. The following devices are considered to be deadly weapons as defined in I.C. 35-41-1-8:

   a weapon, taser or electronic stun weapon, equipment chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.

   an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.

   a biological disease, virus, or organism that is capable of causing serious bodily injury.

3. The penalty for possession of a deadly weapon: up to 10 days suspension and expulsion from school for a period of up to one calendar year.

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

5. Definition of weapon per BHMSD Policy A200.

D. Unlawful Activity

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

E. Invalidation of Driver's License or Permit

In addition to the school discipline procedures, IC 9-24-2-4 states:

1. If a person is less than eighteen (18) years of age and is under a second suspension for the year, expulsion, exclusion, or has withdrawn from school, the State shall, upon notification of the school, invalidate the person's license or permit until the earliest of the following events:

The person becomes eighteen (18) years of age.

One hundred twenty (120) days after the person is suspended or the end of a semester during which the person returns to school, whichever is longer.

3.3 Expulsion Procedure

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

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

3.4 Right to Appeal

The student or parent has the right to appeal an expulsion decision to the school board within 10 days of the receipt of notice of the action taken. The student or parent appeal to the school

board must be in writing. If an appeal is properly made, the board will consider the appeal unless it has voted not to hear any student appeals of expulsion (see Board Policy JGD). If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of both the school administration and the student and/or the student's parent. The board will take any action deemed appropriate.

3.5 Criminal Gang Activity

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

The following definitions apply to this policy:

Criminal gang means a group with at least three (3) members that specifically: (1) either:

1. promotes, sponsors or assists in; or
2. participates in; or
3. requires as a condition of membership or continued membership; the commission of a felony or an act that would be a felony or an act that would be a felony if committed by an adult; or the offense of battery.

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

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

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

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

3.6 Discipline Procedures for Students with Disabilities

Students with disabilities are subject to the discipline rules adopted by the Board of School Trustees and, therefore, may be suspended or expelled for any violation(s) of the rules for which non-disabled students could also be suspended or expelled. In accordance with I.C. 20-33-8 and 511 IAC 7-29, administrators may take the following discipline actions:

SUSPENSION–

A suspension is defined as a unilateral, temporary removal of a student from the student's current placement. A short-term removal of a student pursuant to the student's individualized education program is not a suspension. An in-school suspension is not considered a suspension as long as the student is provided both general education and special education services consistent with the student's individualized education program and the student is allowed to participate with non-disabled students as the student would have in the student's current placement.

A student with disabilities may be suspended up to ten (10) consecutive school days for a violation of school rules. Additional suspensions of up to ten (10) consecutive school days for each separate act of misconduct are permissible in the same school year as long as the suspensions do not constitute a pattern of removals from the student's current placement. Before a student with disabilities can be suspended, the student must be afforded the same due process procedures provided to a non-disabled student.

Educational services do not have to be provided to a student with disabilities during the first ten (10) cumulative days of suspension if educational services are not provided to non-disabled students who have been similarly suspended. Beginning on the 11th cumulative day of suspension in a school year, a student with disabilities shall be provided educational services. The principal and the student's special education teacher shall determine the services that will be provided to the student.

Whenever a student with disabilities has been suspended for more than ten (10) cumulative

days in a school year, a case conference committee meeting must be convened for the purpose of reviewing the student's behavior and developing a behavioral intervention plan. If a behavioral intervention plan already exists, the plan and its implementation must be reviewed.

EXPULSION–

An expulsion is defined as the temporary removal of a student from the student's current placement for more than ten (10) consecutive school days. An expulsion also includes a series of suspensions totaling more than ten (10) cumulative days that constitutes a pattern of removal from the student's current placement.

Before a student with disabilities can be expelled from school, the case conference committee must meet to review the student's behavior and develop a behavioral intervention plan or review an existing plan and its implementation. The case conference committee must also review the relationship between the student's disability and the misconduct. If the case conference committee determines the student's behavior was a manifestation of the student's disability, the student may not be expelled. If, however, the committee determines the behavior of the student was not a manifestation of the student's disability, the superintendent may appoint an expulsion examiner who will conduct the same expulsion proceedings afforded to non-disabled students. The parent of the student with disabilities may also request a due process hearing in accordance with Article 7 to challenge the manifestation determination of the case conference committee.

While expulsion (or a challenge to the manifestation determination) proceedings are pending, a student with disabilities must remain in the student's current placement unless the parent of the student agrees to a removal of the student from the current placement.

If a student with disabilities is expelled, the student must be provided educational services during the period of expulsion. The case conference committee determines the extent of the educational services that will be provided during the expulsion period and where the services will be provided.

