Bluffton-Harrison Middle School

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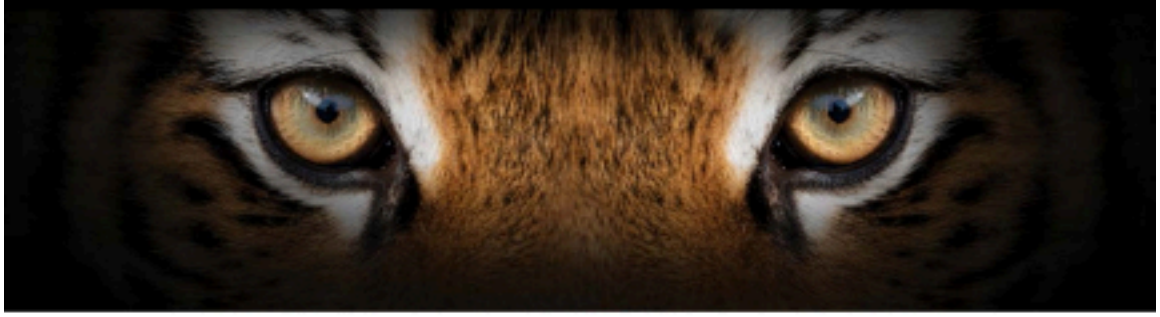

Empowering Minds

Building Character

Inspiring Success

Principal – Stacy Herrold
Assistant Principal – Chad Grieser
Athletic Director –Schlaura Linderwell

Phone Directory

Bluffton-Harrison Middle School 824-3536
Bluffton-Harrison Middle School fax 824-6014
Bluffton-Harrison M.S.D. Central Office 824-2620

Bluffton-Harrison Middle School Web Page Address
http://www.bhmsd.org/middle

STUDENT HANDBOOK 2026-2027

WELCOME!

Dear Parents of Bluffton-Harrison Middle School Students:

Welcome to the Bluffton-Harrison Middle School. We are about to begin a new and exciting school year. We want every student to experience success at our school. For that to happen, all students must develop responsibility for their individual actions and work habits. The Bluffton-Harrison Middle School Staff is committed to helping each student develop his/her individual potential. The theme for the school year will be Empowering Minds, Building Character, and Inspiring Success.

SCHOOL MISSION STATEMENT

The mission of the Bluffton-Harrison Middle School is to model personal responsibility and establish high standards of learning for everyone.

ACADEMIC MONITORING

Students are expected to pass all classes in order to guarantee promotion to the next grade level. Students who do not complete homework assignments, who are receiving a failing grade, or have low scores in any subject may be assigned to after school work sessions. Transportation home from after school work sessions is the responsibility of the student and parent. School board policy places promotion/retention decisions with the building principal.

ATTENDANCE POLICY FOR MIDDLE SCHOOL

Every student shall attend school in accordance with Indiana Code 20-33-2-3.2. The faculty and staff of the Bluffton-Harrison Metropolitan School District believe that prompt and regular attendance in all classes is a prime factor in achieving a high level of academic success. Attendance in school is compulsory as provided by Indiana Code 20-33-2-4. Failure of the child to attend school even one day without an excuse is truancy. It is unlawful for a parent to fail to ensure that the parent's child attends school as required. An excused absence or absences due to suspension, expulsion, exclusion, illness incarceration, or lawful removal of the student from school by the parent or guardian is not truancy. Students who are absent from school should not attend school activities during the day of the absence or be seen in the community. Bluffton Middle School adheres to the policies outlined under BHMSD Policy C175: ***Student Attendance, Academic Engagement, and Truancy Prevention.***

I. Procedure on or following a day of absence:

1. When a student is absent, the office (824-3536) must receive a note or phone call by the student's parent/guardian explaining the reason for the absence.
2. If the office does not receive a verbal or written contact from the parent by 9 a.m. the day of the absence, the absence will be marked unexcused. The attendance office will make a home visit to verify the well-being of the student.
3. If a student does have an absence, it is his/her responsibility to get and complete any missed assignments. The allotted time to make up the work will be one day for each day of absence.
4. For students to be eligible (participate or attend) extra-curricular activities, they must be in attendance for a half school day. Exceptions may be granted by the principal or assistant principal.
5. 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 Association, or 4-H Club (as defined in said statute). The student shall notify the Attendance Office in order for an exception to be granted.

II. Attendance Problems

For each absence, a note or call from a parent or guardian is required and a physician's note may be required at the discretion of the principal. In the event of chronic absences, the school will provide an absence form to be filled out by the parent and doctor. Once a student has become chronically absent, the following procedures shall be administered:

1. The parent/guardian will be contacted by telephone, letter, or a home visit. The purpose of the initial contact will be to offer help in rectifying the situation and to the school's expectations regarding attendance, as well as possible retention. After the 5th absence, a parent meeting will be scheduled by the administration and the parent/guardian.
2. Failure to make measurable improvements will result in the principal/designee and attendance officer referring the student to Probation based on chronic absenteeism.
3. If the chronic absenteeism persists, there will be a second contact by the middle school office to offer help in correcting the problem. A meeting will be scheduled at the school involving the student, the parents, principal/designee, and guidance/attendance officer. The possibility of retention may also be revisited at this time.
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.

ACCIDENTS OR INJURIES

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

BELL SCHEDULES

Regular School Day

7:30 a.m. Students admitted to building
7:50 a.m. Tardy Bell
2:50 p.m. Students Dismissed

Two-Hour Delay

9:30 a.m. Students admitted to building
9:50 a.m. Tardy Bell
2:50 pm. Students Dismissed

BULLYING

1. Bullying committed by students toward other students is strictly prohibited. Engaging in bullying conduct described in this rule by use of data or computer software that is accessed through any computer, any computer system, or any computer network is also prohibited.
2. For the purpose of this rule, bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including electronically or digitally, physical acts committed, aggression, or any other similar behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:
    a. places the targeted student in reasonable fear of harm to the targeted student's person or property;
    b. has a substantially detrimental effect on the targeted student's physical or mental health;
    c. has the effect of substantially interfering with the targeted student's academic performance; or
    d. has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.
3. This rule may be applied regardless of the physical location of the bullying behavior when a student committing bullying behavior and the targeted student attend a school within the school corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment.
4. Any student or parent who has knowledge of conduct in violation of this rule or any student who feels he/she has been bullied in violation of this rule should immediately report the conduct to the [school administrator] who has responsibility for all investigations of student misconduct including bullying. A student or parent may also report the conduct to a teacher or counselor who will be responsible for notifying the [school administrator]. This report may be made anonymously.

