



**BENTON CENTRAL**  
**JR. - SR. HIGH SCHOOL**

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BC.BENTON.K12.IN.US

"The Mission of BCSC is to ensure all students develop academically, creatively, physically, and socially into the finest version of themselves."

# Benton Central Junior-Senior High School

## 2019-2020 Student Handbook

This handbook is provided by the Benton Community School Corporation to offer helpful information. The BCSC website [www.benton.k12.in.us](http://www.benton.k12.in.us) features links to school website, calendars, school supply lists, current information, and official policy updates. Many questions will also be answered by school, class, and corporation newsletters.

Policies of the Benton Community School Corporation, Indiana Department of Education, Indiana Criminal Code, Indiana Administrative Code, and/or Federal Laws, will supersede policies and regulations within this handbook.

- All student schedules were finalized for both semesters in the spring of 2019 and there are no changes permitted for the 2019-2020 school year.
- The term he, his, and similar pronouns used in this document are used in their universal sense and are not meant to imply discrimination.

**The contents of this handbook were adopted in full by the  
Board of School Trustees of Benton Community School Corporation on July 22, 2019.**

HISTORY OF BENTON CENTRAL JUNIOR-SENIOR HIGH SCHOOL	5
MISSION STATEMENT	5
<b>SECTION I. ACADEMICS</b>	<b>6</b>
REQUIREMENTS FOR GRADUATION	6
GRADUATION EXAMINATION	8
GRADING PROCEDURES	10
MID-TERM PROGRESS REPORTS	10
HONOR ROLL	10
SCHOOL WIDE GRADING SCALES	10
GPA	11
VALEDICTORIAN/SALUTATORIAN	11
WITHDRAW PROCEDURE (INDIVIDUAL CLASS)	11
<b>SECTION II. ATTENDANCE</b>	<b>12</b>
ATTENDANCE POLICY	12
NOTIFYING THE SCHOOL FOR A STUDENT ABSENCE	12
LEAVING AND RETURNING TO SCHOOL	12
ABSENCES-LEGAL EXCUSES	13
TRUANT ABSENCES	13
TRUANCY CONSEQUENCES	13
UNEXCUSED ABSENCES	14
SATURDAY RECOVERY SCHOOL	14
ATTENDANCE COMMITTEE	14
PREARRANGED ABSENCES	14
MISSED ASSIGNMENTS DUE TO ABSENCE	14
STUDENTS/PARENTS WHO CALL AND REQUEST HOMEWORK	15
TARDY POLICY & CONSEQUENCES	15
<b>SECTION III. ACADEMIC HONESTY</b>	<b>16</b>
<b>SECTION IV. STUDENT DISCIPLINE</b>	<b>17</b>
CLASSROOM DISCIPLINE	17
SCHOOL-WIDE DISCIPLINE	17
DRESS CODE & CONSEQUENCES	17
CELL PHONE/ELECTRONIC DEVICE POLICY & CONSEQUENCES	18
CELL PHONE/ELECTRONIC DEVICE CONSEQUENCES	19
GENERAL DISCIPLINE	19
TOBACCO/E-CIGARETTE/VAPE PEN POLICY	20
DETENTION POLICY	20
MISSED LUNCH DETENTIONS AND AFTER-SCHOOL DETENTIONS	20
ALTERNATIVE CLASSROOM SETTING (ACS)	20
SATURDAY SCHOOL	20

OUT-OF-SCHOOL SUSPENSION	21
GROUNDS FOR ALTERNATIVE CLASSROOM SETTING, SUSPENSION, OR EXPULSION	21
GROUNDS FOR SUSPENSION/EXPULSION	22
SUSPENSION AND EXPULSION PROCEDURE	23
<b>SECTION V. TRANSPORTATION</b>	<b>24</b>
BUS RULES	24
ACTIVITY BUSES	24
DRIVING PRIVILEGES	24
CAR RIDERS	25
SUSPENSION OF DRIVING PRIVILEGES	25
<b>SECTION VI. HARASSMENT</b>	<b>26</b>
SEXUAL HARASSMENT	26
HARASSMENT POLICY (OTHER THAN SEXUAL)	27
BULLYING	27
REPORT OF HARASSMENT FORM	29
<b>SECTION VII. CRIMINAL ORGANIZATIONS</b>	<b>32</b>
<b>SECTION VIII. SCHOOL PROCEDURES AND EXPECTATIONS</b>	<b>34</b>
LAPTOP/BOOK RENTAL FEES	34
BUILDING HOURS	34
LOCKER POLICY	34
LUNCH PERIOD	35
PASSES	35
TELEPHONES	35
VISITORS	35
MONEY AND VALUED POSSESSIONS	36
DAILY SCHEDULE	36
SCHOOL DELAYS/CLOSINGS	36
2 HOUR DELAY SCHEDULE	37
TA POLICY	37
<b>SECTION IX. STUDENT ACTIVITIES</b>	<b>38</b>
PHILOSOPHY	38
RANDOM DRUG TESTING AND EDUCATION POLICY	38
SCHOOL DANCES	38
<b>SECTION X. ATHLETICS</b>	<b>39</b>
PHILOSOPHY	39
PARTICIPATION	39
ATHLETIC ELIGIBILITY	39

<b>Amateurism</b>	<b>39</b>
<b>Conduct and Character</b>	<b>40</b>
<b>Consent and Release Certificate</b>	<b>40</b>
<b>Illness and Injury</b>	<b>40</b>
<b>Participation</b>	<b>40</b>
<b>Practice</b>	<b>40</b>
<b>Transfer</b>	<b>40</b>
<b>Undue Influence</b>	<b>41</b>
JUNIOR HIGH (7/8) ACADEMIC ELIGIBILITY RULES	41
TRAINING RULES AND REGULATIONS FOR ALL ATHLETES 7-12	41
<b>SECTION XI. STUDENT SERVICES AND INCENTIVES</b>	<b>43</b>
FOOD SERVICES	43
GUIDANCE SERVICES	44
HEALTH SERVICES	44
MEDIA CENTER SERVICES	46
STUDENT OF THE WEEK PROGRAM	47
WALL OF FAME	47
SCHOOL STORE	47
LOST AND FOUND	47
BENTON CENTRAL JR-SR HIGH SCHOOL CONFLICT POLICY	47
<b>SECTION XI. 504 COMPLIANCE PLAN</b>	<b>49</b>
<b>SECTION XIII. BENTON COMMUNITY SCHOOL CORPORATION TECHNOLOGY ACCEPTABLE USE AGREEMENT</b>	<b>50</b>
<b>SECTION XIV. OTHER</b>	<b>53</b>
POLICY ON DISCRIMINATION	53
BCSC AIR QUALITY RULE	53

## **HISTORY OF BENTON CENTRAL JUNIOR-SENIOR HIGH SCHOOL**

Benton Central is a school community steep in fierce loyalties, hometown pride and local traditions. Before the consolidation movement in the early '60's, ten high schools - Ambia, Boswell, Earl Park, Freeland Park, Fowler, Montmorenci, Otterbein, Oxford, Pine Township and Wadena - formed the educational and athletic community in this part of Indiana. Each school and town was independent and proud. But in January of 1964, change began. That's when the Benton Community School Corporation was established. As a result, change came quickly. Students from Earl Park, Wadena and Freeland Park began to attend classes at Fowler; Pine Township students went to Oxford or Otterbein for classes. In the 1966-67 and 1967-68 school years, Otterbein and Montmorenci High Schools came together in Montmorenci's building, forming the first Benton Central High School.

In the meantime, 77 acres of farmland were purchased by the newly-formed Benton Community School Corporation, for the purpose of building a school for all of the students from the original ten schools corporation. In the fall of 1968, students who attended school at the Montmorenci site and those from Ambia, Boswell, Fowler and Oxford joined forces and walked through the doors of Benton Central Jr. Sr. High School. In August 2016, 48 years after the first bell rang, the children and grandchildren of those first B.C. students will be walking through the same doors - as Benton Central Bison - carrying on the outstanding tradition of their brothers, sisters, parents, aunts, uncles and grandparents.

### **BENTON CENTRAL FIGHT SONG**

Fight on, Benton Central  
You're the greatest in the land!  
Onward, up to victory,  
We will march behind the colors  
Of the green and gold.  
Bison brave and bold.  
We'll stay with you all the way.  
Fight on, Benton Central High  
For Benton Central High, hooray!

### **SCHOOL MASCOT**

The Bison

### **SCHOOL COLORS**

Green and Gold

## **MISSION STATEMENT**

"The mission of BCSC is to ensure all students develop academically, creatively, physically, and socially into the finest version of themselves."

### **CORE VALUES**

We believe...

- Everyone can learn.
- Everyone should be treated fairly.
- Everyone should be engaged in learning.
- In a positive and safe environment.
- Community support is vital to learning.
- In providing for success in today's world.
- Positive climate and resources provide learning for all.

### **STRATEGIC KEY CONCEPTS**

- Work closely with our community stakeholders and develop partnerships
- Ensure that all employees know and implement our mission and standards
- Support alignment within systems and practices to accomplish our mission and goals
- Consistent, valuable communication among all stakeholders at all levels
- Implement unified professional development corporation wide

### **DELIMITERS**

We will...

- Not adopt any new program, practices, or services unless it supports our mission.
- Not continue ineffective programs, practices, or services.
- Not stifle innovation.

# SECTION I. ACADEMICS

## REQUIREMENTS FOR GRADUATION

*\*See next two pages for requirements.*

Currently, a minimum of 43 credits are required for graduation. Required credits include the following: Seven full semesters of high school work are required for graduation; however, eight semesters are strongly recommended.

Students who plan to graduate mid-year shall be in attendance until the end of the seventh semester. Diplomas will be awarded only at the spring graduation.

All students shall attend school full time. A minimum of six classes is considered full time. A student with six classes will be assigned a study hall. Exceptions will be made only in the case of extreme hardship or physical handicap and then only upon approval of the principal.

Students enrolling after completing eight semesters of work on the high school level, married students, and those students returning to school in order to complete graduation requirements after being out for a year or more may enroll as special students upon approval of the principal. Special students will attend school only at the time their scheduled classes are in session.

Correspondence course and community service may be used to receive credit. Permission shall be granted by the principal. All verification of work completed shall be received in writing by the school before May 1.

To be eligible to participate in the commencement program at Benton Central, a senior must be in good standing, must have successfully completed all credits and classes required, and shall have fulfilled all financial obligations by the close of the last attendance day for seniors. A student may be denied participation in commencement exercises for a failure to maintain acceptable standards of behavior.

Students may not graduate if they do not pass the ISTEP+ Graduation Exam. The procedures for the graduation ceremony are as follows:

- Students who have met the graduation requirements and passed the ISTEP+ exam are diploma recipients. Students who have met the waiver process requirements for the ISTEP+ exam will also receive a diploma.
- Students who have opted for attendance certificates in their special education IEPs will go through the graduation ceremony with the attendance insert, not a diploma insert.
- Students who do not meet the graduation credit requirements do not go through the graduation ceremony.
- Students who met the graduation requirements but have not passed the ISTEP+ exam do not go through the graduation ceremony.
- Students who finish the graduation requirements at a later time or who passed the ISTEP+ exam at a later time will receive a diploma. Students who choose not to complete the requirements may choose to receive a Certificate of Completion at a later date.
- Foreign exchange students shall meet all of the same requirements as other students.
- All students will be listed in the graduation program. No distinction is made for diploma or attendance recipients or those who have not met graduation requirements.
- In the case that the results of the Spring ISTEP+ tests are not available from the state until after the graduation ceremony, students who have not met the graduation requirement will go through the ceremony. In this scenario, the results are sent by the state, over which Benton Central has no control. We do not want to penalize the students over something they cannot control. This is obviously something we hope does not occur.