EXPULSION FOR WEAPONS OR ILLEGAL DRUGS–

If a student with disabilities either carries a weapon (including a firearm) to school or a school function or knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function, the student may be placed in an interim alternative educational setting for no more than forty-five (45) calendar days. A case conference committee must determine the appropriate alternative educational setting for the

student and the educational services the student will receive in the alternative educational setting. A parent of a student with disabilities may request a hearing under Article 7 to challenge the interim alternative educational setting, but during any such hearing, the student must remain in the alternative setting.

The case conference committee must review the student's behavior and develop a behavioral intervention plan or review an existing plan and its implementation. The committee must also review the relationship between the student's disability and the misconduct. If the case conference committee determines the student's behavior was a manifestation of the student's disability, the student may not be expelled. If, however, the committee determines the behavior of the student was not a manifestation of the student's disability, the superintendent may appoint an expulsion examiner who will conduct the same expulsion proceedings afforded to non-disabled students. The parent of the student with disabilities may also request a due process hearing in accordance with Article 7 to challenge the manifestation determination of the case conference committee.

If a student with disabilities is expelled, the student must be provided educational services during the period of expulsion. The case conference committee determines the extent of the educational services that will be provided during the expulsion period and where the services will be provided.

REMOVAL FROM PLACEMENT BECAUSE OF LIKELY INJURY–

If a student with disabilities has been suspended or expelled and the school believes returning the student to the educational placement the student was in prior to the suspension or expulsion is substantially likely to result in injury to the student or others, the school may request a hearing under Article 7 to determine an appropriate placement for the student. An independent hearing officer may order a change in the student's current placement to an interim alternative educational setting for up to forty-five (45) calendar days.

INJUNCTIVE RELIEF–

School officials may seek injunctive relief from a court to remove a student with disabilities from school or to change a student's placement if the school believes that maintaining the student in the student's current placement is substantially likely to result in injury to the student or others.

Chapter 4 – Athletics

Introduction
This handbook has been developed to provide a common source of information relative to the athletic programs offered by Bluffton High School. In it can be found the regulations and procedures that govern participation in athletics.

The regulations in this handbook are binding on all student-athletes involved in any capacity - player, manager, or cheerleader - with the athletic programs of the school.

Participants in an athletic program are expected to read this booklet carefully and to share its contents with his/her parents. As questions arise, student-athletes should discuss them with their coach, athletic director or other school officials.

All athletic competition coming under these guidelines shall be secondary to and, at the same time, complementary to the academic function of the school and shall follow the guidelines recommended by the Indiana High School Athletic Association.

Bluffton student-athletes have influence over the actions and behaviors of others. They should have a positive attitude, give their very best, and treat others with respect. Bluffton student-athletes are expected to treat opponents with the respect they deserve, and respect the integrity and judgment of the officials.

Participation in interscholastic athletics in Bluffton-Harrison Metropolitan School District (BHMSD), specifically Bluffton High School (BHS), is a privilege open to student-athletes who maintain the requirements of the BHS Athletic Code of Conduct, Athletic policies Athletic handbook, the Indiana High School Athletic Association (IHSAA) and specific policies of their particular sport. Any student-athlete who becomes a member of a BHS team must hold himself/herself up to standards and live up expectations that would make the Bluffton community proud.

Student athletes are reminded that the risk of injury is always present when engaging in competitive sports. Proper equipment, competent coaching, and adequate supervision will be provided for the athlete which tends to reduce the frequency and severity of injuries to a minimum. However, no amount of preventative techniques nor preparation will eliminate injuries altogether. Student-athletes should be aware of this risk before electing to participate in a sport.

To Any Athlete

There are little eyes upon you
and they're watching night and day
There are little ears that quickly
take in every word you say
There are little hands all eager
to do anything you do
And a little boy who's dreaming
of the day he'll be like you.

You're the little fellow's idol
you're the wisest of the wise
In his little mind about you
no suspicions ever rise
He believes in you devoutly
holds that all you say and do
He will say and do, in your way
when he's grown up like you.

There's a wide eyed little fellow
who believes you're always right
And his eyes are always opened
and he watches day and night
You are setting an example
every day in all you do,
For the little boy who's waiting
to grow up to be like you.

4.1 General Eligibility

The rules and guidelines in this handbook apply to all teams and all contestants enrolled in Bluffton High School who participate in interschool athletic competition.

4.2 Administrator Responsibility

A. By rules of the IHSAA the principal is responsible for the athletic program of the school. All final decisions rest with the principal.

B. The principal has the authority to designate a faculty member to act as director of athletics for the school.

C. The principal has the authority to institute adequate team and crowd control to assure that the school's participants and fans conduct themselves in a proper sportsmanlike manner.

D. Principal is defined as the principal or his/her designee.

4.3 Contestant Eligibility

The eligibility of all contestants will be certified by the principal of the school in accordance with the following guidelines:

A. To be eligible scholastically, student-athletes, managers, and cheerleaders must have received passing grades in three full-credit subjects or the equivalent in the previous grading period.