5. The [school administrator] shall investigate immediately all reports of bullying made pursuant to the provisions of this rule. Such investigation must include any action or appropriate responses that may be taken immediately to address the bullying conduct wherever it takes place. The parents of the bully and the targeted student(s) shall be notified on a regular, periodic basis of the progress and the findings of the investigation and of any remedial action that has been taken.
6. The [school administrator] will be responsible for working with the school counselors and other community resources to provide information and/or follow up services to support the targeted student and to educate the student engaging in bullying behavior on the effects of bullying and the prevention of bullying. In addition, the school administrator and school counselors will be responsible for determining if the bullying behavior is a violation of law required to be reported to law enforcement under Indiana law based upon their reasonable belief. Such determination should be made as soon as possible and once this determination is made; the report should be made immediately to law enforcement.
7. False reporting of bullying conduct as defined in this rule by a student shall be considered a violation of this rule and will result in any appropriate disciplinary action or sanctions if the investigation of the report finds it to be false.

8. A violation of this rule prohibiting bullying may result in any appropriate disciplinary action or sanction, including suspension and/or expulsion. 9. Failure by a school employee who has a responsibility to report bullying or investigate bullying or any other duty under this rule to carry out such responsibility or duty will be subject to appropriate disciplinary action, up to and including dismissal from employment with the school corporation. 10. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the bullying.

11. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
12. All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The Parent involvement may be through parent organizations already in place in each school.
13. The superintendent or designee will be responsible for developing detailed administrative procedures consistent with the Indiana Department of Education guidelines for the implementation of the provisions of this rule.

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 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.

LEGAL REFERENCE: I.C. 20-33-8-0.2
I.C. 20-33-8-13.5

CHEATING

Students are expected to do their own work, whether it is homework or a test. Plagiarizing or any form of cheating by a Bluffton Middle School student is unacceptable and will not be tolerated. The first offense will result in an automatic zero for the assignment or test. Should there be another incident, more severe punishment may be taken.

COMPUTER AND INTERNET USE

Students are expected to sign an agreement for appropriate internet and computer usage. Students who fail to follow the expectations for proper use of district technology could face disciplinary action including the full restriction of said device.

CONTINUOUS LEARNING GUIDELINES

Bluffton Harrison Metropolitan School District 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 settings.

Bluffton Middle School adheres to the policies outlined under ***Continuous Learning Guidelines C175-R***

CLASSROOM DISCIPLINE POLICY

OBJECTIVE:

1. Project an attitude that together we can accomplish a common goal: a well disciplined school.

2. Clarify the responsibilities of the participants in the school's discipline program. A student may be sent to the office any time that a student's conduct becomes disruptive or offensive and it is impossible to conduct class in an orderly fashion. Serious disruption, disrespect, insubordination, or noncompliance with Bluffton Harrison Middle School rules will result in appropriate disciplinary action.

A 7 STEP DISCIPLINE PLAN
STEP ONE: 1-3 Days After-School or Lunch Detention
STEP TWO: 1-3 Days After-School or Lunch Detention
STEP THREE: 1-3 Days In-School Suspension
STEP FOUR: 1-3 Days In-School Suspension
STEP FIVE: 1-3 Days Out-of-School Suspension
STEP SIX: 3-5 Days Out-of-School Suspension
STEP SEVEN: 10 Days Out-of-School Suspension and recommendation for Expulsion

Severe actions (fighting, foul language, disrespect, insubordination, etc.) may move a student immediately to step 7. School administrators may assign a more severe consequence to students when necessary. For example, a student on step two may receive in-school suspension for a classroom disruption. **Fighting and/or aggressive behavior will not be tolerated at any time. School staff**, not the student, will determine when aggressive behavior constitutes fighting. To be safe, **students should never push, kick, shove, hit, or call other students names. Aggressive behavior (even when students claim they were "playing around") may result in out-of-school suspension. Verbally challenging another to fight will be considered fighting. Any time a student is being challenged by another student they should move away from the situation and tell school staff immediately. The school administration may report instances of threats, fights, theft, or any other serious disciplinary action to police.**

DETENTIONS AND AFTER-SCHOOL ACADEMIC SUPPORT

Students may be assigned a detention or after-school academic support session by an administrator or other faculty member from 2:55-3:55 p.m. It is used for those students with attendance,other disciplinary problems, or academic struggles. Each student will be given 24-hour notice to make necessary transportation arrangements. Failure to serve an after-school detention or session will result in further disciplinary action.

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, 2025.

DISASTER DRILLS

Fire drills are required by law and are held periodically so orderly evacuation of the building may be accomplished. After the alarm, walk quickly out of the building without coats or books. 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. Additional information will be posted in classrooms.

Lock-down drills will be done on a periodic basis. The school office will announce either a partial or total lockdown. During a partial lockdown students and staff are to be in a locked area, and the classroom activities continue to operate normally. During a total lockdown students and staff are to be in a locked area with blinds or curtains closed, the lights off, and students and staff away from the view of the door or windows. The drill will continue until staff members are notified by the school office.

Reunification drills will be conducted periodically. The school will communicate in advance what students/schools will be impacted by reunification drills. Circumstances may occur at the school that require parents to pick up their students in a formalized, controlled, release.

DRESS

When a student's style of dress or appearance presents a clear and present danger to the student's health and safety, causes an interference with school work, creates a classroom or school disorder, the student will be asked to correct the condition. While the selection of clothing worn at school is primarily the responsibility of parents and students, the 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 guidelines that are not intended to be all inclusive:
1. Students will wear footwear at all times. Slippers are not permitted.
2. Hats, hoods, and other headgear are not to be worn during school hours.

3. Jackets and coats are to be worn only when entering or leaving the building, and are not to be taken to the classroom. It is recommended that students keep a sweater or sweatshirt in their locker for cooler temperatures.
4. Book bags are to be stored in lockers during the school day.
5. Clothing that contains pictures or any suggestive expressions that relate to tobacco, alcohol, weapons, drugs, death, or sex is not permitted.
6. 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, those with low necklines, muscle shirts, strapless, or of a sheer design are unacceptable. No undergarments should be showing or worn as an outer garment (this includes boxer shorts). Pajamas are not permitted.
7. Shorts, skirts, skorts and dresses must be no more than six (6) inches higher than the knee and not so tight that it prevents the students from sitting in an appropriate manner. Slits in skirts and dresses must also not be more than six (6) inches from the knee.
8. Clothing that has been cut, ripped, torn, or manufactured with holes above the knee cannot be any higher than six (6) inches above the knee.
9. Spikes on clothing or on jewelry, chains, including chains on wallets and any other exceptionally long chains are not appropriate.
10. Any piercing of any body part other than the ear or nose is not permitted. No two or more piercings may be connected by jewelry or other items.
11. For school safety purposes, baggy clothing is not permitted.
12. Any clothing, or other items considered by the school administration to be disruptive to the educational process will not be permitted.
13. Yoga pants and leggings must be covered with a long shirt or tunic, which is as long or longer as the shorts, skorts, and skirts requirement.