<b>English/ Language Arts</b>	<b>8 credits</b> 2 credits: English 9 or Honors English 9 2 credits: English 10 or Honors English 10 2 credits: English 11, American Literature, or English Language & Comp AP 2 credits: English 12, English Literature, or English Literature & Comp AP
<b>Mathematics</b> <i>* Students must take a math or quantitative reasoning course each year in high school</i>	<b>6 credits (in grades 9-12)</b> 2 credits: Algebra I 2 credits: Geometry 2 credits: Algebra II
<b>Science</b>	<b>6 credits</b> 2 credits: Biology I 2 credits: Chemistry I or Physics I or Integrated Chemistry-Physics 2 credits: any Core 40 science course
<b>Social Studies</b>	<b>6 credits</b> 2 credits: U.S. History 1 credit: U.S. Government 1 credit: Economics 2 credits: World History/Civilization or Geography/History of the World
<b>Directed Electives</b>	<b>5 credits</b> World Languages, Fine Arts or Career and Technical Education
<b>Physical Education</b>	<b>2 credits</b>
<b>Health and Wellness</b>	<b>1 credit</b>
<b>Electives</b>	<b>9 credits</b> Students must meet a one credit Financial Literacy requirement by enrolling in one of the following courses: Economics, Personal Financial Responsibility, Adult Roles & Responsibilities and Agribusiness Management

**CORE40 with Academic Honors** (minimum 47 credits)

For the **Core 40 with Academic Honors** diploma, students must:

- Complete all requirements for the Core 40
- Earn 2 additional Core 40 math credits.
- Earn 6-8 Core 40 world language credits (6 credits in one language or 4 credits each in two languages).
- Earn 2 Core 40 fine arts credits.
- Earn a semester grade of a “C-” or better in courses that will count toward the diploma.
- Have a grade point average of a “B” (3.0) or better.
- Complete one of the following:
  - A. Earn 4 credits in 2 or more AP courses and take the corresponding AP exams
  - B. Earn 6 verifiable transcribed college credits in dual credit courses from priority course list
  - C. Earn two of the following:
    1. A minimum of 3 verifiable transcribed college credits from the priority course list,
    2. 2 credits in AP courses and corresponding AP exams
  - D. Earn a combined score of 1250 or higher on the SAT and a minimum of 560 on math and 590 on the evidence based reading and writing section
  - E. Earn an ACT composite score of 26 or higher and complete written section

For the **Core 40 with Technical Honors** diploma, students must:

- Complete all requirements for Core 40.
- Earn 6 credits in the college and career preparation courses in a state-approved College & Career Pathway and one of the following:
  - A. Pathway designated industry-based certification or credential, or
  - B. Pathway dual credits from the lists of priority courses resulting in 6 transcribed college credits
- Earn a semester grade of “C-” or better in courses that will count toward the diploma.
- Have a grade point average of a “B” (3.0) or better.
- Complete one of the following,
  - A. Any one of the options (A - E) of the Core 40 with Academic Honors
  - B. Earn the following scores or higher on WorkKeys; Reading for Information – Level 6, Applied Mathematics – Level 6, and Locating Information-Level 5.
  - C. Earn the following minimum score(s) on Accuplacer: Writing 80, Reading 90, Math 75.
  - D. Earn the following minimum score(s) on Compass: Algebra 66, Writing 70, Reading 80.

### **GRADUATION EXAMINATION**

The State Board of Education has designated the 10<sup>th</sup> Grade ISTEP+ Exam (Math and ELA) as the graduation exam for the graduating classes of 2020, 2021, and 2022. Students will have two opportunities their junior and senior year to retake this assessment should the student not pass on the first attempt. The graduation examination is part of the Indiana Statewide Testing for Education Progress (ISTEP+) Program.

- Students shall successfully complete Core 40 requirements as outlined on page 6-7.
- Appeals of Test Results: State law and Benton Central provide that a student may graduate without passing the graduation examination by successfully appealing the student’s test results under criteria adopted by the State Board of Education. A student may be eligible to graduate if all of the following have occurred:
- The student shall have taken all available administrations of the test in the subject area or subject areas in which the student did not achieve a passing score;
- The student shall have completed all remediation opportunities provided by the school;
- The student shall have maintained a minimum attendance rate of 95 percent throughout their high school career. This is nine (9) or fewer absences during each school year. Exceptions are only permitted for those exceptions to compulsory attendance identified by state law and for excused absences;
- The student shall have maintained a “C” average in all courses required for graduation;
- The student shall obtain a written recommendation for a teacher of the student in the subject area or subject areas in which the student has not achieved a passing score, supporting the request for the appeal. The teacher recommendation shall be based on written evidence of achievement of the student in the subject area or subject areas based upon:
  - Tests other than the graduation examination; or
  - Classroom work; and
  - The student shall otherwise satisfy all state and local graduation requirements.





# Indiana GRADUATION PATHWAYS

The path to graduation is not one-size-fits-all. Indiana provides many pathways for students to earn a high school diploma.

## OVERVIEW

Students starting with the Class of 2023 must meet all of the following:

- 1 Credits
- 2 Learn & Demonstrate Employability Skills
- 3 Postsecondary-Ready Competencies

## DIPLOMA REQUIREMENTS

- 1 Credits**  
 Earn credits toward a diploma with designation.
  - Core 40 - minimum 43 credits
  - Academic Honors - minimum 47 credits
  - Technical Honors - minimum 47 credits
  - General
- 2 Learn & Demonstrate Employability Skills**  
 Produce defined outcome(s) based on experience.
 

Defined Outcome Options

  - Videos
  - Papers
  - Resume
  - Dual Credit
  - Certifications
  - Portfolio
  - Projects
  - Slideshows
  - Presentation
  - Five Year Goal Plan
  - Reflection of Experience
  - Letters of Recommendation
  - Letter of Employment Verification
  - Postsecondary-related Experiences
  - Co-Curricular Participation
  - Extra-Curricular Participation
  - Locally Defined Outcome
- 3 Postsecondary-Ready Competencies**  
 Meet *at least one* of these competencies.
  - **HonorsDiploma**  
academic or technical
  - **SAT**  
reading/writing = 480, math = 530
  - **ACT**  
english = 18, reading = 22, math = 22, science = 23 (2 out of 4 needed with at least one in English/Reading and one in Math/Science)
  - **ASVAB**  
minimum of 31
  - **IndustryCertification**  
certification from approved DWD list
  - **Apprenticeship**  
federally recognized
  - **CTEConcentrator**  
C average or higher in at least 2 advanced HS courses in a state-approved CTE Pathway
  - **AP/IB/DualCredit/CambridgeInternational/CLEP**  
C average or higher in 3 courses (1 of the 3 courses must be in core content area or all three must be part of a CTE pathway)
  - **LocallyCreatedPathway**  
approved by SBOE
  - **Waiver**

## TRACKING

- 1 Transcript with Completed Courses**  
 Project-Based Experience  
*Allows students to gain knowledge and skills by working for an extended period of time to investigate and respond to an authentic, engaging, and complex question.*
- 2 Work Toward Completion of One of the Experiences Below**  
 Service-Based Experience  
*Integrates academic study with service experience, reflects larger social, economic, and societal issues, and collaborative efforts between students, schools, and community partners.*
- 3 Course Selection, Graduation Plan, & Testing Opportunities**  
 Work-Based Experience  
*Activities that occur in a workplace while developing the student's skills, knowledge, and readiness for work.*



Please Visit: <https://www.doe.in.gov/graduation-pathways>

Questions: [DOEGradpathway@doe.in.gov](mailto:DOEGradpathway@doe.in.gov)

## GRADING PROCEDURES

Grading periods are nine (9) weeks in length. Each student will be able to access a grade sheet electronically on the Friday of the week following the end of the grading period. School vacations, computer problems, etc., may cause alterations in the distribution schedule of these grade sheets.

## MID-TERM PROGRESS REPORTS

Mid-term progress reports will be reported electronically in September, November, February, and April and available electronically. In addition, students and parents/guardians may check student progress electronically at any time during the grading period.

## HONOR ROLL

For the "A" honor roll, a student shall have all As on his report card. For the "B" honor roll, a student shall have all As or Bs on his report card. Students may not have any Cs and be on either honor roll.

## SCHOOL WIDE GRADING SCALES

The grading system at Benton Central High School is based on a 4.0 grading scale. Students who take honors classes (Honors English 9, Honors English 10, 8<sup>th</sup> grade Algebra, Honors Geometry, Honors Algebra II, Pre-Calculus, Honors Biology I, Honors Chemistry I, Honors Band, and Honors Choir) follow the honors grading scale. Students who take Advanced Placement courses are able to earn a weighted grade of .5, this pertains to grades of a C or higher. Note the points and table credits below.

### Junior High School

Letter Grade	Percent Range # to #		Point Value
A+	1.00	1.05	4.000
A	0.93	0.99	4.000
A-	0.90	0.92	3.667
B+	0.87	0.89	3.333
B	0.83	0.86	3.000
B-	0.80	0.82	2.667
C+	0.77	0.79	2.333
C	0.73	0.76	2.000
C-	0.70	0.72	1.667
D+	0.67	0.69	1.333
D	0.63	0.66	1.000
D-	0.60	0.62	0.667
F	0	.59	0.000

### Standard - High School

Letter Grade	Percent Range # to #		Pt. Value
A+	1.00	1.05	4.000
A	0.93	0.99	4.000
A-	0.90	0.92	3.667
B+	0.87	0.89	3.333
B	0.83	0.86	3.000
B-	0.80	0.82	2.667
C+	0.77	0.79	2.333
C	0.73	0.76	2.000
C-	0.70	0.72	1.667
D+	0.67	0.69	1.333
D	0.63	0.66	1.000
D-	0.60	0.62	0.667
F	0	.59	0.000

### AP - High School

Letter Grade	Percent Range # to #		Pt. Value
A+	1.00	1.05	<b>4.833</b>
A	0.93	0.99	<b>4.500</b>
A-	0.90	0.92	<b>4.167</b>
B+	0.87	0.89	<b>3.833</b>
B	0.83	0.86	<b>3.500</b>
B-	0.80	0.82	<b>3.167</b>
C+	0.77	0.79	<b>2.833</b>
C	0.73	0.76	<b>2.500</b>
C-	0.70	0.72	1.667
D+	0.67	0.69	1.333
D	0.63	0.66	1.000
D-	0.60	0.62	0.667
F	0	.59	0.000

### Honors - High School

Letter Grade	Percent Range # to #		Pt. Value
A+	1.00	1.05	<b>4.500</b>
A	0.93	0.99	<b>4.250</b>
A-	0.90	0.92	<b>4.000</b>
B+	0.87	0.89	3.333
B	0.83	0.86	3.000
B-	0.80	0.82	2.667
C+	0.77	0.79	2.333
C	0.73	0.76	2.000
C-	0.70	0.72	1.667
D+	0.67	0.69	1.333
D	0.63	0.66	1.000
D-	0.60	0.62	0.667
F	0	.59	0.000

## **GPA**

Grade Point Averages (GPA) are figured by adding the point values for each grade earned, and then dividing that total by the number of credits attempted. Honors and Advanced Placement courses are “weighted” classes, which mean that point values for grades are higher than those classes that fall under the standard GPA scale. See GPA charts for point values.