B. When a student is ineligible or when eligibility is in question, the student-athlete may practice, but will not be allowed to participate in inter school contests until such time as eligibility is re-established.

C. Prior to their first practice, student-athletes, parents or guardians must have a completed and updated account on Final Forms along with a copy of the IHSAA physical form in the athletic office in order to practice.

D. A Final Forms account includes completing the following:

1. Contact information
2. Health history and medical profile
3. Medications
4. Injuries and hospitalizations
5. Past and ongoing conditions

6. IHSAA pre-physical questions

7. Consent for medical care

8. Tiger Contract

9. Authorization for release of information

10. Release of medical information

11. Random drug testing policy

12. Concussion and cardiac arrest awareness

13. IHSAA Eligibility

14. IHSAA pre-physical (for physicians)

E. There shall be 8 separate days of organized pre-participation practice sessions in that sport under the direct supervision of the high school coaching staff in the sport by each player preceding the date of participation in inter school contests. Only one practice may be counted for any one day.

F. Individual student-athletes moving directly (within one week) from one sport season to the next sport season may be eligible to participate in a following season after five separate days or organized practice under the direct supervision of the high school coaching staff in that sport.

G. Practice attendance required to participate in a contest:

1. A student-athlete must attend and actively participate for consecutive days during a practice season, contest season or tournament series to be eligible for inter school athletic competition in an emerging or recognized sport.

2. If a student fails to attend and actively participate or if a school is unable to conduct practice sessions other than weather related for its student-athletes for consecutive days during a practice season, contest seasons or tournament series in an emerging or recognized sport, such student shall be required to complete the following prior to participating in a contest:

a. Attend and actively participate in all required pre-participation practice sessions.

b. Attend and actively participate in two (2) school-supervised practice sessions of normal length, which shall occur on two (2) separate days prior to the day of the contest, if the student fails to attend and actively participate in more than seven (7) but less than 15 consecutive days.

c. Attend and actively participate in three (3) school supervised practice sessions of

normal length, which shall occur on three (3) separate days prior to the day of the contest, if the student fails to attend and actively participate in more than 14 consecutive days.

d. When calculating the period of days missed, Sundays shall not be counted.

8-14 days missed = 2 required practices to play

More than 14 days missed = 3 required practices to play

H. Student-athletes properly certified to participate in inter school athletic activities who are absent from school for five consecutive days or who are physically unable to practice for five consecutive days due to illness or injury must present to the athletic director or athletic trainer a statement from a physician holding an unlimited license to practice medicine attesting that they are again physically fit to participate in inter school athletics.

I. A student-athlete is expected to attend school two complete periods to participate in a scheduled athletic contest or practice that day. A pre-arranged excused absence may exempt athletes from this rule. Student-athletes are expected to follow the BHS attendance policy.

J. A student-athlete who is or shall be 20 years of age prior to or on the scheduled date of the IHSAA state finals in a sport shall be ineligible for inter school competition in that sport.

K. If student-athletes are suspended from school, excluding In-School Suspension (ISS) and Suspension Out-of-School (SOS), they will be ineligible for all practices and contests during the term of the suspension and prohibited from attending any contests as a spectator.

L. When a student-athlete is involved in two (2) school activities falling on the same date, the student-athlete should bring the conflict to the attention of both advisors/ coaches involved. The advisors/coaches will inform the principal and attempt to work out a solution satisfactory to the student-athlete and in the best interest of the activities. If a mutually satisfactory solution cannot be found, the principal will confer with the student-athlete and advisors/coaches involved. The final decision will be made by the principal. All contests will have precedence. In these situations, student-athletes are not to be penalized in either situation regardless of the decision.

4.4 Awards, Prizes and Gifts

A. Awards will be given and received with the consent and under the supervision of the school principal, will be kept within reasonable bounds, and will have symbolic value only.

B. Suitable awards may be accepted by the school and/or students from local organizations

such as service clubs, patriotic organizations, civic groups, parent clubs, and the sports departments of newspapers and radio stations upon approval of the school.

C. Athletic equipment is considered as merchandise. Any student-athlete who accepts or attempts to evade the rule by "purchasing" a merchandise prize for a nominal or token sum should be considered as having forfeited amateur standing.

4.5 Athletic Director

The high school athletic director is designated by the principal as responsible for the operation of the inter school athletic program and is the first contact for members of the coaching staff.

4.6 Athletic Council

The athletic council is composed of at least three members of the following: the high school principal, assistant principal, athletic director, assistant athletic director, and a varsity head coach.