Students may receive disciplinary action for failure to abide by the school dress code.

1st Offense: A warning is given and the student may be asked to change and sent home if necessary. Class time missed will be unexcused.
2nd Offense: 1 detention plus necessary attire change
3rd Offense: 3 detentions plus necessary attire change
4th Offense: 1 day in school suspension plus necessary attire change.
5th Offense: 3 days in school suspension and a STEP on the 7-step discipline plan, plus necessary attire change
6th Offense: SOS: Suspended out of School Program

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 the dress code is, in fact, appropriate for school attire.

WIRELESS COMMUNICATION

Students are **not** permitted to have their cell phone on their person during the school day. Cell phones and other personal electronic devices need to be turned off/silenced and stored in school issued lockers throughout the school day. Students are **not** permitted to **use** cell phones, earbuds (wireless or wired), iPods, iPads, etc. in the classroom, during passing periods, lunch, or anytime outside the classroom. This includes field trips and other school functions off campus 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.

At any time, a student's Chromebook may be restricted for behavioral issues or academic concerns. Additionally, this Chromebook is the property of the school district and as such may be searched based on the reasonable suspicion standard as defined by legal precedent. A violation of the electronic device policy is defined as using the device anytime during the school day. Bluffton Middle School adheres to the policies outlined under BHMSD Policy: ***Wireless Communication Devices A301.***

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

1st Offense: A warning is given and the student will be asked to pick their device up from the office at the conclusion of the school day.
2nd Offense: 1 detention assigned and the student will be asked to pick up their device from the office at the conclusion of the school day.
3rd Offense: 3 detentions assigned and a STEP plus the parent will be asked to pick the device up after the school day.
4th Offense: 1 day in-school suspension and a STEP plus the parent will be asked to pick up the device after the school day.
5th Offense: 3 days in-school suspension and a STEP plus the parent will be asked to pick up the device after the school day.
6th Offense: Out-of-school suspension and recommendation for expulsion.

The administration may choose a more severe consequence based on the severity of the electronic device violation.

EQUAL EDUCATIONAL 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 District. The Board shall treat its students without discrimination as this pertains to course offerings, athletics, counseling, employment assistance, and extracurricular activities.

DRUG TESTING POLICY (RANDOM STUDENT TESTING)

A program of deterrence will be instituted as a proactive approach to a drug free school. Through the participation in extracurricular or co-curricular 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 participating in activities while he/she has drug residue in his/her body, and it is the purpose of the 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 area of extracurricular and co curricular activities. A positive result in the random drug testing program will not result in a 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.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA) The Bluffton Middle 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.

FIELD TRIPS

Students at Bluffton Middle School may attend educationally-related field trips throughout the course of the school year. Students who have not shown consistent self-discipline may lose their privilege of attending the field trip if the school administration deems it necessary.

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 of at least three members that specifically; 1.

Either:

a. Promotes, sponsors, or assists in

b. Participates in

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

Gang Activity 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 incidents 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 student's 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.

GOOGLE SERVICES AND OTHERS

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.

HIGH SCHOOL CLASSES AT MIDDLE SCHOOL POLICY

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/her freshman year only at Bluffton High School. The following provisions of this grade and credit replacement policy:

- The student must have taken an approved high school-level course for high school credit while a student at Bluffton Middle School.
- The student must voluntarily elect to retake the same course during their freshman (9th grade) year only.
- 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.
- 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.

If the student chooses not to retake a high school-level course for high school credit completed at the middle school during their freshman year of high school, the grade and credit earned in middle school will be a permanent part of his/her high school transcript.

HOMEWORK POLICY

Staff members at Bluffton-Harrison Middle School believe that homework is a valuable tool to help students meet Indiana Academic Standards. Teams plan collaboratively to ensure that a reasonable amount of homework is assigned to students. The amount of homework will vary from student-to-student depending on a student's reading level, their amount of background knowledge on a subject, and their time on task at school. It is difficult for students who are weak in Indiana Academic Standards to catch up with their peers during the regular school day; therefore, homework is one way to help increase achievement.

Teachers may impose a ten percent penalty each day that an assignment is turned in past the regularly scheduled due date. However, students must do their part to stay up on their assignments since one day's work builds upon the previous day's work.

There is a significant difference between a student asking for more time to improve the quality of work before handing an assignment in to the teacher, and a student who is chronically late handing in routine tasks. Students who are chronically late handing in assignments may be required to participate in a number of intervention strategies to correct the situation including but not limited to: team meetings, general education intervention plans, study tables, exclusion from some classes, and even retention. Students have time built into their schedule for homework, remediation/acceleration, school sponsored groups, and reading time through our Homeroom and Flex periods.

HOMEWORK REQUESTS FOR ILL STUDENTS

The following procedures are related to parents requesting and picking up homework when students are absent:

- Students who are absent should check with the teacher upon returning to school to receive any missing assignments.
- The number of days to make up work will equal the number of days absent. • Requesting assignments should be made when calling in to inform the school of the absence.
- If work is requested, it is expected to be completed when the student returns unless the parent calls the school to discuss individual circumstances with the teacher.
- Requested work will be available after 2:30 p.m. in the Middle School office. • Students should have assignments written into their agendas on the first day of each week.

HONOR ROLL

An honor roll is prepared at the end of each grading period to recognize those students who produce meritorious work during the grading period. To be eligible for high honor roll, a student must have all A's with no grade lower than A-. To be eligible for the honor roll, a student must have all A's and B's and no grade lower than B-. A student must be enrolled as a full-time student at Bluffton-Harrison Middle School to be eligible for Honor Roll.

LINES OF COMMUNICATION

Effective communication is vital for optimal social and academic growth of students. Parents are encouraged to contact middle school staff with any questions or concerns. The initial contact with school staff should be directly with the individual closest to the question or concern. If the situation is not resolved through direct discussion, parents are encouraged to contact one of the building administrators.

LOCKER REGULATIONS

All students are assigned a hall locker with a combination lock. Students should keep their lockers locked. Never leave money or valuables unattended. Lockers should not be shared. Students are cautioned not to bring large amounts of money, personal electronic devices, or cameras to school. Students, not the school, are responsible for their own property. The locker is the property of the school. It is not to be defaced or damaged and is **always subject to inspection.**

LOST AND FOUND

Students and staff who find lost articles will turn them into the main office.

LUNCH AND BREAKFAST

Students may purchase a school lunch for $2.75 and school breakfast for $2.25. Each day will have a different main lunch entrée for your child to choose from along with salads and many extras. The cooks will help your child make these selections until they understand the process.

Limits on IOU's are enforced to comply with regulations from the Indiana State Board of Accounts. In addition, it is important for middle school students to take responsibility for their accounts.