For students who have GPAs higher than 4.0, enrolling in non-weighted classes can lower the student’s GPA. In addition, a study hall may help, as it is one less class to divide into the total number of credits. For example, Students A & B both have a GPA of 4.15 while earning 12 credits after their freshman year. As a sophomore, Student A takes a study hall both semesters, and earns an A in classes that are all non-weighted. After his/her sophomore year, Student A will have a GPA of 4.075. As a sophomore Student B earns As in all non-weighted courses and does not have a study hall. At the end of the year, Student B has an overall GPA of 4.069.

## **VALEDICTORIAN/SALUTATORIAN**

The valedictorian and salutatorian will be chosen according to grade point averages after the completion of the 1<sup>st</sup> semester of their senior year.

## **WITHDRAW PROCEDURE (INDIVIDUAL CLASS)**

- If a student is withdrawn from a class for disciplinary reasons, he/she will receive a failing grade for the semester. No credit will be earned. This may limit the student’s ability to meet the prerequisites for further classes in this department.
- If a student wants to withdraw from a class to take a study hall, he/she may do so only with parent/counselor permission. This shall take place within the first 10 days of the semester. If any schedule change would result in the student having two study halls per semester, the written permission of the principal is required.
- Students who wish to change their class schedule should meet with their counselor. All schedule changes shall have final approval from the principal.
- No student choosing to enroll in an AP or dual credit class may drop the course after the spring enrollment period.

## SECTION II. ATTENDANCE

### ATTENDANCE POLICY

Indiana Code 20-33-2-27 states that, "it is unlawful for a parent to fail to ensure that the parent's child attends school as required under this chapter."

Every child under the age of 18 years who resides within the attendance area of this school corporation and who has been promoted or otherwise placed into 7<sup>th</sup> grade, or its equivalent, or into a higher grade level must attend Benton Central Jr.-Sr. High School (or some other school which is taught in the English language) each school year for the number of school days contained within the calendar adopted by the school board unless otherwise exempted by an applicable provision or statute of the Indiana Code or federal law. (Indiana Code 20-33-2-3 to 20-33-2-6 and Indiana Code 20-26-11-1 to 20-26-11-18.) Attending school is first the responsibility of the student; second the responsibility of the parent to get them to school and third school personnel.

By Indiana Code, a seventeen-year-old must have a parent's or guardian's consent and a Withdraw conference with an administrator before being allowed to dropout of school.

All students are expected to be in school every day. When illness or other legitimate reasons keep a student home, there must be contact between the parent or guardian and the school. Failure to notify the school, with a phone call or note, of an absence within 24 hours (by 8:30 AM the day after the absence) will result in the absence being labeled as a full day truancy. The school assumes that a student who is unable to attend school because of an illness will be unable to work, attend social functions, or participate in extracurricular activities later in the same day.

**Vacations during school time are discouraged. In Indiana, school attendance is mandatory and schools cannot give permission for absences beyond the law. Parent/guardians are advised to plan family activities when school is not in session.**

**The following procedures are applied to all students that are excessive in their absences. However, students that have a history of poor attendance are contacted early and often. These early interventions are an attempt to break the cycles of unacceptable attendance and help students comply with state laws, as well as the Benton Community School Corporation's attendance policy.**

1. **Identification of at-risk students:** Based on last year's attendance, students and families that had excessive absences are identified as "at-risk" by the BCHS Administration.
2. **Notification:** A letter putting students and families on notice that last year's attendance was excessive and that the student's attendance shall be monitored closely during this school year.
3. **Daily Check:** If an identified at-risk student is not in school by 8:45 AM, follow-up may be done by a staff member reiterating the attendance policy.

### NOTIFYING THE SCHOOL FOR A STUDENT ABSENCE

Parents/guardians are required to call the Attendance Office **(765) 884-2216**, preferably before 10:00 AM, on days that their child is absent or late. Parents should state the student's name, grade, and parent's/guardian's name; no reason for the absence needs to be given. Please leave a message should the call go to voicemail.

**If a student's absence is not reported, with a phone call or note, within 24 hours (by 8:30 AM the day after the absence), he/she will be considered truant and assigned a Saturday School.**

### LEAVING AND RETURNING TO SCHOOL

Arrangements must be made in advance if a student is to leave school during the school day. A student shall sign out with the office before leaving school. Before a student can sign out, a parent/guardian must notify the attendance secretary that they are to leave early. A student arriving at school after 8:30 AM or returning to school throughout the day must report to the office to sign in.

Students shall NOT leave school, because of illness or other reasons without approval from the school nurse, counselor, or administration. Students should not contact a parent/guardian because they do not feel well and ask to be called out of school. If the nurse has not seen the student, or the nurse has said that the student does not need to be sent home, the student will be expected to remain in class.

## ABSENCES-LEGAL EXCUSES

Excused absences are absences **with proper documentation**; or by extenuating circumstances. **Documentation must be received by the attendance secretary within five (5) days of the student's return.** The note should state the time in and time out from the appointment and the student will only be excused for that time along with travel time.

A student absent from school for the following reasons shall be recorded as excused on any date for which the excuse is operative:

- a. Student serves as a page at the state legislature.
- b. Student works for a candidate or political party at a general election.
- c. Student has a court appointment.
- d. Student is called to active duty for the National Guard.
- e. Student medical with documentation (Certificate of Incapacity; doctor excuse).
- f. Death in immediate family. Immediate family is defined as father, mother, brother, sister, and grandparent(s), and is limited to a three (3) day absence.
- g. Mandated absences – Suspensions, expulsion, or exclusion under Indiana Code.
- h. College visitation day – Seniors two (2) per Senior year (College note required).

Parents are encouraged to schedule appointments for their children at times other than regular school hours, preferably after school or during vacation time.

## TRUANT ABSENCES

Truant absences are those without parent permission/knowledge or absences with parent permission which do not meet the Indiana Code or the Benton Community Schools attendance requirements. BCHS does not condone any senior “skip days.” The administration reserves the right to question the validity of all excuses.

The definition of a truant absence will be as follows:

- a. Students who miss school without the knowledge of their parent/guardian.
- b. If a parent/guardian has not contacted the attendance office personnel with a phone call or note within 24 hours of the absence (by 8:30 AM the day after the absence).
- c. Absences considered by the administration to be “skipping” school. Students who fail to sign out in the main office before leaving or leave without permission from both the school and home shall be considered to be “skipping” school and may be marked truant.
- d. If a student at any time uses a forged note.
- e. If someone other than the student's guardian attempts to report a student absence.

## TRUANCY CONSEQUENCES

### Single-class truancy

1st Truancy	After-school detention
2nd Truancy	Saturday School
3rd Truancy	Withdraw/failure from class
Further Truancies	Suspension pending expulsion

### Multiple-class/all day truancy

1st Truancy	Saturday School and county probation office notified
2nd Truancy	Two (2) Saturday Schools and county probation office notified
3rd Truancy	Suspension pending expulsion

### Clearing period truancies

If a student believes a truancy to be a reporting/computer error, then the student/parent/guardian should contact the teacher whose class the student is listed as absent from and ask the teacher to notify the attendance secretary of the reported truancy should be changed to “present.”

**UNEXCUSED ABSENCES**

Attendance will be recorded per class period, per semester. In order to remain within the 95% attendance range, students will be allowed 5 unexcused absences per period, per semester.

5th absence in a single period	Notified/warning documented in Harmony
6th absence in a single period	Recovery detention
7th absence in a single period	Recovery detention
8th absence in a single period	Saturday Recovery School
9th absence in a single period	Attendance Committee Review/Attendance Contract

\*\* Recovery detention for 1st hour single period absences may be assigned as a morning detention

**SATURDAY RECOVERY SCHOOL**

- If a student accumulates 7 after school recovery detentions, a Saturday School will be assigned in place of those detentions.
- Saturday School meets at Benton Central from 8:30-11:30 AM. Students must provide their own transportation.
- When attending Saturday Recovery School, students are to complete homework, extra credit work, or reading assignments during recovery time.
- An absence from Saturday Recovery School without a doctor note may result in suspension.

**ATTENDANCE COMMITTEE**

The Attendance Committee shall consist of the Benton Central Administration and any additional designee. The Attendance Committee may impose one or more of the following consequences when a student reaches nine (9) absences per period:

- Reduction in course load and/or loss of credit for senior high students.
- Assign additional Saturday Recovery Schools
- Suspension pending expulsion.
- Referral to the juvenile courts, probation, or Department of Child Services.

Parents/guardians and their students may present supportive information to the committee in person. If the parent/guardian and their student should fail or choose not to appear for a scheduled meeting with the Attendance Committee, the committee will move forward with determining consequences.

**PREARRANGED ABSENCES**

The school discourages vacations which keep students from school. Arrangements must be made with the attendance secretary/BCHS administration at least two (2) school days prior to departure date. (More notice is helpful.) Assignments will be given in advance, and students should work with their teachers to agree upon a due date. Students must have all make-up work completed on their first day back. Prearranged absences forms may be picked up from the attendance secretary.

**MISSED ASSIGNMENTS DUE TO ABSENCE**

Upon returning from a notified absence, students will have a limit on the time allowed to make up their missed work. Obtaining the missed assignments is the responsibility of the student. To receive credit, make-up assignments must be turned in AS SOON AS POSSIBLE, but no later than the number of school days absent, plus one school day. The student will also be responsible for all current assignments when they return. Exceptions may be made by the teacher for extended absences.

- For example, if a student is absent three school days, that student must turn in missed assignments no later than three plus one day, or four school days, in order to receive credit.
  - Example: A student is absent for three days (Monday, Tuesday, and Wednesday). When they return to school on Thursday, they receive all of those assignments. They will have four days (Thursday, Friday, Monday, and Tuesday) to complete these assignments. All absent work would be expected to be completed and turned in on or before Tuesday.

## STUDENTS/PARENTS WHO CALL AND REQUEST HOMEWORK

Teachers must have **24 hours notice** to prepare assignments for absences. If student requests homework and they are unable to complete the work then the student's parent must contact an administrator to explain why the work was not completed. The administrator will then communicate with the teachers.

## TARDY POLICY & CONSEQUENCES

The Benton Community School Corporation provides bus transportation for all students daily. Those students who do not use this transportation are still expected to plan their time effectively so that they arrive to school on time, ready to participate and learn. A consistent tardy policy has been implemented to support and reinforce this philosophy. Students accumulate tardies throughout an entire semester and consequences are assigned throughout each semester.

Students are tardy if they are not in their assigned seats when the bell finishes ringing. Students who are in study hall must also be in their assigned seats at this time and P.E. students must be inside the commons doors of the gym by the end of the bell.

All students tardy to school or Period 1 must report to the office after 8:30 AM where the tardy will be recorded and the student will receive a pass to class. No student will be admitted to class after the bell without a pass. All tardies to Periods 2-7 will be recorded by the teacher in Harmony.

	Period 1/Arrival to school		Periods 2-7
1st tardy	Logged in Harmony		Logged in Harmony
2nd tardy	Logged in Harmony		Logged in Harmony
3rd tardy	After-school detention		After-school detention
4th tardy	After-school detention	Loss of driving privileges for 5 days	After-school detention
5th tardy	Saturday School	Loss of driving privileges for 1 month	Saturday School
6th tardy	Referral to Attendance Committee	Loss of driving privileges for the remainder of the semester	Referral to Attendance Committee

## **SECTION III. ACADEMIC HONESTY**

Self-discipline is reflected by a pattern of unquestioned honesty in dealing with others. Cheating is so contrary to the methods and spirit of learning that those found to be cheating may receive a failing grade for the course. Each student is expected to accept the responsibility for his/her academic honesty.