4.7 Coaches

It is the responsibility of the coaches, school personnel and team members to promote sportsmanship throughout the athletic programs. In order for good sportsmanship to become a reality, the coach should:

1. Always set a good example for members of the team and fans to follow by instructing members of the team to demonstrate sportsmanship.
2. A coach should respect the judgment of the contest officials, to treat opponents, officials and fans with respect, and to develop consequences for unsportsmanlike behavior.

A. Coaches are to ride the bus with and sit among the players, managers, and cheerleaders.

B. Coaches should never leave unattended student-athletes who are under their supervision either in a building or in a dressing room whether at home or away.

C. Coaches are responsible to issue, maintain, collect and inventory all uniforms and equipment for each sport they coach.

D. Coaches are to be properly certified by taking the required online classes offered by the IHSAA, National Federation of High Schools (NFHS), and BHMSD.

E. In each sport the high school coach is responsible to establish for the middle school coach the fundamentals and skills to be taught at each level.

F. Training rules established by a coach for his/her sport are expected to be reasonable. All rules are to be written and distributed to the student-athlete no later than the first practice. A copy of these rules should be on file in the athletic office prior to distribution to players.

G. The coaching staff is hired for their knowledge and expertise in each particular sport. It is at the discretion of each sport's coaching staff to decide who will be members of the team. It may be necessary to cut student-athletes in certain sports when only a limited number may practice and participate. It should be noted there is no final cut and that team members may be dropped from a squad anytime during the season.

H. Non-teaching coaches will not receive final coaching payment until all inventories are accounted for.

Guidelines for meeting with coaches:

There is to be no adversarial communication between a parent and a coach immediately or within 24 hours after a practice or contest. Student-athletes are welcome to talk with coaches about any concerns they may have. If the matter is not satisfied after the player and coach(es) meeting, then the parent is to request a meeting with the coach in advance where both parties can mutually agree to meet. All communications of both parties are to be conducted in a respectful and civil manner.

Appropriate concerns to discuss with coaches:

1. The treatment of your child mentally and/or physically if he/she is being bullied or harassed
2. Ways to help your child improve
3. Concerns about your child's behavior outside of school activities
4. Family concerns that may have an impact on your child and further athletic participation

Issues that are not appropriate to discuss with coaches:

1. Playing time or play calling
2. Team strategy or play-calling
3. Lineups or substitutions
4. Other team members

All parents/guardians of student/athletes are to follow the communication chain of command:

1. Player and Coach
2. Player, Parent and Coach
3. Player, Parent, Coach and Athletic Director

4. Player, Parent, Coach, Athletic Director and Principal
5. Player, Parent, Coach, Athletic Director, Principal and Superintendent

4.8 Equipment, Merchandise and Uniforms

Athletes issued school uniforms will be responsible to safeguard and care for the issued articles. If the student-athlete fails to turn in issued equipment at the close of the season, he/she will be financially responsible for reimbursing the athletic department and will be ineligible until doing so, and exempt from receiving any awards.

Student-athletes who incur a bill for additional merchandise or equipment through the team's account are required to pay their invoice in full. If payment or reconciliation of their invoice is not made, the student-athlete may not participate in contests under the coach's discretion. At the end of the season, the unpaid invoice will be turned into collections and the athlete may forgo future participation in that sport and Bluffton Athletics in general.

Student-athletes and teams who purchase additional merchandise such as t-shirts, hoodies, etc. as a group must have school appropriate artwork approved by the athletic director and/or principal and must obtain a purchase order from the athletic director prior to purchasing merchandise. All collected money must be turned in to the athletic office promptly. Finally, all merchandise and artwork will be in Bluffton colors.

4.9 Rules Applying to all Inter School Contests

A. No games, meets, or tourneys will be played by the school without the sanction of the principal.

B. Inter school athletic contests will follow the recommended IHSAA guidelines for each contest.

C. In all contests, the decisions of the officials shall be considered final and binding.

D. Student-athletes may represent only one school in any sport during a tournament series.

E. There will be no inter school athletic contests played or practices held on Sunday. Calling one or more team members together on Sunday for the purpose of studying scouting reports or viewing films of games is prohibited.

F. On the day of any emergency school closing and subsequent days, activities will be determined by the athletic director in consultation with the principal.

4.10 Transportation

Transportation to away athletic contests will be provided and all team members, managers, and cheerleaders are expected to ride school-provided transportation both to and from away contests. Exceptions may be made in an emergency or hardship, or other approved situations with written consent by parents approved by a school administrator prior to the athletic event. Student-athletes may ride home from away contests with their parents or guardians only. Exceptions may be made with a completed and approved BHMSD contest travel release form signed by the student-athlete's parents prior to the event or parents can also notify a coach and sign out their child at the event with their signature on the Contest Travel Release form that is in possession of the coach.

4.11 Officials and Contracts

A. Officials will hold current licenses from the Indiana High School Athletic Association for any inter school contest which requires a contracted official.