LUNCH CARDS

Students will be given a photo identification lunch card on the first day of school. This card is used to access their account for their lunches and other items available in the cafeteria. If the card is lost or destroyed (bent, or mutilated in any way that it will not scan) the student will be assessed a fee for a new card. This fee also applies to students on free or reduced lunches.

Each child must have their card with them when they go through the lunch line. Numbers should not be given verbally. Students without lunch cards are to go to the end of the lunch line. One IOU of $2.75 (one regular lunch plus extra milk) may be charged to their account. If a student has an IOU of $2.75 and they do not have money the next day they will be given a peanut butter sandwich and a carton of milk for a charge of $1.00. Students with an IOU will not be allowed to buy a la carte items. Money to be placed into a student's account should be brought in the cafeteria at the beginning of the school day. Parents are encouraged to maintain at least a one-week balance on a student lunch account.

LUNCH PROCEDURES

1. Bluffton-Harrison Middle School has a closed lunch program; therefore, students will be expected to be in the cafeteria during their assigned lunch period unless directed otherwise.
2. Students may purchase a lunch or bring it from home (fruit drinks may be brought in your lunch – no bottles or caffeinated drinks). Students are not to

have food brought to the cafeteria from an outside source (i.e. fast food) unless arranged with administrative approval.

3. Students are not to take food from the cafeteria.
4. Students will be charged a small fee to replace lost lunch cards.

LUNCHROOM PROCEDURES

1. After you get your food, walk directly to your assigned table and sit down.
2. You may not save seats at your table for any one.
3. Stay at the table you have chosen until you are done eating.
4. Food may be eaten only after you have taken your seat.
5. Sit on your chair so that it is resting solidly on the floor.
6. Chairs are not to be moved from one table to another.
7. Polite behavior and manners are expected of all students at all times. 8. Talking should be at a level that does not carry to other tables. 9. Books and other classroom materials should be stored in classrooms or inside lockers.
10. Sharing food is not permitted.
11. Students will be expected to clean their own table and police their immediate area.
12. Lunch supervisors may implement any procedures deemed necessary and reasonable to maintain an orderly lunch room.

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 is 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, mediate, 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.

NOON PROCEDURES

Media Center

1. Students will study, look for reading materials or read. They will stay in the library until it's time to return to their classroom.
2. Students who do not observe the rules will not be allowed the privilege of working in the library during lunch time.

Outside

1. Students may sit on the curb of the sidewalk or may stand on the other side (north) of the yellow line. Please stay away from the building, off the sidewalk and out of the grass.
2. Students must stay with the area marked off by the pylons.
3. Students may play with equipment provided or bring balls etc. to use. 4. Students are expected to behave appropriately at all times and to follow all regular school rules.

Multi-Purpose Room

1. Students may get teams together and play half-court basketball.
2. 4 Square may be set up by the supervising teacher.
3. Students should not shoot half-court shots with basketballs.

Gymnasium

1. Basketballs may be used for shooting, passing, and regular game play. 2. Students may sit or stand around the outside of the basketball court if they wish to talk or do school work.
3. Students moving between the gym and multi-purpose room may use the south stairwell only.
4. Students may retrieve basketballs from the top of the bleachers, providing they drop the ball and climb down immediately.
5. The locker rooms are off limits during noon recess.

Recess Behavior Plan

Failure to comply with any of these procedures may result in the following interventions.
STEP 1: sit out 1 recess
STEP 2: sit out 3 recesses
STEP 3: sit out 5 recesses
STEP 4: assigned 3 lunch detentions
STEP 5: assigned 5 lunch detentions
STEP 6: assigned 10 lunch detentions
STEP 7: loss of recess privilege for rest of semester

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. 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 are discouraged from taking family vacations during the school year. Students who travel during the school year are responsible for meeting with their teachers prior to the travel times to make arrangements for missed work. Teachers will determine when the school work is due. Teachers are not expected to have all work available for students prior to their vacation time.

MEDICATIONS

It is the policy of the Bluffton-Harrison MSD 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 nonprescription, shall be administered to a student without 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 in the school nurse's 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 the over-the-counter medications which are not advisable for children.
4. All medications, prescription and nonprescription, must be in the original labeled container and should be brought to the nurse's office.
5. Students who need to carry and/or administer their own medications such as asthma inhalers must have a dated and signed permission slip from both the physician and the 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 medications to the school.
7. No medications will be sent home with middle school students. 8. Students who are in possession of prescription and/or non-prescription drugs and fail to follow the proper procedures could face disciplinary action.

PEST CONTROL REGULATIONS

In an attempt to assure proper control of any pesticides or other harmful chemicals that might be used on corporation premises, these procedures are established. "Pesticide" is defined as a fungicide used on plants, an insecticide, herbicide, or rodenticide. The intent of this regulation is to prevent unnecessary exposure of staff members, students or the public to potentially harmful substances. When possible, pesticide applications will be done during non-instructional time or during vacation periods.

Parents and staff members may register for prior notice of pesticide applications by contacting the middle school office. Each school principal shall maintain a registry of persons requesting such notice. Prior to the application of pesticides within any building on school grounds, the parents and staff members who have registered for prior notice shall receive a mailing to be received no later than two (school) days prior to the application.

In cases of an emergency application, prior notice is not required. Notice will be given to those persons who have previously requested notice of pesticide applications as soon as possible after such applications.

PHYSICAL WELLNESS/SWIMMING

Physical education students must dress in appropriate attire necessary for quality participation in the specific activities of the class. Student grades will be reflective of student participation. Students who need to be excused from participation must have a written note from the parent/guardian. Parent notes are good for two days only. Students whose activity must be restricted or limited beyond two days must have a doctor's note to be excused.

Students who do not participate in physical education will not be permitted to participate in extra-curricular activity during that day. Administrators reserve the right to look at situations with extenuating circumstances and act accordingly.

Do not bring money or valuables into the gym. The gym lockers do not have locks. The P.E. instructors will hold any items for students upon request. A student who fails to give items of value (watches, billfolds, etc.) to the P.E. instructor is personally responsible for the lost items.

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.

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.

PROMOTION AND RETENTION

Promotion and retention decisions are always made in the best long-term interests of the student. Students are only retained when the student would benefit from another year of academic, emotional, and social growth. Teachers will notify parents when a retention may be necessary. The Bluffton-Harrison School Board Policy places the final responsibility for promotion or retention with the building principal.