At the beginning of each course, teachers will define the accepted methods for participation in course assignments and examinations. This includes homework, quizzes, tests, reports, evaluations, etc. A student will be considered guilty of cheating if it is determined by the teacher that a student has attempted to circumvent the educational process intended by the teacher by:

1. Submitting work that is in substance not done by the student
2. Gaining knowledge of, receiving, or dispersing the specifics of a test, quiz, or exam the teacher did not intend the student to have
3. Violating any other cheating policies previously defined by the individual teacher and approved the principal or assistant principal. This will include, but not be limited to:
  - a. Copying, or allowing someone to copy, in part or in full, homework, tests, quizzes, or exams
  - b. Plagiarism
  - c. Using materials during a test, quiz, exam, or course project that have not specifically been permitted by the teacher.

Parents will be notified by the teacher in writing and/or by telephone of the offense within two (2) school days of discovery of the offense. Those found to be cheating will, upon first offense, receive a failing grade on the assignment(s) in question and, for a second offense in a high school credit course, may be withdrawn from that course and assigned to a study hall. A withdraw/failure grade will be recorded for the course. A second offense in a junior high course will result in a failing grade for the grading period.



## SECTION IV. STUDENT DISCIPLINE

### SPECIAL NOTE

The details for the school policy regarding student conduct are contained in the Board of School Trustees' Policy Manual. The policy manuals are placed in all building principals' offices, the school administration office, and public libraries.

### BLANKET STATEMENT OF DISCIPLINE

Administration reserves the right to revoke student privileges as a discipline consequence. Such privileges may include but are not limited to: driving permit, car rider permit, bus, extracurricular activities, and clubs. All disciplinary actions are at administrator discretion.

### CLASSROOM DISCIPLINE

Through the direction and with the support of the Board of Education, Benton Central schools will operate with a clear discipline plan. It is based on three (3) premises.

- 1) The student has the right to learn.
- 2) The teacher has the right to teach.
- 3) The student chooses the consequences when a rule is broken.

In order to promote and support these three premises, the student shall know that the teachers are responsible for and will:

- 1) Establish reasonable rules of conduct for their classrooms
- 2) Establish the consequences for the breaking of classroom rules
- 3) Provide their students with a copy of the rules and consequences (discipline plan)
- 4) Revise the rules and consequences whenever appropriate

**Teachers will make every effort to handle the discipline problems that arise in their classrooms.** They may assign an after-school detention for misbehavior. They may also request an alternate classroom setting for their class.

The school will send discipline notices, primarily via email, to parents/guardians to keep them informed of misbehavior which occurs at school or school-sponsored functions.

### SCHOOL-WIDE DISCIPLINE

The school has the responsibility to establish rules of conduct and consequences for student behavior both in and out of the classroom. It is the responsibility of the teachers, administration, and staff to monitor student behavior and apply discipline in a consistent manner.

### DRESS CODE & CONSEQUENCES

Student dress shall reflect the Benton Community School Corporation in a positive way. The motto, "**Neat, Clean, and Appropriate,**" shall be in effect at all times during school. The intent of the dress code is to reinforce the appropriateness of attire for the occasion. School attire shall not detract or distract from the school environment. This promotes an atmosphere of learning and mutual respect between students and staff. The rules will be enforced by the administration. Enforcement of this policy will accommodate clothing worn by students as an expression of sincerely held religious beliefs, worn by students with disabilities, or for other medical reasons.

- Any attire or appearance deemed to be a distraction or interference with the educational process or school function is not allowed.
- Clothing, jewelry, or exposed tattoos may not:
  - Depict, advertise or advocate the use of alcohol, tobacco, marijuana, or other controlled substances
  - Depict pornography, nudity, or sexual acts
  - Use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification
  - Pose a threat to the health or safety of themselves, or any other student or staff
- Students must wear clothing including the following items:
  - A shirt or dress (must have fabric in the front, sides, back, and shoulders - including sleeves)
  - Pants, skirt, leggings, or shorts (optional if wearing a dress)
    - Should be worn appropriately at the hips
  - Shoes or sandals (no slippers)
- All clothing must be appropriately sized.
- Clothing should be worn so no undergarments are visible.
- Fabric covering the torso and legs must be opaque (not see through).

- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, manufacturing classes, and other activities where unique hazards exist.
  - Specialized courses may require specialized attire, such as safety gear.
- Gauges must be ¼ inch or smaller (2G).
- Bandannas may not be worn (on heads, wrists, from pockets, etc.)
- Sunglasses may not be worn inside the building, unless for a spirit day.
- Hats/caps/hoods or other head coverings may not be worn inside the school building from the time you enter until after the last bell at 3:00 PM.

All students are responsible for complying with the school dress code during school hours and school activities. Parents or guardians are responsible for ensuring student compliance with the dress code.

A classroom teacher will refer the student to the administration to determine if a student's dress meets the expectations of the dress code. For each violation, the student will be asked to change into clothing that meets the dress code. Students will not be allowed to call home or return home to get a change of clothes.

Violation	Consequence
1st Violation	Warning - documented in Harmony
2nd Violation	After-school detention
3rd Violation	Two (2) after-school detentions
4th Violation	Saturday School
Further Violations	Out-of-school suspension

#### CELL PHONE/ELECTRONIC DEVICE POLICY & CONSEQUENCES

- Benton Community School Corporation recognizes that electronic devices are an integral part of our culture today. The intention of this policy is to teach our students the appropriate times to use cell phones and other technology. College and workplace environments have varying policies about cell phone use, and it is our goal to prepare our students for life after Benton Central.
- This policy applies to cell phones and other electronic devices - including, but not limited to, tablets, watches, etc.
- Devices may be carried at all times and may be used before 8:30 AM, after 3:00 PM, during passing period, and lunch.
- No pictures or videos may be taken at any time during the school day with the exception of academic purposes with teacher/administrator approval. Violation may result in suspension/expulsion.
- By bringing these devices on school grounds, students give the school administration consent to access voicemails, text messages, call logs, picture galleries, hard drives, memory cards, etc., to determine ownership (if lost) or when there is reason to believe they contain evidence of a school-rule or law violation.

JUNIOR HIGH	HIGH SCHOOL
<ul style="list-style-type: none"> <li>• Use is prohibited in Junior High classrooms.</li> <li>• Devices must be silenced (not on vibrate), turned off, or another comparable setting that will not disturb the classroom or distract the student.</li> <li>• If a student needs to use/access their device, the teacher must have given prior approval for a specific use.               <ul style="list-style-type: none"> <li>○ If a student uses their device without prior approval, the teacher should ask for the device and will turn it into the office for consequences, as listed below.</li> <li>○ The classroom teacher may determine what use is approved in their classroom with specific permission.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• High school teachers will communicate their own classroom policy with their students, including possible consequences.</li> <li>• If a teacher's policy includes the consequence of the device being turned into the office, then the office will follow the standard consequences, as listed below.</li> </ul>

## CELL PHONE/ELECTRONIC DEVICE CONSEQUENCES

1st Violation	After-school detention; One (1) week device suspension
2nd Violation	ACS one (1) day; One (1) month device suspension
3rd Violation	ACS three (3) days; Device suspension for the remainder of the year

- Device suspension - student turns device into office by 8:30 AM each day and picks up after 3:00 PM
  - A parent/guardian may contact the office, if the device is being kept at home.
  - If a student on device suspension fails to bring their device to the office, and the parent/guardian has not contacted the office, the student will be called down to turn in the device or contact the parent/guardian.

## GENERAL DISCIPLINE

- Respect and obey all school personnel. Respect all visitors and each other.
- Be honest. Do your own homework. Do not lie, cheat, or steal.
- Respect others' property. Do not deface, destroy, or vandalize school property.
- Avoid being in unauthorized areas, i.e., parking lots, academic hallways, auditorium, without permission.
  - Always carry a pass when in the halls during class time. Go directly to your destination. Ask permission if you need to stop somewhere.
  - From 8:00AM - 8:25AM students will remain in their own academic hallway. In addition, students are not allowed to sit in the instructional hallways at any time. Students wishing to sit may go to the cafeteria or commons area.
  - **Students who remain in the commons area after-school shall have permission from a club sponsor, tutor, or coach. Students must be supervised by the club sponsor, teacher, or coach granting permission.**
- Teachers dismiss classes - classes are not dismissed when the bell rings.
- Book bags: students are allowed to bring all types of bags to school. However, only **school issued** laptop cases may be carried from class to class. The recommendation is that only the laptop be carried in the case to prevent damage that the student will be liable for and must replace if damaged.
  - Students may carry a drawstring/cinch style PE bag to and from PE class only. At the conclusion of the PE class, the bag is to be returned to the student's locker.
  - A student may carry their PE bag to the class immediately prior or immediately following PE to facilitate getting to the student's next class on time.
- Only clear/colorless water bottles, filled with water only, are allowed outside of the cafeteria. During the school day, other beverages are not to be carried into any academic hall by students. Students entering school in the morning shall dispose of cans and bottles in trash containers prior to entering the building. Students staying after-school shall remain in the cafeteria area to drink beverages. Open drinks are not to be carried to lockers or stored in lockers.
- Food is to be eaten in the Cafeteria only.
- Refrain from showing excessive affection. Excessive affection shall include, but is not limited to, kissing, hugging, or embracing. Only senior high students are permitted to hold hands.
- Use appropriate language. Avoid lewd, vulgar, indecent, or offensive language/gestures. Avoid obscene language, "fighting words," or language that is reasonably perceivable as disruptive. Communication that is perceived as inappropriate whether or not the actual inappropriate words, phrases, or gestures are used shall be treated as inappropriate, for example, look alike and sound alike words, phrases, and gestures are inappropriate.
  - Use of racial slurs, derogatory names, verbal harassment, or humiliation is prohibited.
- Avoid verbal/physical confrontation or harassment. Do not threaten, harass, intimidate, or initiate fighting with others. Do not encourage others to do so.
- Spitting, shooting objects, throwing objects, or engaging in any activity that endangers the physical safety of others is prohibited. Note: Spitting on someone is considered battery and it will be treated as such.
- Do not possess or use lighters or matches.
- Playing Hacky Sack or similar games during school time inside the building is not permitted.
- Skateboards are not allowed to be ridden on school premises.

Any student who violates the above guidelines may be referred to the administration. Consequences for violators may include, but will not be limited to:

- Warning (verbal or written), Lunch detention (Junior High), After-school detention, Alternative Classroom Setting (single class period or full day), Saturday School, Out-of-school suspension, Recommendation for expulsion, Parent phone/in-person conference, Behavior contract/conferences, Restitution, Withdraw/failure in the class (loss of course credit), Confiscation of prohibited materials

**TOBACCO/E-CIGARETTE/VAPE PEN POLICY**

Benton Central Junior-Senior High School is a tobacco-free campus. Students (including those who are 18 years of age or older) who possess, use, sell, or transfer: cigarettes, smokeless tobacco, other tobacco/nicotine products, or vape pens anywhere on school grounds will receive the following penalties during their school career. It is understood that some young teens may make poor choices during their seventh and eighth-grade years due to immaturity; therefore it is the policy of BCSC to start the ninth-grade year with a clean slate.