B. The use of "Contracts for Athletic Contests" will be used for all inter school athletic contests and countersigned by the principal designee of the school involved.

4.12 Participation

Varsity sports offered by Bluffton High School (subject to change):

Fall	**Winter**	**Spring**
X-country (B&G)	Basketball (B & G)	Track (B & G)
Football (B)	Swimming (B & G)	Golf (B)
Tennis (B)	Wrestling (B)	Tennis (G)
Volleyball (G)	Cheerleading (B & G)	Baseball (B)
Cheerleading (B & G)		Softball (G)
Golf (G)		Unified Track (B & G)

A. Participation in an athletic contest on any other similar team during the same season in which a student-athlete represents his/her school in that sport will cause the student-athlete to be ineligible to compete on the school team in that sport for the remainder of that sport season unless certain criteria are met. Exceptions to the rule must be approved, in advance, by parent, coach, principal, and Commissioner of the IHSAA.

B. A student-athlete who participates in an inter school contest when ineligible for reasons other than scholarship, too many quarters, too many events and similar oversights, will become ineligible only in that sport for the remainder of the sport season unless facts were purposely withheld or misrepresented. Such deliberate action will make the student-athlete ineligible in all sports for the remainder of that semester and/or the school year.

C. Participation of student-athletes in an organized athletic contest with or against players not belonging in their school constitutes a game. An organized "scrimmage" or practice by student-athletes with or against teams or players not belonging in their school is considered a game.

D. Student-athletes should not attend specialized or diversified sport camps, schools, clinics, or other similar programs involving coaching instruction and participation on days that school is in session.

E. Practice regulations – Student-athletes are expected to attend all practices as well as be punctual in attending practice. Illness or other extreme emergencies are the only good reasons for missing practice. The student-athlete or parent should always inform the coach when he/she knows that it will be impossible to attend a scheduled practice. Practice times will be announced by their coach each week. Each coach will set the practice/game attendance policy for his/her sport in regard to college visitations, family vacations, etc.

F. Loyalty and commitment are vital to the success of any program. Any student-athlete who becomes a team member in "good standing" assumes an obligation to the team and their teammates. Any student-athlete who is serving an Athletic Code of Conduct suspension must be in attendance for games and practices to be counted towards the serving of the suspension. The student-athlete serving the suspension should dress appropriately but not dress for competition and sit with the team for the suspended games/contests.

G. A student-athlete who has played in one or more practices or inter school games in any season should be regarded as having engaged in that sport for the remainder of that sport season. Any student-athlete who quits a team prior to the season ending will forfeit a varsity letter and not be eligible for an award.

   This student-athlete will not be permitted to participate in another sport that particular season; however, an exception could be made if a mutual consent and agreement between the two coaches has been agreed upon and is approved by the Athletic Director.

H. Student-athletes are not permitted to participate in two sports during the same season. However, an exception could be made if a mutual consent and agreement between the

athletic director and the two coaches has been agreed upon.

I. Any senior who terminates his/her attendance at school prior to the completion of his/her senior year will be considered ineligible for athletics.

J. The IHSAA rules governing participation in clinics, camps, conditioning programs, etc. during in-season and out-of-season are complex and sometimes difficult to interpret. They are also subject to change. It is recommended parents and/or participants check with the athletic director if there is a question concerning participation.

K. Student-athletes may participate in non-school contests/events as individuals or as members of a non-school team provided that participation is not during school time. All fees may be provided solely by the student-athlete and no school or athletics funds that be used. There will be no school-owned uniforms worn by the student-athlete at the event.

4.13 Undue Influence

The use of undue influence by any person or persons to secure or retain a student-athlete or to secure or to retain one or both parents or guardians of a student-athlete as residents of the school district will cause the student to be ineligible for inter school athletics.

The recruitment or attempted recruitment of a prospective student-athlete, through the use of undue influence, is prohibited by any member of the school's athletic department. Undue influence is the act of encouraging or inducing a prospective student-athlete to attend a school for athletic purposes.

4.14 Hazing

Hazing is defined as any humiliating or dangerous activity expected of a student-athlete to belong to a group, regardless of his/her willingness to participate.

It is the purpose of Bluffton High School to maintain a safe environment that is free from hazing for students and staff members. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times. Hazing behaviors that occur on or off school property or before, during or after school hours is strictly prohibited. Student-athletes who participate in hazing activities in any capacity will be suspended or terminated from their team. Their eligibility to play in the next sports season will be subject to the approval of the athletic director and/or principal.

4.15 Code of Conduct

The principal or athletic director shall enforce all rules and regulations as described in the Code of Conduct for student-athletes. All rules regarding behavior and/or training as outlined in IHSAA regulations apply. The Code will be reinforced by the coach of each sport during the year. Parents and student-athletes are asked to sign an acknowledgment document stating they understand the Code and the athlete is subject to disciplinary measures should he/she violate the Code.