SCHOOL CLOSINGS

All school closings or delays will be communicated using Parent Square and announced over the following radio stations: WOWO, WNUY, WBCL, WBTU, and MAGIC 95. The following television stations receive notification from the school corporation: WANE (15), WPTA (21), and WKJG (33). You may also visit our website: www.bhmsd.org

SEXUAL HARASSMENT POLICY

It shall be the policy of the Bluffton-Harrison MSD 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 an 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 circulation of graphic or printed materials in which content has sexual or demeaning implications.
4. Unwelcome touching which includes fondling, groping and intentionally touching other people in an inappropriate manner.
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 employ 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

STUDENT CONDUCT

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to discipline a student. In this event and in accordance with the provisions of I.C. 20-8.1-5.1, administrators and staff members may take the following actions:

1. LUNCH DETENTION: A teacher, school principal (or designee) may assign a student to lunch detention. During the lunch detention students will eat in an assigned area and work on homework or read a library book when finished eating. Students will not be permitted to go to lunch recess during detention. Failure to follow lunch detention procedures could result in additional days of lunch detention or additional consequences.
2. BEFORE-SCHOOL DETENTION: A teacher, school principal (or designee) may assign a student to before-school detention. During the before-school detention students will work on homework or read a library book in an assigned area from 7:10-7:40 a.m. Failure to follow before-school detention procedures could result in additional days of detention or other consequences.
3. AFTER-SCHOOL DETENTION: A teacher, school principal (or designee) may assign a student to after-school detention. During the after-school detention students will work on homework or read a library book in an assigned area from 2:55-3:30 p.m. Failure to follow after-school detention procedures could result in additional days of detention or other consequences.
4. IN-SCHOOL SUSPENSION: A school principal (or designee) may assign a student to in-school suspension. During the suspension students will work on assigned classroom work or read a library book if all classroom work is finished. Failure to follow in-school suspension procedures could result in additional days of in-school suspension or out-of-school suspension.
5. STUDENTS ON SUSPENSION: A school principal (or designee) may assign students to S.O.S placement for their suspension. BHMSD offers an alternative

placement setting at the BHES Outdoor Lab for students on suspension. Students will be expected to complete all assigned school work, and they will receive full credit for completed work.

6. OUT-OF-SCHOOL SUSPENSION: 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 10 school days. During the days of out-of-school suspension a student will receive credit for school work.
7. CORPORAL PUNISHMENT: A school principal (or designee) may exercise the right to use corporal punishment when deemed necessary.
8. EXPULSION: A student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of possession of a firearm or a deadly weapon listed under the Grounds for Suspension and Expulsion.

Students are not permitted to participate in any extra-curricular activities during the days they are assigned to IN-SCHOOL SUSPENSION, OUT-OF-SCHOOL SUSPENSION, S.O.S PLACEMENT OR EXPULSION.

*All Student Discipline and Due Process will be in compliance with **Policy JGD.**
The grounds for suspension or expulsion listed in section A below apply when a student is:

a. On school grounds immediately before, during, and after school hours and at any other time when the school is being used by a school group; b. Off school grounds at a school activity, function, or event; This includes e Learning, virtual instruction, and remote learning days.
c. Traveling to or from school or at a school activity, function, or event.
d. During summer school.

A. Student Misconduct and/or Substantial Disobedience

Grounds for suspension or expulsion are student misconduct and/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 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. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not constitute a violation of this rule.
8. Threatening or intimidating any person for any purpose, including obtaining money or anything of value from the student.
9. Threatening (whether specific or general in nature) injury to persons or damage to property, regardless of whether there is a present ability to commit the act.
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 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, any derivative of the cannabis sativa/indicia plant, 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 11: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the

building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:

i. That the student has an acute or chronic disease or medical condition for which the physician 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/indicia plant, synthetic drug, alcoholic beverage, stimulant, depressant or intoxicant of any kind.
14. Possessing, using, transmitting, or being affected by caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without prescription.
15. Possessing, using, distributing, purchasing, or selling tobacco or nicotine containing products of any kind or other related products associated with tobacco or nicotine use (this also includes matches, lighters, and vaping devices).
16. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
17. Engaging in the selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other persons or constitutes an interference with school purposes, or an educational function.
18. Failing in a number of instances 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.
19. 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.
20. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
21. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
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. Students are prohibited from taking, capturing, displaying or requesting photographic images, video files, or audio files during the school day without permission from a teacher or administrator. Students are never allowed to take, capture, display or request photographic images, video files, or audio files within an area where there is a reasonable expectation of privacy such as restroom, locker room, or shower area.
25. Engaging in pranks that could result in harm to another person.
26. Use or possession of gunpowder, ammunition, or an inflammable substance.
27. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:

a. Engaging in sexual behavior on school property; **including Public Displays of Affection (PDA).**

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

c. Disobedience of administrative authority;

d. Willful absence or tardiness of students;

e. Engaging in speech or conduct, including clothing, jewelry or hair style, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity, 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

28. Cell Phone Content

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

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

c. It is "child pornography", a Class D felony under I.C. 35-42-4-4(c), for any person/student to possess a photograph, motion picture, 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.

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

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

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

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

29. "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.

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, and emblem upon any school or personal property or on one's person.

B. Possessing a Firearm

1. No student shall possess, handle or transmit any firearm or **imitation firearm** 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 described in the two immediately preceding examples, and from which a destructive device may 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

3. For purposes of this rule, a destructive device is:

a. 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

b. 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

c. 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 **imitation firearm**: 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 length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.

5. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.

C. Possessing A Deadly Weapon or Imitation of 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. A weapon, taser or electronic stun weapon, appliance igniter, 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.

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

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 notify the county prosecuting attorney's office when a student is expelled under this rule.

Per: BHMSD BOARD 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 which 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. Legal Settlement

A student may be expelled if it is determined that the student's legal settlement is not in the attendance area of the school where the student is enrolled.

POSSESSION OF TOBACCO

Students who are found to be in possession of any tobacco products will face disciplinary action from the school and could be referred to police for being a minor in possession of tobacco.

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

LEGAL REFERENCE: I.C. 20-33-3.1 et seq.
I.C. 35-47.5-2-4
I.C. 35-41-1-8
I.C.35-47-1-5

STANDARD SYSTEM OF GRADING

97-100 A+	77-79 C+
93-96 A	74-76 C
90-92 A-	70-73 C -
87-89 B+	67-69 D+
84-86 B	64-66 D
80-83 B-	60-63 D
	0-59 F

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, may 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 BLUFFTONHARRISON M.S.D. SHALL HAVE ANY EXPECTATION OF PRIVACY WITH RESPECT TO SUCH LOCKER OR ITS CONTENTS.
2. **Chromebooks**: In order to ensure that the Chromebook is being used for school purposes only, there is no expectation of privacy concerning the school-owned device, and therefore is always subject to inspection per the reasonable suspicion standard.
3. **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, without individualized suspicion.
4. **Person**: The principal or his designee has the authority to test 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 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.
5. **Refusal to Submit**: If any student refuses to consent to a search authorized pursuant to 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.
6. **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.