1st Violation	Three (3) days out-of-school suspension
2nd Violation	Five (5) days out-of-school suspension
3rd Violation	Ten (10) days suspension pending expulsion

Additionally, in accordance with Indiana Code, students who (1) purchase tobacco, (2) accept for personal use, or (3) possess tobacco commit a Class C Infraction. School administrators will forward the names of all tobacco violators to the prosecuting attorney. Fines of up to \$500.00 may be imposed.

**DETENTION POLICY**

After-school detention may be assigned by teachers or administrators for misbehavior. These sessions are scheduled from 3:10 PM until 5:20 PM. Students may ride the activity buses home at 5:30 PM. Parents or guardians may need to arrange for transportation for their child if the bus stop is not located close to their residence. Students who are not in school on the date the detention is to be served will be assigned a make-up date. A student serving Alternative Classroom Setting on the day of a previously scheduled detention will serve that detention.

**MISSED LUNCH DETENTIONS AND AFTER-SCHOOL DETENTIONS**

Students who miss a lunch detention or after-school detention without prior authorization from an administrator will **still serve the original detention at a rescheduled date**. The additional consequences for missing lunch detentions and after-school detentions shall be assigned as follows:

	Missed Lunch Detention	Missed After-school Detention
1st Violation	Additional Lunch detention	Additional After-school Detention
2nd Violation	After-school detention	Saturday School
3rd Violation	Saturday School	Out-of-school suspension one (1) day
Additional Violations	Possible out-of-school suspension	Out-of-school suspension three (3) days

**ALTERNATIVE CLASSROOM SETTING (ACS)**

Alternative classroom setting consists of an isolated area where students will be sent for major disciplinary reasons. The following procedures will be in place:

- Students will be seated and silent all day.
- Students will receive assignments from all teachers and be expected to work quietly all day to complete assignments to the satisfaction of the alternative classroom supervisor.
- Students will not be allowed to leave the room except for two (2) scheduled restroom breaks.
- Students may bring a sack lunch or order and pay for a lunch from the cafeteria. The lunch break will last one-half (1/2) hour and students will remain in the alternative classroom during this time.
- Students will not be allowed to participate in any co-curricular or extracurricular contests on the day of an assigned ACS.

**SATURDAY SCHOOL**

Saturday School will meet from 8:30 AM - 11:30 AM. Students will be required to bring study materials, work. Parents will need to show their support by providing transportation to and from Saturday School. Failure to attend for any reason (except a doctor’s note stating the student was too sick to attend) or disruption will result in an out-of-school suspension.

## **OUT-OF-SCHOOL SUSPENSION**

Out-of-school suspension is generally a last resort before expulsion after other disciplinary measures have been exhausted; however, the administration may use out-of-school suspension in circumstances warranting a more severe disposition.

Suspension is sometimes necessary for students with serious discipline problems. It is used as a discipline tool for these reasons:

- Students shall realize that unacceptable behavior will neither be condoned nor accepted.
- Students and parents of students who do not need disciplinary actions need to know that serious infractions are handled with just action.
- We have an obligation to provide a physical and psychological atmosphere that is conducive to maximum, not minimal, learning. For this reason, we must uphold our legal responsibilities to ensure that students under our jurisdiction have every opportunity for success.
- The length of suspension is at the discretion of the administration and may range from one day to ten (10) days.

Students in grades 7-12 who are suspended out-of-school will be required to serve their out-of-school suspension at the Benton County Courthouse, where they will be supervised by a court/probation appointed employee. When a student is suspended out-of-school, they will be required to report to the Benton County Courthouse (3rd floor: courtroom) at 9:00 AM and stay until 3:00 PM. A parent/guardian shall accompany the student the first day. Students/parents/guardians will furnish their own transportation and sack lunch. The student will be required to follow all school and courthouse rules. If a student fails to comply, it may result in being suspended ten (10) days pending expulsion.

Students who are suspended will receive an email from administration with a link to a document outlining the assignments and classwork for the suspension dates. This will allow the students to have access to the materials they missed during the suspension. Students will not receive credit for daily work/assignments. Students will not be given time to work on assignments while at the Courthouse. Tests, quizzes, and extended projects will be completed or turned in upon return to school.

## **GROUND FORS FOR ALTERNATIVE CLASSROOM SETTING, SUSPENSION, OR EXPULSION**

Grounds for alternative classroom setting, suspension or expulsion are student misconduct or substantial disobedience. The following includes examples of student misconduct or substantial disobedience, but are not limited to:

- Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this subdivision:
  - o Occupying any school building, school grounds, or part thereof with intent to deprive others of its use;
  - o 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 building, corridor, or room;
  - o Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or of any meeting or assembly on school property or at a school-related activity, including the making of a false report of a bomb, fire, or uncommon disease-producing organism, as well as triggering a false fire alarm and delivering or sending an actual or look-alike uncommon disease-producing substance to any school property, vehicle, or activity.
  - o Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the educational function under this supervision.
  - o Through any means of communication, including gestures, symbols, or signals, placing any student, teacher, employee, or other person in fear of harm to one's self, a family member, or personal property. This includes by way of example such conduct as threatening "to get" the person, creating a "hit list" of persons who are to be put in fear of harm, and warning the person that a family member could get hurt or one's car may be damaged.
- Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
- Causing or attempting to cause physical injury or intentionally behaving in such a way as may 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, however, constitute a violation of this provision.
- Threatening, intimidating or harassing any student, staff member, or visitor for any reason. In some cases of verbal aggression, to be readmitted to school, the student and the parent/guardian shall present written proof of an anger management assessment at a state-approved Psychologist or Counselor. The assessment will be at the personal expense of the student/parent.
- Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, may result in harm to another person or persons or damage property when the student has information about such actions or plans.

- Failing in a substantial 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.
- Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted in accordance with Indiana law, including, but not limited to:
  - o Engaging in sexual behavior on school property
  - o Disobedience of administrative authority
  - o Willful absence or tardiness of students
- Possessing or using on school grounds during school hours (8:25 AM - 3:00 PM) an electronic paging device, video camera/device, walkie talkies or look-alike in a situation not related to a school purpose or educational function.
- Falsely accusing any person of sexual harassment, or of violating the school rule, and/or a state or federal law.
- Aiding, assisting, or conspiring with another person to violate these student conduct rules or state or federal law.

## **GROUNDS FOR SUSPENSION/EXPULSION**

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

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

This list includes, but is not limited to:

- Possessing, using, transmitting, selling, or being under the influence of any substance which is (or represented to be or looks like) a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverages, stimulant, depressant, or intoxicant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event. Low THC Extract as defined by state law is excluded from this rule.
  - o Exception: 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:
    - That the student has an acute or chronic disease or medical condition for which the physician has prescribed medication.
    - The nature of the disease or medical condition requires emergency administration of the prescribed medication.
    - The student has been instructed in how to self-administer the prescribed medication.
    - The student is authorized to possess and self-administer the prescribed medication.
- Intentional possession, misuse, illegal exchange, or consumption of prescription or over-the-counter drugs. Use of prescription drugs is authorized only for the individual for whom the drug is prescribed and only if used in the manner prescribed. Prescription drugs that are prescribed to be taken during school hours shall be kept with the nurse and not in the possession of the student (exceptions to this rule are by special permission only).
- Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
- Intentionally pulling a fire alarm when inappropriate will automatically result in a recommendation for expulsion.
- Setting fire to or damaging any school building or property, or attempting to set fire or cause damage. This includes the use or attempted use of pipe bombs, "Molotov cocktails", or other explosive or incendiary devices. Pursuant to Indiana Code 34-31-4-1, a parent of a child (who lives with the parent and over whom the parent has custody) is liable for up to \$5,000 in actual damages arising from each instance of harm to any person or damage to any property that is knowingly, intentionally, or recklessly caused by the child.
- The use of slanderous or libelous language, harassment, or threats made toward personnel, including communications using the Internet, are unlawful. If such a violation is traced to a student's home computer, any and all family members will be held responsible. Additionally, harassment or threats made towards students, staff members, or visitors by any means may result in suspension or expulsion.
- 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.
- Possessing, handling, or transmitting any firearm, destructive device, or deadly weapon (loaded or unloaded, real or look-alike) will automatically result in a recommendation for a suspension up to ten (10) days and expulsion from school for up to one calendar year. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.

- o No student shall possess, handle, or transmit any firearm, destructive device, or deadly weapon on school property as defined in I.C.35-47-1-5 and I.C. 35-47.5-2-4 and I.C. 20-33-8-16.
- o The following devices are considered to be a firearm or deadly weapon under this rule:
  - any weapon that is capable of or is designed to or that may readily be converted to expel a projectile by means of an explosion
  - the frame or receiver of any weapon described above
  - any firearm muffler or firearm silencer
  - any destructive device which is an explosive; incendiary, or overpressure device that is configured as a bomb, grenade, rocket with 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
  - any 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
  - any combination of parts designed or intended for use in the conversion of a device into a destructive device
  - an antique firearm
  - a pistol, rifle or shotgun which the owner intends to use solely for sporting, recreational, or cultural purposes
  - a loaded or unloaded firearm, a destructive device, weapon, device, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is capable of causing serious bodily injury
  - an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime

In addition to the grounds listed above, 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.

## **SUSPENSION AND EXPULSION PROCEDURE**

### SUSPENSION PROCEDURE

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

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

### EXPULSION PROCEDURE

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

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

5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.

### RIGHT TO APPEAL

The student or parent has the right to appeal an expulsion decision to the school board within 10 days of the receipt of notice of the action taken. The student or parent appeal to the school board must be in writing. If an appeal is properly made, the board at the appeal hearing will consider the written summary of the expulsion meeting and the arguments of 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. 20-33-8-18  
I.C. 20-33-8-19

## **SECTION V. TRANSPORTATION**

### **BUS RULES**

Students shall be aware that bus drivers are given the same authority over students as classroom teachers. All behavioral problems on the bus will be reported to the assistant principal and transportation director. Contact with the home may be initiated by the bus driver, transportation director, or the assistant principal. Bus drivers may suspend a student's riding privilege for one day. A written referral will go through the discipline office. The driver will contact the parent (verbally) before the student is suspended one day. Further problems will result in 5 day loss of privilege (then 1 month, then 1 semester). These consequences will be determined by the assistant principal.

Students will be expected to follow these rules and guidelines:

- You will be expected to show respect to the bus driver and all passengers on the bus.
- Misbehavior such as a show of disrespect, harassment of others, or the use of profanity will be reported to school officials and may result in suspension of bus-riding privileges. Fighting on the bus results in suspension from bus/school.
- Be on time at the designated school bus stop or pick-up point - keep the bus on schedule! If the bus is already three (3) minutes late, it will not wait at all.
- Stay off the road at all times while waiting for the bus and do not move toward it until it has been brought to a complete stop.
- Be seated in your assigned seat upon loading the bus and remain seated while the bus is in motion.
- Heads, arms, and hands will not be allowed to protrude from the windows. Windows and doors will not be opened or closed by students except by permission of the driver. Nothing is to be thrown out of the bus window. **DO NOT** lower the window below the marked lines.
- Permission for consumption of pop and food by students on the bus is determined by each driver. However, these privileges will be removed if the bus is not kept clean or if riders misbehave.
- When it is necessary to cross a road after getting off the bus, walk at least ten (10) feet in front of the bus, crossing only after looking to be sure that no traffic is approaching from either direction.
- No one can get off or on the bus at other than the regular pick-up or discharge point without written permission from his/her parent. Notes for slumber parties, etc., are to be given to the bus driver ahead of time. Students shall have a note each time they must ride a different bus or use a different stop.
- Parent concerns/complaints shall be directed to the driver and then to the transportation director and the principal.