The Code begins the first day of summer after the 8th grade for a middle school student entering the 9th grade and is in effect for 365 days of the year in grades nine through twelve.

Any alleged violation of the Code shall be reported first to the principal or athletic director or his/her designee and then is to be followed by an investigation by the coach, sponsor, principal or his/her designee and the athletic director.

A. CODE OF CONDUCT

Rule 1. Student-athletes (from this point on student managers, mat maids, statisticians and cheerleaders are included in the term 'athletes') shall not knowingly possess, use, transmit, test positive in the Random Student Drug Test (RSDT) or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, stimulant, THC, depressant, anabolic steroids, marijuana or any derivative of the cannabis sativa plant, synthetic drugs, counterfeit caffeine pills or possess, use or transmit paraphernalia for use of such substances.

- A student-athlete who tests positive for any of the aforementioned drugs in the RSDT is required to pay for and test negative in another RSDT before returning to eligibility.
- Use of an authorized drug as prescribed by a registered physician shall not constitute a violation of this rule.

Rule 2. Student-athletes shall not partake, possess, purchase, sell, test positive in the Random Student Drug Test for nicotine, anything similar, or distribute in any degree of any alcoholic beverages, or tobacco related products in any form. This includes e-cigarettes, vapor pens, Juul pens, hookah pens and/or any other related products associated with tobacco or nicotine.

- A student-athlete who tests positive for any of the aforementioned drugs in the RSDT is required to pay for and test negative in another RSDT before returning to eligibility.

Rule 3. Any student-athlete convicted of a felony at any time shall be excluded from athletic participation for one full year (12 months) from the time the action occurred.

Conviction of a misdemeanor shall be subject to athletic suspension for the student-athlete. Continuation in a sport or on a squad until a conviction is brought forth is contingent upon the decision of the athletic council. Any student-athlete determined to have committed a delinquent act may be subject to suspension.

Rule 4. Committing acts of vandalism, theft, conversion, receiving stolen goods, or gross disrespect will result in suspensions.

Rule 5. Any student-athlete that is in violation of school rules such as truancy, suspension, classroom or school disruption or other punishable acts will be disciplined by the already established school rules. The student-athlete may further be dealt with within the structure of each coach's rules for his/her sport. If a student-athlete is suspended out of school for any reason he/she will be ineligible for all contests during the term of his/her suspension. Out-of-school suspension student-athletes cannot practice during the suspension time. Practice is at the discretion of the coach for any in-school suspension.

Rule 6. No attendance at parties or gatherings where alcoholic beverages or drugs are being used. If this situation arises unexpectedly, the individual shall leave the premises immediately. Student-athletes should be accompanied by their parents at adult functions where alcohol is being served.

Rule 7. Specific team rules may be set forth by the coach of each sport. These rules and the penalties for breaking them will be given to the student-athletes by the coach at the first meeting or practice of that sport. These written regulations will be on file with the athletic director.

Rule 8. Realizing that the student-athletes represent their school and student body, it is their duty to conduct themselves on and off the field or court in a manner that is becoming to them, their team, the Bluffton High School student body, and the community. Any act that the athletic council determines is unbecoming of a BHS student-athlete may be cause for suspension. This is defined as acting in a manner that brings embarrassment or shame to yourself, another student-athlete, and/or your school, or that negatively impacts the reputation of yourself or your school. Examples of such conduct include any illegal activity; any non-illegal activity that is lewd, vulgar, obscene, indecent, or that portrays sexual conduct done in a manner whereby the community learns of such activity; or any activity that degrades, demeans, or disparages any coach, activity sponsor, school official or student.

Rule 9. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the Athletic Code or state or federal law. This may result in additional punishment.

Rule 10. No student-athlete shall participate in, permit, condone or tolerate hazing to a teammate or other students.

Rule 11. Social media - All aspects of social media, including but not limited to, Facebook, Twitter, Vine, YouTube, Instagram, Blogspot, Snapchat, Tik Tok and personal email are easily available but come with potential risks. Any posting that is illegal, derogatory, inflammatory, lewd, vulgar, obscene, or portrays sexual conduct will not be tolerated. The student-athlete will be subject to disciplinary action according to the Athletic Code of Conduct.

OTHER VIOLATIONS: Other situations not covered above would be handled at the discretion of the coach, athletic director and principal. This involves any violation the school may deem necessary to enforce (burglary, theft, vandalism, shoplifting, etc.).