STUDENT CLUBS

2.28 Establishment of Student Clubs

Bluffton Middle 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 sponsor must attend all meetings to monitor students and ensure the school handbook is being followed.**
3. **A proposed club must complete the Club Proposal Form.**
4. **A proposal for the establishment of a club will be accepted from August 1 through October 1 during each school year.**
5. **Each proposed club will be reviewed by building level administrator(s), and student council.**

STUDENT WELFARE

Reporting Child Abuse and Neglect

It is the policy of Bluffton-Harrison Metropolitan School District to comply with I.C. 31-33-5-1 regarding child abuse. This compliance will be with all sections of the statute, including the mandatory reporting section.

Any school official or employee who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect, or who has observed a child being subjected to circumstances or conditions which would reasonably result in abuse or neglect defined by the statute, will immediately report the situation to the building principal or his/her designee. After investigation of the circumstances through an interview with the child, if child abuse is suspected, the principal shall report the case to the Wells County Welfare Department or the law enforcement officials. Both parties are responsible to see that a report is made to the Child Protection Services (**NOTE**: Notification of the principal or designee does not relieve the first individual of the responsibility to see that the matter is reported to the proper authorities).

School employees and officials will not contact the child's family to determine the cause of the suspected abuse or neglect. It is not the responsibility of the school official or employee to prove the child has been abused or neglected. As per the statute, any person who has a duty to report child abuse or neglect, or who participates in any judicial proceeding or other proceeding resulting from such a report, is immune from any civil or criminal liability that might otherwise be imposed because of such actions, provided the individual is acting in good faith.

The Superintendent will prepare and implement such guidelines as are necessary to accomplish the intent of this policy.

TARDINESS

Students are considered tardy to school if they arrive after 7:50 am. A student tardy to school must report to the main office to sign in. No student will be permitted to first period class without being announced by a staff member.

1. Each student is allowed up to four (4) tardies each semester
2. After a student reaches four (4) tardies in the same semester, parents will be contacted by the school through an attendance letter.
3. After the four (4) allowed tardies, each additional tardy will be considered a half-day unexcused absence.

The office will administer consequences for tardies to school. **Being late to school for any reason with the exception to reasons outlined in the BHMSD Attendance Policy will be counted as tardy.**

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

1st tardy 1 lunch detention assigned by the office
2nd tardy 3 lunch detentions assigned by the office
3rd tardy 5 lunch detentions assigned by the office
4th tardy 1 day in-school suspension assigned by the office
5th tardy 3 days in-school suspension assigned by the office and a step on the school discipline plan
6th tardy 5 days in-school suspension assigned by the office and a step on the school discipline plan
7th tardy SOS: Suspended out of School Program and possible referral to to probation

Tardies will start over at the beginning of each grading period. Students who accumulate tardies to classrooms during the school day, will be subject to the

procedures within their respective grade level teams. These consequences will also start over at the beginning of each grading term.

TELEPHONES

Students may use classroom phones with permission from classroom teachers. No pay phones are available for student use. Students who need transportation home after an extracurricular event should make arrangements in advance.

TEXTBOOKS

The school rents books to all students. Students should not share books with other students. Unreasonable damage to textbooks will result in fines. Full replacement costs will be assessed when a book is beyond repair.

TRANSPORTATION

Riding the bus to and from school is a privilege. Students are expected to display appropriate behavior at all times. Students who fail to display appropriate behavior may be referred to the office by a driver. Students referred to the office may receive anything from a verbal warning to suspension from the bus for the remainder of the school year. **Students are not to have food or drink on the buses.** If a student is to go home after school in a way that is different from his/her normal routine, it is important that the parent send a note with specific instructions. No student will be allowed a change in dismissal routine without specific directions from the parent. Middle School students are not allowed to drive to school. **Students being picked up or dropped off should use door #1.**

TRUANCY

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

- A regular scheduled class as per student schedule.
- Before or after school detention assigned.

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

1st offense 1 detention will be assigned

2nd offense 3 detentions will be assigned

3rd offense 1 day of in-school suspension and a Step on the school discipline plan. Referral to the Wells County Probation Department for habitual truancy.

4th offense 3 days in-school suspension and a Step on the school discipline plan

5th offense A recommendation for expulsion. In addition, if the student is under 15 years of age, a letter will be sent to the State declaring the student to be a habitual truant.

VISITORS

All visitors will need to use the audio/video buzzer located on the left wall of Door #1 upon arriving at BHMS. Office staff will ask you to state your name and reason for your visit, prior to unlocking the door of the entrance. Visitors to BHMSD will not be permitted beyond the main office of the school building. Volunteers will be limited to only individuals providing substantial educational benefits to the students and school, in general. The building principal will maintain a listing of all approved volunteers. Students are not permitted to bring visitors to school.

Athletic Regulations

The purpose of the Bluffton-Harrison Middle School athletic rules and regulations is to encourage, regulate, and give direction to wholesome amateur athletic competition for students in grades 5 (when applicable), 6, 7, and 8 who participate in inter school contests.

All athletic competition coming under these guidelines shall be both subservient to and complementary to the academic function for the school and shall follow the guidelines recommended by the Indiana High School Athletic Association for Middle School competition. These rules and regulations will determine guidelines for individual qualifications of students participating in athletic programs, state the philosophy at these grade levels, and establish standards for eligibility, competition, and sportsmanship. These rules and regulations are binding where applicable on all students involved in any capacity with the athletic programs of the school, including players, student managers, and cheerleaders.

GENERAL ELIGIBILITY RULES

Rule I. Rule Coverage

These rules and guidelines apply to all teams and all contestants enrolled at the Bluffton-Harrison Middle School who participate in inter school athletic contests, tourneys, and/or meets.

Rule II. Administrative Responsibility

A. Principal is defined as the principal of Bluffton-Harrison Middle School or his designee.

B. The principal is recognized as the school representative and as such is accountable for conducting the athletic program of the school.

C. The Bluffton-Harrison school board of trustees, the superintendent and the middle school principal have the authority to designate someone to act as athletic director for teams representing Bluffton-Harrison Middle School.

D. The principal has the authority to institute adequate team and crowd-control measures at all contests where Bluffton-Harrison Middle School teams participate to assure that the school's participants and fans conduct themselves in a proper and sportsmanlike manner.

E. Final decisions in all cases will rest with the Principal.

Rule III. Contestant Eligibility

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

1. A student will be allowed to participate in a specific grade level sport for no

more than two semesters.

2. To be eligible scholastically, contestants, cheerleaders, and managers must have received passing grades in all subjects for the previous nine-week grading period. A student may gain or lose eligibility when grades are reported at the end of a grading period. A student may gain his/her eligibility by passing all of his/her classes at midterm if he/she was failing any subject at the nine-week grading period.

3. When a student is scholastically ineligible the student shall practice, but will not be allowed to participate in contests until they regain their eligibility. 4. In order to be eligible for athletic competition during any semester, a student must have been enrolled in an accredited middle school program within the first 15 school days of the semester in which the contest occurs.