### **ACTIVITY BUSES**

Every school day at 5:30 PM, three (3) school buses leave Benton Central carrying students to different parts of the school corporation. This transportation enables students to participate in extracurricular activities after school and to be able to have at least partial transportation home.

### **DRIVING PRIVILEGES**

Extracurricular activities and necessity to get to work are acceptable reasons for getting a driver permit. In order for students to drive to school, a permit shall be obtained from the office secretary, signed by parents, and returned to the office. If the permit is approved, students will receive an assigned tag. If a student drives more than one (1) vehicle to school, the student's assigned tag shall be displayed at all times in the driven vehicle. Periodic inspections of cars will be made.



All cars driven by students shall be parked in assigned parking spaces in the parking area (the large parking lot to the north of the gymnasium). These parking spaces are assigned on a first come first served basis. Cars shall be parked immediately upon entering the lot. Student cars are not to be parked along any of the drives around the school. Any exception to this regulation shall have the approval of the office.

Automobiles are not to be used at any time during school hours, including lunch. Students are not to be in any of the parking areas during the school day. **If a student needs to go to the parking lot during the school day, he/she shall receive permission and a pass from the office secretary to do so.** There is to be no drag racing or reckless driving of any kind. Students violating these regulations will lose their driving privilege. Traffic violations of any type, whether directly connected with transportation to school or afterschool functions, can result in the suspension of a student's privilege to drive to school.

Between 3:00 PM and 3:10 PM, students shall wait for all school buses to leave before exiting onto U.S. 52. Students wishing to exit onto U.S. 52 shall line up on the road at the end of the Junior High (near the new band wing) and wait until all buses have left. No student drivers are allowed on county road 400 E or 300 S in front of the school between 3:00 PM and 3:10 PM. Students who choose to leave before the buses may exit on to 400 E, the road west of the football field, and turn north (right).

### **CAR RIDERS**

As a matter of student safety, students brought to school by a parent should be dropped off and picked up at Door 17 (Atha Gym). Parents may park along the curb of the student parking lot to drop off their student or while waiting to pick up their student at the end of the day. Students brought to school after 8:30 AM or picked up before 3:00 PM should use Door #1 and report to the office.

### **SUSPENSION OF DRIVING PRIVILEGES**

1. Pursuant to Indiana Code 9-24-2-1, a driver's license or a learner's permit may not be issued to an individual less than eighteen (18) years who meets any of the following conditions:
  - a. Is a habitual truant under Indiana Code 20-33-2-11.
  - b. Is under at least a second suspension from school for the school year under Indiana Code 20-33-8-14 or Indiana Code 20-33-8-15.
  - c. Is under an expulsion from school under Indiana Code 20-33-8-14 through Indiana Code 20-33-8-16.
  - d. Is considered a dropout under Indiana Code 20-33-2-28.5.
2. At least five (5) days before holding an exit interview under Indiana Code 20-33-2-28.5, the school corporation shall give notice by certified mail or personal delivery to the student, the student's parent, or the student's guardian that the student's failure to attend an exit interview under Indiana Code 20-33-2-28.5 or return to school if the student does not meet the requirements to withdraw from school under Indiana Code 20-33-2-28.5 will result in the revocation or denial of the student's:
  - a. Driver's license or learner's permit; and
  - b. Employment certificate.
3. Pursuant to Indiana Code 9-24-2-4: If a person is less than eighteen (18) years of age and is a habitual truant, is under a suspension or an expulsion or has withdrawn from school as described in section 1 above, the bureau shall, upon notification by the person's principal, suspend the person's driving privileges until the earliest of the following:
  - a. The person becomes eighteen (18) years of age.
  - b. One hundred twenty (120) days after the person is suspended, or the end of a semester during which the person returns to school, whichever is longer.
  - c. The suspension, expulsion, or exclusion is reversed after the person has had a hearing under Indiana Code 20-33-8.

## **SECTION VI. HARASSMENT**

### **SEXUAL HARASSMENT**

#### **Policy**

- It is the policy of the Benton Community School Corporation to maintain a learning and working environment that is free from sexual harassment.
- It shall be a violation of this policy for an employee of the Benton Community School Corporation to harass another employee or student through conduct or communication of a sexual nature as defined in Section II.
- It shall also be a violation of this policy for students to harass employees/students through conduct or communication of a sexual nature as defined in Section II. The use of the term “employee” also includes non-employees and volunteers who work subject to the control of school authorities.

### **DEFINITIONS OF HARASSMENT**

#### **Types of Sexual Harassment**

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

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
- Submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting that individual;
- Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or educational environment; or
- Denial of an employment or educational opportunity occurs directly because an employee or a student submits to unwelcome requests for sexual favors made by a supervisor or teacher which results favorably for that particular employee or student. Such conduct is engaged in by volunteers and/or non-employees over which the school corporation has some degree of control of their behavior while on school property.

### **UNWELCOME CONDUCT OF A SEXUAL NATURE**

Conduct of a sexual nature may include verbal or physical sexual advances and/or comments regarding physical or personality characteristics of a sexual nature.

### **EXAMPLES OF SEXUAL HARASSMENT**

Sexual harassment, as set forth in Section II. A., may include but is not limited to the following:

- Verbal harassment or abuse;
- Repeated remarks to a person with sexual or demeaning implications;
- Unwelcome touching;
- Pressure for sexual activity; and
- Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, promotion, and/or salary increase.

### **COMPLAINT PROCEDURES**

- Any person who alleges sexual harassment by an employee or student in the school corporation may use the complaint procedure explained below in Section III. C. or may complain directly to his or her immediate supervisor, building principal, or the Title IX complaint designee of the school corporation. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades, or work assignments.
- The right of confidentiality, both of the complainant and of the accused, will be respected consistent with the school corporation's legal obligations and the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.
- Reporting Sexual Harassment - All reports of sexual harassment shall be handled in the following manner:
  - o Reports shall be in writing on forms supplied by the corporation (if a verbal complaint is made, the school official should file a written report);
  - o Reports shall name the person(s) charged with sexual harassment and state the facts;
  - o Reports shall be presented to the building principal or the most immediate supervisor not involved in the harassment; the building principal shall inform the superintendent or his/her designee;
  - o The building principal who receives a report shall thoroughly investigate the alleged sexual harassment;

- o The report and the results of the investigation will be presented to the superintendent. The superintendent shall review the report and make a recommendation to the Board of School Trustees of any action(s) he/she deemed appropriate;
- o The Board of School Trustees may consider the report and the superintendent's recommendation in executive session. The board may take any action it deems appropriate in public meeting, without identification of the victim. The alleged victim's name will not be released to the public unless required by law.

## **SANCTIONS FOR MISCONDUCT**

- A substantiated charge against a student in the school corporation shall subject that student to disciplinary action including but not limited to suspension and/or expulsion consistent with the Student Conduct Code.
- False Reporting, any person who knowingly files false charges against an employee or student in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to disciplinary action.

## **HARASSMENT POLICY (OTHER THAN SEXUAL)**

### **Policy**

It is the policy of Benton Central Jr.-Sr. High School to maintain an environment that is free from harassment of any kind.

### **Definitions of Harassment (other than sexual)**

Harassment shall consist of unwelcome and inappropriate actions and/or communications such as, but not limited to:

- Repeated action or communications with the intent to annoy, worry, or intimidate another.
- Discriminatory communications or action towards another based on, but not limited to, their religion, gender, weight, appearance, academic standing, disability, race, or sexual preference, and designed to demean, annoy, worry, and/or intimidate.
- Stalking

### **Complaint Reporting Procedures**

Students shall report incidents of harassment to the assistant principal or principal. All reports will be investigated. Students found guilty of harassment under this policy will be subject to disciplinary action. The most common consequences include: conflict resolution/warning, suspension, expulsion, and report to probation/police/judiciary agency.

## **BULLYING**

- 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, computer network, or cellular telephone or other wireless or cellular communication device, is also prohibited.
- For purposes of this rule, bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including electronically or digitally, physical acts committed, aggression, or any other similar behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:
  - o places the targeted student in reasonable fear of harm to the targeted student's person or property;
  - o has a substantially detrimental effect on the targeted student's physical or mental health;
  - o has the effect of substantially interfering with the targeted student's academic performance; or
  - o 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.
- 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.
- 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.
- 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.
- 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 counselor 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.

- 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.
- A violation of this rule prohibiting bullying may result in any appropriate disciplinary action or sanction, including suspension and/or expulsion.
- 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.
- 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.
- Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
- 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.
- 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.

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

## REPORT OF HARASSMENT FORM

Check the harassment type that applies: Sexual harassment \_\_\_ Harassment other than sexual \_\_\_

This form is to be used by an employee or student who has either observed or been subjected to harassment. To insure full investigation, it shall be completed as accurately as possible. It is not, however, critical to be precise. An investigation may require the complainant to be interviewed.

Date: \_\_\_\_\_

### ***Please Print***

Name of complainant making a charge of harassment: \_\_\_\_\_

Address of complainant: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Position or Grade: \_\_\_\_\_

Names of individuals involved \_\_\_\_\_

In the harassment and whether \_\_\_\_\_

They are students or employees: \_\_\_\_\_

Please give a description of the harassment in your own words:

Names of any witnesses \_\_\_\_\_

Indicating whether they are \_\_\_\_\_

Employees or students: \_\_\_\_\_

Complainant's signature \_\_\_\_\_

Please see the Benton Community School Corporation's policy on sexual harassment for more information on the topic. Present completed reports of sexual harassment to your most immediate supervisor not involved in the harassment.

Please see the Benton Central Jr.-Sr. High School policy on harassment (other than sexual) for more information on this topic. For this type of harassment, present the completed report to the assistant principal or principal.



**Bullying Incident Form**

Bullying as defined by IC 20-33-8-0.2 means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other 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 student environment.

Today's Date: \_\_\_\_\_ School: \_\_\_\_\_

Person Reporting Incident (may report anonymously): \_\_\_\_\_

I am a: (check appropriate box)

- Student    Parent/Caregiver    Teacher/Staff    Volunteer

Contact Information (please include best way to reach you, i.e., by phone, email, etc.)

Reported:  In person    Phone    Writing

**INCIDENT INFORMATION**

Date Incident Occurred: \_\_\_\_\_

Name of target of the bullying incident (student being bullied): \_\_\_\_\_

Name of alleged offender: \_\_\_\_\_

Type of bullying (check all that apply):

- Verbal    Physical    Social/Relational    Written or Electronic

Brief explanation of incident:

\_\_\_\_\_

Where did the bullying happen? \_\_\_\_\_

Did a physical injury result from this incident?

- No    Yes, but it did not require medical attention    Yes, it did require medical attention

Medical Attention Required: \_\_\_\_\_

Was the target of the incident absent from school?  Yes    No

If yes, how many days was the student absent as a result from this incident? \_\_\_\_\_

Any other information you would like to provide to help in our investigation:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Note:** The school district is not authorized to disclose to a target, private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of all students involved in a bullying incident and the remedial action taken, to the extent permitted by law, based on a confirmed report.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Please complete reverse side also)

**INVESTIGATION REPORT**

Investigated by: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Final Report of Investigation of bullying complaint by \_\_\_\_\_ against \_\_\_\_\_, alleged offender.