B. SELF-REPORT CLAUSE

It is the intent of Bluffton High School to assist student-athletes with developing responsibility for their actions and to encourage honesty. Therefore, any student-athlete who voluntarily reports on himself/herself as to a violation of the Code of Conduct may be permitted leniency. This report must be student-initiated and without school officials being able to learn about the incident by any other means. This means that once the student-athlete is caught, it is too late to use the self-report clause to lessen the penalty. The student-athlete may pay a lesser penalty for the infraction than stated; he/she will not be permitted to participate in a number of contests equal to 15% of scheduled contests. In cases of substance abuse, the self-reporting student-athlete must participate in a substance abuse awareness session with a qualified professional. The student-athlete may receive a lesser suspension up to 50% of the stated consequence for the infraction committed. This Self-Report Clause can be used only once during the student-athlete's four-year career and may be used only for the first offense.

C. NOTES

1. The athletic season is defined as commencing with the first practice and ending with the final event for that sport. Penalties for violations do take effect immediately upon verification of any violation and will include games in succession, i.e. season schedule, tournaments and state series, in order of competition.

2. If the violation of the Code occurs in the last part of a sport and the violator cannot fulfill the terms of his/her violation in that sport, the suspension does carry-over until the suspension percentage is fulfilled. If a typically one sport student-athlete elects to participate in a new sport in order to serve a suspension, he/she will be required to complete this season in good standing.

3. When serving a suspension, the student-athlete is expected to be present and actively

participate at all athletic contests and practices involving his/her team or squad. Practice for a student-athlete who is under suspension is at the discretion of the head coach of that particular sport. The student-athlete is a member of the team and is expected to fulfill this responsibility. If the student-athlete does not attend the contest, credit will not be given toward fulfilling the requirements of the suspension. The coach's discretion can excuse the student-athlete.

4. During a suspension if a student-athlete willingly decides to try out for another sport, this request may be denied by the head coach of the particular team especially if the student-athlete has never participated in that sport prior. A meeting with the head coach is required and the decision to allow a suspended student-athlete on his/her team is ultimately in the coach's sole discretion.

D. CONSEQUENCES

Consequences are based on a student-athlete's four-year high school career and begins on the first day of summer following their 8th grade year. If a violation of the Athletic Code of Conduct prohibits the student-athlete from completing the current season, the student-athlete will not end the season in "good standing" and are subject to forfeit any letters and awards if the coach so chooses. The suspended student-athlete is expected to participate in practices and attend contests for the remainder of the season.

1. The <u>first offense</u> will result in automatic suspension from participation in athletic contests/games for 33% or 1/3 of the scheduled season including conference and IHSAA tournaments. A student-athlete who tests positive for tobacco, nicotine, alcohol or any of the aforementioned drugs, including THC, in the RSDT is required to pay for and test negative in another RSDT before returning to athletic contest eligibility. The suspended student-athlete will also be required to complete an approved video lesson from Ripple Effects (Tier 1 prior to returning to play in contests or games.
2. The <u>second offense</u> will result in an athletic suspension for 50% or ½ of the scheduled season including conference and IHSAA tournaments. A student-athlete who tests positive for tobacco, nicotine, alcohol or any of the aforementioned drugs, including THC, in the RSDT is required to pay for and test negative in another RSDT before returning to athletic contest eligibility. The suspended student-athlete will be required to participate in approved video lesson from Ripple Effects (Tier 2) prior to returning to play in contests or games.
3. The <u>third offense</u> will result in an athletic suspension for one calendar year (365 days) from the date of the violation including participation in all sports. A student-athlete who tests positive for tobacco, nicotine, alcohol or any of the aforementioned drugs, including THC, in the RSDT is required to pay for and test negative in another RSDT

before returning to athletic contest eligibility. The suspended student-athlete will be required to complete a program and video lessons from Ripple Effects (Tier 3) prior to returning to play in contests or games.

4. The fourth offense will result in an athletic suspension for the remainder of the student athlete's high school career. A student-athlete who tests positive for tobacco, nicotine, alcohol or any of the aforementioned drugs, including THC, in the RSDT is required to pay for and test negative in another RSDT before returning to athletic contest eligibility. The student-athlete may not practice with any team or squad during the suspension period.

A final requirement for all student-athletes who are serving a suspension must have a one-on-one meeting with the head coach of their sport so both parties are in agreement regarding the parameters of the suspension and the process of returning to action.

If the student-athlete fails to be academically eligible to participate in contests and violates the Athletic Code of Conduct, the suspension will not begin until grade eligibility is re-established. Two violations are not to be served simultaneously. A student-athlete cannot serve a suspension while being academically ineligible.

If an injured student-athlete violates the Athletic Code of Conduct either prior to or at any time during the injury, the suspension will not begin until the student-athlete is formally released by a medical professional. The suspension cannot occur until the student-athlete is physically able to participate.

If a student-athlete violates the athletic code of conduct at any time, his or her suspension will be based on the accepted percentages and all fractions of that suspension will round up to the next full game. Scrimmages and game quarters do not apply in regards to suspension.