5. Prior to their first practice, *all athletes must have created and finalized an account on Final Forms. This account is to be created by the parent, guardian or who is responsible for the athlete and shall include:*

a. *Contact Information; Health History & Medical Profile; Medications; Injuries & Hospitalizations; Past & Ongoing Health Conditions; IHSAA PPE Physician Questions; Consent for Medical Care; Tiger Contract; Authorization for Release of Information; Release of Medical Information; Random Drug Testing Policy; Concussion & Cardiac Arrest Awareness; IHSAA Eligibility; IHSAA PPE Physical (for Physicians)*

b. *A hard copy of the IHSAA physical is to be kept on file in the office of the Athletic Director.*

c. *A physical may be obtained by a physician with an unlimited license to practice medicine, a physician assistant or a nurse practitioner*

6. Students properly certified to participate in underscore 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 a statement from a physician holding an unlimited license to practice medicine attesting that they are again physically fit to participate in interschool athletics.

7. A student must attend school at least half of the school day (7:50 – 11:20; 11:20 – 2:50) to participate in a scheduled athletic practice or contest that day. Personal (with approval of the building principal), medical, and dental absences are excluded from this rule. Medical and dental absences must be accompanied by a doctor's note. Exceptions to this policy may be granted by the principal or assistant principal on an individual basis.

8. Any athlete or cheerleader who does not participate in physical education type, math or English remediation class or special will not be permitted to participate in athletic events, either practice or game, on that particular day.

9. Students participating in athletic contests are eligible within the following guidelines:

a. An 8th grade student is eligible to participate in athletics if he/she has not reached his/her 16th birthday before August 15.

b. A 7th grade student is eligible to participate in athletics if he/she has not reached his/her 15th birthday before August 15.

c. A 6th grade student is eligible to participate in athletics if he/she has not reached his/her 14th birthday before August 15.

10. Fifth grade students will not be permitted to participate in organized athletic programs of the seventh and eighth grades unless authorized by the principal. Fifth grade students are not permitted to compete in middle school athletic contests during the season.

11. No student will be allowed to participate in scheduled athletic contests until he/she has completed ten (10) practices in the specific sport. This rule may be waived by the Athletic Director because of sport season overlapping.

12. Sixth grade students will be allowed to participate in individual sports (cross country, swimming, wrestling, track) only.

Rule IV. Amateurism

A. All contestants representing Bluffton-Harrison Middle School in athletic contests should be amateurs.

B. Students may not play under assumed names nor accept remuneration, directly or indirectly, for playing on athletic teams.

C. Students will not be considered as violating their amateur standing if they participate, out of season, in baseball schools, golf or tennis events, track or cross country events sponsored by professionals.

D. Reasonable meals, lodgings, and transportation may be accepted by a student if such are accepted in service rather than money or some other material form.

Rule V. Awards, Prizes, Gifts

A. All players, managers, and cheerleaders will receive a certificate upon successful completion of a sport season.

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 the approval of the administration.

C. Athletic equipment is considered merchandise. Any student who accepts or attempts to evade the rule by "purchasing" a merchandising prize for a nominal or token sum shall be considered as having forfeited amateur standing. **Rule VI. Athletic Director**

The Athletic Director is responsible for the operation of the inter school athletic program and is the first contact for members of the coaching staff.

Rule VII. Coaches

A. All remuneration for coaching will be paid by the Board of School Trustees of the Bluffton-Harrison Metropolitan School District.

B. Coaches other than licensed physical education instructors should work closely

with the physical education department.

C. Coaches are to ride and sit throughout the bus with the players, managers, and cheerleaders to and from all the away events they coach.

D. Coaches should never leave unattended students who are under their supervision either in a building or dressing room, whether home or away. E. Students who are suspended from school (in or out-of-school suspension) will not participate in practice or contests during the days of the suspension. F. Coaches should have the following goals for seventh and eighth grade competitions:

1. Attempt to have all members of a squad participate in each event. 2. The primary function of competition is to prepare athletes for the high school teams by teaching fundamentals and skills.

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

H. 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. I. Coaches of basketball and volleyball will keep a minimum of twelve players. Cheerleader coaches will keep a maximum of five cheerleaders from the 7th grade and five cheerleaders from the 8th grade.

J. In the event of a school delay, activities will be determined by the superintendent, building principal or his/her designee.

K. In the event of a school closing, all middle school activities (practices, games, etc.) will be canceled.

Rule VIII. Conduct, Character, Discipline

The principal or the athletic director shall enforce all rules and regulations as described in the Code of Conduct for athletes. All rules regarding behavior and/or training as outlined in the IHSAA regulations apply. The Code will be reinforced by the coach of each sport during the year. Parents and 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 is in force twelve (12) months, 365 days of the year, grades six through eight (6-8). The Athletic Code of Conduct established by Bluffton HS will immediately go into effect for the 8th grade student-athlete on the first day of summer after completing the requirements of middle school. Any alleged violation of the Code shall be reported first to the principal, assistant 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. ATHLETIC COUNCIL

The athletic council is composed of the principal, assistant principal, athletic director(s) and coach of the sport involved with the athlete in question. **Rule 1:** Athletes (from this point on student managers, mat maids, statisticians and cheerleaders are include in the term "athletes') shall not knowingly possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, stimulant, depressant, anabolic steroids, marijuana, synthetic drugs, counterfeit caffeine pills or possess, use or transmit paraphernalia for use of such substances. (Use of an authorized drug as prescribed by a registered physician shall not constitute a violation of this rule.)

Rule 2: Athletes shall not partake in any degree or be in possession of alcoholic beverages and tobacco products.

Rule 3: Any athlete convicted of a felony at any time shall be excluded from athletic participation for one full year (12 months) from the time of conviction. Conviction of a misdemeanor shall be subject to athletic suspension for the 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 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 athlete that is in violation of school rules such as truancy, suspension, classroom disruption or other punishable acts will be disciplined by the already established school rules. The athlete may further be dealt with within the structure of each coach's rules for his/her sport. If an athlete is suspended out of school or in school for any reason he/she will be ineligible for all contests during the term of his/her suspension. Out-of-school suspension 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 the situation arises unexpectedly, the individual shall leave the premises immediately. 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 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 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 Middle School student body, and the community. Any act that the athletic council determines is unbecoming of a BMS athlete may cause for suspension and/or removal from the team. This is defined as acting in a manner that brings embarrassment or shame to yourself, 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 athlete shall participate in, permit, condone or tolerate hazing to a teammate or other students.

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.).