In my/our investigation of the complaint, it is found (check appropriate response):

Found grounds to substantiate the report as a bullying incident

Incident was:  Verbal       Physical       Social/Relational       Written or Electronic

Did not find grounds to substantiate the allegations

Did not find enough information to make a judgment on the allegations

Summary of investigation, findings, and disciplinary action:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent/Guardian Contacted:  Yes      Date: \_\_\_\_\_       No

Signature of Investigator/Title: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Administrator: \_\_\_\_\_ Date: \_\_\_\_\_  
(if not the investigator)

Follow-up required within one school week. Date of follow-up with Perpetrator: \_\_\_\_\_ Initials: \_\_\_\_\_

Intervention/Comments: \_\_\_\_\_

Date of follow-up with Target: \_\_\_\_\_ Initials: \_\_\_\_\_

Intervention/Comments: \_\_\_\_\_

**Equal Opportunity Policy:** The Benton Community School Corporation is an Equal Opportunity Employer/Educational Institution and does not discriminate on the basis of race, color, religion, sex, national origin (Title VI and VII, Title IX), disability (ADA and Section 504), age (ADEA and IADA), sexual orientation and/or any other protected status as defined by law, in employment and its educational programs. Title VI and VII of the Civil Rights Act of 1964 (Title VI and VII); Title IX of the 1972 Educational Amendments (Title IX); the Americans with Disabilities Act (ADA); Section 504 of the Rehabilitation Act of 1973 (Section 504); the Age Discrimination in Employment Act (ADEA); the Indiana Age Discrimination Act (IADA). For more information on this Equal Educational and Employment Opportunity Policy, or to report violations of this policy, contact the Superintendent, Benton Community School Corporation, P.O. Box 512, 405 S. Grant Ave., Fowler, Indiana 47944. Telephone (765) 884-0850.  
So resolved this 26 day of November, 2012.

## SECTION VII. CRIMINAL ORGANIZATIONS

### Criminal Organizations and Criminal Organizations Activity in Schools

The Board of School Trustees of the Benton Community School Corporation prohibits Criminal Organization 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 Criminal Organization activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or other people with reliable information about an act of Criminal Organization activity and similar destructive or illegal group behavior.

The following definitions apply to this policy:

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

- (A) promotes, sponsors, or assists in; or
- (B) participates in; or

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

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

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

Any corporation and school employee who promptly reports an incident of suspected Criminal Organization 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 Criminal Organization activity. The investigation shall be initiated by the principal or the principal's designee within one school day of the report of the incident. The principal may appoint additional personnel and request the assistance of law enforcement to assist in the investigation. The investigation shall be completed and the written findings submitted to the principal as soon as possible, but not later than five school days from the date of the report of the alleged incident of Criminal Organization activity.

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

The principal shall provide the parents of the students who were investigated with information about the investigation. The information to be provided to parents includes the nature of the investigation, whether the corporation found evidence of Criminal Organization activity, and whether consequences were imposed or services provided to address the activity. This information is to be provided in an expedited manner.

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



Support services may include one or more of the following:

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

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

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

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

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

1. Provide training for staff and teachers on Criminal Organization prevention and intervention resources within a jurisdiction on a periodic basis. The Criminal Organization awareness information should be revised and updated regularly to reflect current trends in Criminal Organization activity.
2. Create formalized collaboration plans between local school administration and community based prevention and intervention providers (possibly using the existing County Safe School Commissions as points of contact). The formalized collaborations should make effective, coordinated, and maximized use of federal funding a priority.
3. Coordinate resources and funding opportunities to support Criminal Organization prevention and intervention activities.
4. Consider integrating the Gang Resistance Education and Training (G.R.E.A.T.) Program into curricula.

LEGAL REFERENCE I.C. 20-26-18  
I.C. 20-33-9-10.5  
I.C. 35-45-9-1

## SECTION VIII. SCHOOL PROCEDURES AND EXPECTATIONS

### LAPTOP/BOOK RENTAL FEES

Benton Central uses the laptop/book rental system. A fee is set each year covering the rental of books. Students shall pay the rental for the year at the beginning of the school year. The book rental fee will include rental for all textbooks required in the classes in which the student is enrolled. Books are rented under the following conditions:

- The books shall be returned at the end of the semester or year in good condition with allowances being made for wear caused by careful use.
- If a student withdraws or is expelled, all books shall be returned.
- The renter will pay for the book if it is lost or pay a fine if it is damaged/marked. Students will be assessed a \$7.00 fine for a book exhibiting minor damage that can be repaired at Benton Central. Students will be assessed a \$12.00 fine if the book shall be rebound. Students and staff will agree on the condition of the book at the beginning of the year.
- Marking, tearing, or defacing may be considered a cause for replacement. There may be other fees charged in the following areas: fine arts, agriculture, business, family and consumer sciences, industrial technology, and science. These fees are charged for anticipated expenditures for education materials and supplies used within these classes that are not covered by the book rental fee.

### BUILDING HOURS

Students are not to enter the building before 8:00 AM and are to leave by 3:10 PM unless they are participating in a school activity or have permission of a school staff member.

### LOCKER POLICY

All lockers made available for student use on the school premises, including lockers located in the hallways, physical education and athletic dressing rooms, industrial and agricultural education classrooms, and the art classroom are the property of the school corporation. These lockers are made available for student use in storing school supplies and personal items necessary for use at school. Lockers are not to be used to store items which cause, or can reasonably be foreseen to cause an interference with school purposes or any educational function, or which are forbidden by state law or school rules.

**The student's use of a locker does not diminish the school corporation's ownership or control of the locker. The school corporation retains the right to inspect the locker and its contents to ensure that the locker is being used in accordance with its intended purpose and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen materials, and to prevent the use of the locker to store prohibited or dangerous materials, such as weapons, illegal drugs, or alcohol. Students are prohibited from sharing lockers unless specifically assigned to do so by school officials.**

In order to implement the school corporation's policy concerning student lockers, the school board adopts the following rules and regulations:

- **Locks:** The school corporation will retain access to student lockers by keeping a master list of all combinations or retaining a master key. Students may not use their own locks on the lockers in the academic hallways. The corporation retains the right at all times to access student lockers. Any unauthorized locks may be removed without notice and destroyed.
- **PE Lockers:** Lockers provided in the Arena Gym locker rooms have a built-in lock. Students who have their PE locker in the Atha Gym locker rooms are required to provide their own combination-style PE locks and provide the combination to their PE teacher.
- **Use of Lockers:** Lockers are to be used to store school supplies and personal items necessary for use at school. Lockers shall not be used to store "contraband" which are items that cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function or which are forbidden by state law or school rules, such as drugs, drug paraphernalia, beverages containing alcohol, weapons, look-alike weapons, any volatile substance, bomb or explosive device, any acid or pungent or nauseous chemical, any library book not properly checked out or overdue, unreturned gym or athletic equipment, wet or mildewy articles, food, soft drink cans or bottles (full or empty), or any stolen items. Students will be expected to keep their lockers in a clean and orderly manner. Items of questionable taste such as suggestive/obscene pictures or similar reading materials observed in lockers will result in removal of said items and could result in disciplinary action.
- **Authority to Inspect.** The school corporation retains the right to inspect lockers to ensure they are being maintained in accordance with the conditions of the locker use rules stated above. All inspections of student lockers shall be

conducted by the principal or member of the administrative staff designated in writing (hereinafter referred to as “designee”) by the principal.

- Inspection of Individual Student’s Lockers. The inspection of a particular student’s locker will not be conducted unless the principal or his designee has a reasonable suspicion to believe that the locker to be inspected contains contraband.
  - Before a particular student’s locker is inspected, the student (or students, if more than one have been assigned to a locker), if present on the school premises, shall, where possible, be contacted and given the opportunity to be present during the inspection unless circumstances require that the inspection be conducted without delay in order to protect the health and safety of others present on school premises.
  - Whenever an individual student’s locker has been inspected under this rule without the student’s presence, the principal or his designee shall notify the student of such inspections as soon as practical thereafter.
- Involvement of Law Enforcement Officials. The principal, assistant principal, or Superintendent may request the assistance of law enforcement officials to assist the school administrators in inspecting lockers or their contents for purposes of enforcing school policies only if assistance is required:
  - to identify substances which may be found in the lockers; or
  - to protect the health and safety of person or property, such as to aid in the discovery and disarming of bombs which may be located in the lockers.
  - If a law enforcement official requests to inspect a student’s locker or its contents, the principal shall require the production of a search warrant before allowing the inspections.
  - If a law enforcement official requests the principal to make an inspection of a locker or its contents on or in the place of such official, the request shall be denied. However, upon request of law enforcement, school officials may secure the locker and its contents for a reasonable period of time in order to permit the law enforcement official an opportunity to obtain a search warrant.
- Locker Maintenance. Nothing in these rules shall affect members of the custodial or other staff who repair defective lockers or clean out or supervise the cleaning out of:
  - Lockers from time to time in accordance with a posted general housekeeping schedule;
  - The locker of a student no longer enrolled in the school;
  - A locker (during any vacation period) which is reasonably believed to contain rotting items such as food, wet clothing, etc.
- Publication of Rules. A copy of these rules shall be made available to each student and his/her parents or guardian at the start of each school year or as soon as practical after the student’s enrollment in the school as part of the student handbook.
- For the safety of personal items, students shall report any malfunction of lockers (i.e., locker popping) to the office immediately. Students are advised not to keep money and other valuables in lockers. The locker is **NOT** a safe. Students shall not “set” combinations. The school cannot guarantee the safety of valuable items left in lockers. Students are responsible for items in lockers including fundraising materials or cash collected. For protection, students shall not share combinations with other students.
- Students who gain illegal entry to, vandalize, or deface lockers will face disciplinary action. Popping another student’s locker is against the rules. Restitution will be required for any property lost.

## **LUNCH PERIOD**

Students will not be permitted in the academic halls, including restrooms or locker areas, during their lunch period. Students must remain in the cafeteria until they are done eating and drinking. After they have finished their lunch, they may remain in the cafeteria for the remainder of their lunch period, or they can move out to the commons to socialize. The Junior High alternates between 7th and 8th graders having an opportunity to walk around the balcony of the arena gym during the latter half of their lunch period, with adult/staff supervision.

## **PASSES**

Students need to have a pass before being excused from a classroom, study hall, or area being supervised by a teacher. Once a period has begun, a student will not be excused to obtain a pass. Students shall not be in the halls during class time without a pass. Students who forge passes or use forged passes will be subject to disciplinary action. Students shall have a pass from one of their classroom teachers to go to the library/media center.

## **TELEPHONES**

Students shall not request to use phones in the main office or the nurse’s office except in the case of an emergency and with permission from an adult in that area. Office phones need to be free for school business.

## **VISITORS**

We do not allow student-age visitors. Adult visitors shall report to the office upon arrival.

## MONEY AND VALUED POSSESSIONS

Students are encouraged to leave items of value at home or lock them up while at school.