Suspensions that extend into a post-season tournament may result in termination of the student-athlete's eligibility for the season at the discretion of the head coach and the athletic council.

4.16 Athletic Awards

I. EARNING OF AWARDS

Names of those eligible for awards shall be prepared and recommended by the coaches involved based upon:

A. Participation requirements for the particular sport.

B. Meet practice and game regulations.

C. Attitude toward athletics and toward the team.

D. Adherence to General Eligibility Rules.

E. Coaches' discretion after consultation with the principal and athletic director.

F. Special consideration may be awarded for an injured student-athlete who had previously met the major letter requirements for that sport in at least one previous year.

G. Four year participants may earn a letter at the coach's discretion and after consultation with the principal and athletic director.

H. Must finish season in good standing with coaches, team and athletic department (special circumstances may negate this requirement - i.e., injury).

II. TYPES OF AWARDS

A. A red wool blanket - Circle B - 9 majors.

B. A red wool blanket - Letter B - 8 majors.

C. Letter jackets - purchased by student-athletes when meeting requirements for a major letter at conclusion of season.

D. A certificate of participation is issued after each sport season.

E. A student manager may earn a varsity letter at the head coach's discretion. To earn this letter, the student manager must attend at least 75% of all practices and contests of that particular sport.

   1. A student manager who meets the above letter requirements will earn a "manager" Swiss insert for their letter jacket.

   2. A manager's letter will not be counted towards a major athletic award at the end of the school year.

F. A chevron is issued for the original award and one can be obtained for each varsity letter earned for the remainder of the student-athlete's career. A total of twelve (12) chevrons can be earned.

G. Conference patches will be available to each letter winner of a team that wins the conference tourney or regular season championship. Also, any student-athlete who earns 1st or 2nd team all-conference or earns academic all-conference designation will be eligible to purchase the appropriate patch for their letter jacket.

H. Individuals who are a sectional finalist, regional qualifier, state qualifier, or their team won the conference, sectional, regional, semi-state, state runner-up, or state championship will be eligible to purchase a patch for their letter jacket.

I. Student-athletes who are recognized as Academic All-State are also eligible for academic patches.

J. Student-athletes who earn three major awards during the year are eligible to receive a tri-athlete patch.

III. INDIVIDUAL SPORT REQUIREMENTS FOR EARNING A "MAJOR B" (Minimum Requirements)

Baseball:

A. Play in one-half of all varsity games or in one-third of all innings played or have at least 15 at bats. A pitcher must pitch in one-fifth of all varsity games or in at least 15 innings.

Basketball: (Boys and Girls)

A. Play in at least one-half of all regular season varsity games, or a minimum of 24 varsity quarters.

Cheerleading:

A. Cheerleaders may earn one major B letter for meeting the requirements for the fall sports season and may earn one major B letter for meeting the requirements of the winter sports season.
B. Participate on the varsity squad for the assigned/scheduled varsity conference games and IHSAA tournament series.

Cross Country:

A. Participate in the varsity top seven team score at 50% of the scheduled meets.
B. Place in the varsity top seven of the conference or sectional meet.
C. Meet the time standard of 19:00 (boys) or 24:00 (girls).

Football:

A. Play in at least 22 varsity game quarters on offense or defense.

B. Special team players must meet the varsity game quarters requirement as well as be a member of at least two special teams unless the player is solely designated as a kicker, long snapper, or holder.

Golf:

A. Play in at least one-half of all varsity matches.

Softball:

A. Play in one-half of all varsity games or in one-third of all innings played or have at least 15 at bats. A pitcher must pitch in one-fifth of all varsity games or in at least 15 innings.

Swimming: (Boys and Girls)

A. A swimmer/diver must score 80 points during varsity meets to qualify for a major letter. If a meet is cancelled for unpredicted reasons, the major B requirements are to lessen by a maximum of 4 points per lost meet.

B. Six points for first, four points for second, three points for third, two points for fourth, one point for fifth.

C. Relay points will be divided equally by the four participants.

Tennis: (Boys and Girls)

A. Participate in at least half of the varsity matches.

Track: (Boys and Girls)

A. Must score 10 points during the varsity season.

B. Relay points will be divided equally by the four participants.

Unified Track: (Boys and Girls)

A. Unified Student-Athlete – Participate in at least half of the varsity track meets.
B. Unified Partner – Participate in at least 75% of the varsity track meets.

Volleyball:

A. Participate in one-half of the varsity games.

Wrestling:

A. Earn at least 16 points from the following criteria or wrestle in 3/4 of varsity matches.

1 pt. - loss
1.5 pt. - tie
2 pts. - 1-7 pt. Victory
2.5 pts. - 8 or more pt. Victory
3 pts. - pin