D. SELF-REPORT CLAUSE

It is the intent of Bluffton Middle School to assist students with developing responsibility for their actions and to encourage honesty. Therefore, any student 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 without school officials being able to learn about the incident by any other means. This means that once the student is caught by legal authorities, it is too late to use the self-report clause to lessen the penalty. The student 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 10% of scheduled contests or at least one contest of the sport season he/she is in or will be in. In cases of substance abuse, the self-reporting student must participate in a substance abuse awareness session with a qualified professional. This Self-Report Clause can be used only once during the student's four-year career and may be used only for the first offense.

E. NOTES

1. The athletic season is defined as commencing with the first practice and ending with the final event for the sport. Penalties for violations do not take effect immediately upon verification of any violation and will include games in succession, i.e. season schedule and tournaments 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 is fulfilled. This includes his/her next sport or the same sports net year. If a typically one sport athlete elects to participate in a new sport in order to serve suspension, he/she will be required to complete the season in good standing.
3. When serving a suspension, the athlete is expected to be present at all athletic contests and practices involving his/her team or squad. Practice for an athlete who is under suspension is at the discretion of the head coach of that particular sport. The athlete is a member of the team and is expected to fulfill this responsibility. If the 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 athlete. F. CONSEQUENCES

Consequences are based on an athlete's four-year middle school career. 1. The first offense will result in automatic suspension from participation in athletics and from the athletic team or squad for 33% or 1/3% of the scheduled contests including regular season and tournaments for such team or squad. If the 33% or 1/3% suspension is not met in the current season, then the suspension will carry to the next season in which the athlete participates. Suspensions that extend into a post-season tournament may result in termination of the athlete's eligibility for the season at the discretion of the head coach and the athletic council. 2. The second offense will result in automatic suspension from participation in athletics and from the athletic team or squad for 50% or 1/2% of the scheduled contests including regular season and tournaments for such team or squad. If the 50% or 1/2% suspension is not met in the current season then the suspension will carry to the next season in which the athlete participates. Suspensions that extend into a post-season tournament may result in termination of the athlete's eligibility for the season at the discretion of the head coach and the athletic council.

3. The third offense will bring an athletic suspension from participation in athletics and from the athletic team or squad for one calendar year (365 days) from the date of the violation of the scheduled contests including regular season and tournaments for such team or squad.
4. The fourth offense will result in an athletic suspension for the remainder of the student athlete's middle school career. The athlete will not practice with any team or squad during this suspension.

Rule IX. Rules Applying to All Inter School Coaches

A. No game, meets, or tourneys will be scheduled by schools without the sanction of the principal; this means a written contract signed by the principal or designee. B. Interschool athletic contests will follow the recommended IHSAA guidelines for that contest.

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

D. Students may represent only one school in any sport during a tournament series.

E. Middle school athletic contests will not be conducted as preliminaries, curtain raisers, or double-headers to non-school sponsored athletic team sport events.

F. All boy teams and girl teams will not participate against each other in inter school athletic contests.

G. Boys' contests and girls' contests may take place simultaneously or during the same session. With prior mutual consent, team and individual scores may be combined.

H. There will be no interschool 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 will be considered a violation.

I. There will be no practices on Christmas Eve, Christmas, Easter, or between 12:00 and 3:00 p.m. on Good Friday. In case of an emergency school closing, games and practices will be canceled. In the case of a multiple day closing, the principal will decide if practice can be held starting on the same day. **Rule X. 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 the athletic director or school administration prior to the athletic event. Students may ride home from away contests with their parents or guardians only.

Rule XI. Contracts

The use of "Contracts for Athletic Contests" will be used for all interschool athletic contests and countersigned by the principals or designees of the schools involved. **Rule XII. Officials**

A. The officials in all interschool contests requiring officials should hold current licenses from the Indiana High School Athletic Association and be contracted by the athletic director.

B. All licensed officials should wear the current official's insignia on the prescribed uniform.

Rule XIII. Participation

A. A student who has played in one or more inter school games in any season should be regarded as having engaged in that sport for the remainder of that sport season.

B. Participation of students in an organized athletic contest with or against players not belonging to their school constitutes a game. An organized "scrimmage" or practice by students with or against teams or players not belonging to their school is considered a game.

C. Students 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.

D. Middle School students will participate only in middle school sports. E. Participation for boys and girls will be in designated sports only. F. Any athlete quitting a team will not be eligible for an award, and will not be permitted to participate in another sport that particular sport season. Exceptions can be made by mutual consent of coaches and principal.

Designated Boys Sports:

Cross Country Football Boys Basketball Wrestling Swimming Track Tennis Golf **Designated Girls Sports**:

Cross Country Volleyball Girls Basketball Swimming Track Cheerleading Tennis Golf G. Cheerleaders will not be allowed to participate on athletic teams during their cheering assignment.

H. Cheerleaders will cheer at all home football, boys', and girls' basketball games. They may also attend any football or basketball games that take place in Wells County or during the ACAC tourney.

I. Cheerleaders may attend camp during the summer; however, the school will not pay any of the expenses, nor will the school require that all cheerleaders attend. J. A boy or girl may participate in swimming and basketball, but only after the basketball season is completed.

K. Conflict with activities – When a student is involved in two activities that fall on the same day, the student will have the right to decide in which activity he/she wishes to participate. Under no circumstances shall there be any repercussive action taken against the student after he/she has made the decision. Game participation will have precedence over practice situations. Academic events will take precedence over athletic events.

Rule XIV. Undue Influence

The use of undue influence by any person or persons to secure or retain a student or to secure to retain one or both parents or guardians of a student as residents of the school district will cause the students to be ineligible for interschool athletics. **Rule XV. Cheerleader Selections**

A. Selection of seventh, eighth, and ninth grade cheerleaders will be in the spring of the year prior to participation.

B. In an effort to stress rules and safety precautions to prevent injury to cheerleaders, the following guidelines will be enforced:

1. Cheerleaders should conduct themselves in a respectable manner.
2. Cheerleaders should work together as a squad to represent the school. Any conduct problems will be handled by the cheer sponsor.
3. Physical examinations are required. Each cheerleader must have a physical on file in the office.
4. Cheerleaders will travel on the team bus.
5. Cheerleaders in uniforms should stay together or in pairs at away-from home sites.
6. Cheerleaders should not leave the group activity without permission from the advisor.
7. Cheerleaders should leave the playing area if the crowd is throwing pennies or other items in their direction. They should not delay until someone is hit in the eye or otherwise injured.
8. Cheerleaders should not lead cheers on the bus as the noise may distract the driver and also invite items to be thrown at the bus window. 9. Equipment, if any, should be in good working order.
10. If mats are used in practice, they should be used at games. 11. Trampolines and trampolets will not be used.
12. The advisor will schedule and be present at all practices.
13. Cheerleaders should immediately report to the advisor any injury that they may have.
14. Existing injuries, if known, should be analyzed before approving practice or performance (sprains, casts, etc.).
15. Pregnancy will result in dismissal from the squad due to the potential injury and to protect the school from inherent liability.