## DAILY SCHEDULE

<p><b>Monday through Thursday (Grades 9-12)</b></p> <p>1st Hour                    8:30-9:22 Announcements</p> <p>2nd Hour                    9:26-10:14</p> <p>3rd Hour                    10:18-11:06</p> <p>    <i>4th Hour/1st Lunch</i>    11:06-12:32 (due in class @ 11:36)</p> <p>                                    <i>JH Lunch</i></p> <p>    <i>4th Hour/3rd Lunch</i>    11:58-12:24 (due in class @ 12:28)</p> <p>5th Hour                    12:28-1:16</p> <p>6th                            1:20-2:08</p> <p>7th Hour Hour            2:12-3:00</p>	<p><b>Friday (Grades 7-12)</b></p> <p>1st Hour                    8:30-9:13</p> <p>2nd Hour                    9:17-10:00</p> <p>3rd Hour                    10:04-10:47</p> <p>Homeroom                    10:51-11:25 Announcements</p> <p>    <i>4th Hour/1st Lunch</i>    11:25-11:51 (due in class @ 11:55)</p> <p>                                    <i>7th Grade Lunch</i>    11:43-12:09 (due in class @ 12:13)</p> <p>                                    <i>8th Grade Lunch</i>    11:47-12:13 (due in class @ 12:17)</p> <p>    <i>4th Hour/3rd Lunch</i>    12:13-12:39 (due in class @ 12:43)</p> <p>5th Hour                    12:43-1:26</p> <p>6th Hour                    1:30-2:13</p> <p>7th Hour                    2:17-3:00</p>
<p><b>Monday through Thursday (Grade 7)</b></p> <p>1st Hour                    8:30-9:15 Announcements</p> <p>2nd Hour                    9:19-9:59</p> <p>3rd Hour                    10:03-10:43</p> <p>4th Hour                    10:47-11:28</p> <p>    <i>7th Grade Lunch</i>    11:28-11:54 (due in class @ 11:58)</p> <p>                                    <i>Advisory</i>    11:58-12:24</p> <p>5th Hour                    12:28-1:16</p> <p>6th Hour                    1:20-2:08</p> <p>7th Hour                    2:12-3:00</p>	<p><b>Monday through Thursday (Grade 8)</b></p> <p>1st Hour                    8:30-9:22 Announcements</p> <p>2nd Hour                    9:26-10:14</p> <p>3rd Hour                    10:18-11:06</p> <p>                                    <i>Advisory</i>    11:10-11:32</p> <p>                                    <i>8th Grade Lunch</i>    11:32-11:58 (due in class @ 12:02)</p> <p>4th Hour                    12:02-12:45</p> <p>5th Hour                    12:49-1:30</p> <p>6th Hour                    1:34-2:15</p> <p>7th Hour                    2:19-3:00</p>

## SCHOOL DELAYS/CLOSINGS

Check the website announcement for the list of local radio and TV stations who announce delays and closings. Please do not call the school directly because phone lines need to be open for emergencies.

## 2 HOUR DELAY SCHEDULE

1st	10:30-11:02 Announcements
2nd	11:06-11:34
3rd	11:38-12:06
<i>4th Hour/1st Lunch</i>	12:06-12:32 (due in class @ 12:36)
<i>7th Grade Lunch</i>	12:28-12:54 (due in class @ 12:58)
<i>8th Grade Lunch</i>	12:32-12:58 (due in class @ 1:02)
<i>4th Hour/3rd Lunch</i>	12:58-1:24 (due in class @ 1:28)
5th	1:28-1:56
6th	2:00-2:28
7th	2:32-3:00

## TA POLICY

- To be eligible to serve as a TA/student aide for a teacher, the Library, or the Office, a student must have a 3.0 cumulative GPA or above.
- The student must have Study Hall in their schedule before making arrangements to be a TA.
- Students must be in good standing per the attendance policy. Good standing means all attendance related discipline has been served and student has fewer than 10 unexcused absences in any period.
- If a TA has served discipline consequences due to behavior, serving as a TA (or continuing to serve as a TA) will be at administrator discretion.

## **SECTION IX. STUDENT ACTIVITIES**

### **PHILOSOPHY**

Benton Central offers a variety of activities for student participation. All students are encouraged to become active members of one (1) or two (2) organizations. Students are encouraged to suggest new clubs or activities to the administration for consideration and possible implementation. The school recognizes the importance of extracurricular activities in providing the student body with the following:

- The encouragement and development of leadership skills occur as students assume ownership for the success of their organization.
- The development of vital interpersonal relationship skills such as responsibility, cooperation, punctuality, and dependability are fostered as each student interacts with other members.
- The acquiring of specific knowledge or skills as they relate to a particular activity will permit a student to develop a depth of understanding otherwise not possible.
- Participation in extracurricular activities will enable a student to develop a balance between academic accomplishment and social development. The necessary balance will greatly aid each graduate to more successfully encounter the challenges of our contemporary society.

### **RANDOM DRUG TESTING AND EDUCATION POLICY**

To assist in achieving the philosophy of the Benton Community School Corporation (BCSC) Board of School Trustees, the Random Drug Testing and Education Policy has been developed. Results of studies done in the community have shown that education alone is not effective in combating substance abuse. BCSC believes that a combination of a random drug testing policy and an education policy will help deter substance abuse. The school board has developed as its mission a commitment to provide a safe and secure educational environment for all students. As a means to achieve this goal, the board has created a policy dedicated to the detection, treatment, and prevention of substance abuse by students in grades 7-12.

The BCSC Random Drug Testing and Education Policy has been developed for students that are classified under the following groups:

1. Student drivers and riders
2. Volunteer students (parents/guardians may volunteer their child for drug testing)
3. Students who participate in the following activities (please see Random Drug Testing and Education Policy for more information):
  - a. Competitive/Performance Activities
  - b. Non-Competitive Activities
  - c. Co-Curricular Activities

### **SCHOOL DANCES**

- Junior High students will not be permitted to attend high school dances.
- High School students will not be permitted to attend junior high dances.
- Only students who are in good standing in regards to academics and attendance will be allowed to attend school sponsored dances.
  - Good academic standing is defined as, "Any student who has earned passing grades in each of his/her classes at the end of the previous quarter."
  - Good attendance standing is defined as, "Any student having no more than five unexcused absences in any class period one week prior to the dance."
    - Students not in good attendance standing may gain eligibility to attend the dance by serving the required recovery discipline (see Attendance Policy). Up to 2 unexcused absences may be recovered. The discipline must be served at least one week prior to the dance.
    - If a student has skipped any attendance related consequences, they are not eligible to attend any school dances.

# SECTION X. ATHLETICS

## PHILOSOPHY

The athletic program at Benton Central is a phase of the total education program for those students who desire to become specialized in one or more activities. The athletic department strives to promote the development, under the stress of competition, of such personality traits as perseverance, courage, cooperation, and confidence.

## PARTICIPATION

School and Game Day - In order to participate in a contest, student-athletes shall attend classes for one-half day (4 periods) on the day of a contest. This does not include absences for other reasons such as court appearances, doctors' appointments, funerals, and other planned and excused absences. If a student misses all day on Friday because of illness, he/she cannot play in a contest Friday evening but may still play on Saturday with the approval of the parent(s) and the coach. Approved field trips or school activities constitute attending school. Any exception shall be approved by the principal and/or athletic director.

Doctor ordered restrictions will apply to both PE and athletic activities.

## ATHLETIC ELIGIBILITY

A Basic Guide for Schools, Students and Parents

To Students-

**Your high school years** will provide some of the most memorable and enjoyable moments you will ever experience.

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

To Parents-

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

### From the IHSAA

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

You are eligible if:

1. **Age**
  - You do not turn 20 years old prior to or on the scheduled date of the IHSAA State Finals tournament in a sport.
2. **Amateurism**
  - You have not played under an assumed name.
  - You have not accepted money or merchandise directly or indirectly from athletic participation.
  - You have not signed a professional contract in that sport.
3. **Awards and Gifts**
  - You have not received in recognition for your athletic ability any award that is not approved by your high school principal or the IHSAA.
  - You have not used or accepted merchandise as an award, prize, gift or loan or purchase such for a token sum.
  - You have not accepted awards, medals, recognitions, gifts and honors from colleges/universities or their alumni.

- 4. Conduct and Character**
  - You have not conducted yourself in or out of school in a way which reflects discredit on your school or the IHSAA.
  - You have not created a disruptive influence on the discipline, good order, moral and educational environment in your school.
- 5. Consent and Release Certificate**
  - You have the completed certificate (physical form) on file with your principal each school year, between April 1 and your first practice.
- 6. Enrollment**
  - You enrolled in a school during the first 15 days of a semester.
  - You have not been enrolled more than four consecutive years, or the equivalent (e.g. 8 semesters or 12 tri-mesters, etc.), beginning with grade 9.
  - You have not represented a high school in a sport for more than four years.
- 7. Illness and Injury**
  - You are absent 5 to 10 or more consecutive school days due to illness or injury, and have participated in at least 4 separate days of practice prior to competing.
  - You are absent 10 or more consecutive school days due to illness or injury, and have participated in at least 6 separate days of practice prior to competing.
- 8. Participation**
  - a. During Contest Season
    - You do not participate in try-outs or demonstrations of athletic ability in that sport as a prospective post-secondary school student-athlete.
    - You do not participate in a practice with or against players not belonging to your school.
    - You do not participate in a non-school-sponsored contest without an approved waiver.
    - You do not attend a non-school camp.
    - You do not attend and participate in a student-clinic.
  - b. During School Year Out-of-Season
    - You do not participate in a team sport contest as a member of a non-school team where there are more than the following number of students listed below in each sport, including incoming freshmen, who have participated the previous year in a contest as a member of their school team in that sport.
      - Basketball - 3      Baseball - 5      Football - 6
      - Volleyball - 3      Softball - 5      Soccer - 6
    - You do not receive instruction in a team sport from individuals who are members of your high school coaching staff (Exception: open facility).
    - You do not participate in a non-school contest that required participation during school time, without gaining approval by the school principal or his/her designee.
  - c. During Summer
    - You do not attend any school-sponsored fall sports camp and/or clinic after Monday of Week 4 (See your athletic director for specific dates).
    - You do not attend any non-school camp and/or clinic after Monday of Week 7 (See your athletic director for specific dates).
- 9. Practice**
  - You have completed the required number of separate days of organized practice in your sport under the direct supervision of the high school coaching staff in your sport preceding participation in a contest.
- 10. Scholarship**
  - You passed 70% of the full credit subjects or the equivalent that a student can take in your previous grading period. Semester grades take precedence.
  - You are currently enrolled in 70% of the full credit subjects or the equivalent that a student can take.
- 11. Transfer**
  - You do not transfer from one school to another primarily for athletic reasons.
    - a. You are entering the 9th grade for the first time.
    - b. You are transferring from a school district or territory with a bona fide move by your parents.
    - c. You are a ward of the court.
    - d. You are an orphan.
    - e. Your former school closed.
    - f. Your former school is not an IHSAA member school and is not accredited by the state accrediting agency in the state where the school is located.
    - g. Your transfer was pursuant to school board mandate for redistricting.
    - h. You enrolled and/or attended, in error, a wrong school.



- i. You transferred from a correctional school.
- j. You are emancipated, as defined by the IHSAA.
- k. You did not participate in any contests as a representative of another school during the preceding 365 days.
- l. You return to an IHSAA member school from a non-member school and reside with the same parent/s or guardian/s.
- m. You transfer to a member boarding school with a corresponding move from the residence of your parent/s or you transfer from a member boarding school with a corresponding move to the residence of your parent/s
- n. You are a qualified foreign exchange student attending under an approved CSJET program, who has attended a member school for less than one year.
- o. Your parent or legal guardian accepted a licensed or certified position at the school you are transferring to.

## 12. Undue Influence

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

## JUNIOR HIGH (7/8) ACADEMIC ELIGIBILITY RULES

Junior High athletes will follow the IHSAA Academic Eligibility Rules.

## TRAINING RULES AND REGULATIONS FOR ALL ATHLETES 7-12

### I. Duration:

These rules and regulations are in effect twelve (12) months a year for student-athletes grades 7 - 12.

### II. Purpose:

- A. To reach and maintain maximum physical efficiency of each athlete.
- B. To establish and promote good relations between Benton Central and the community and schools with whom we compete.
- C. To establish good health habits and habits of conduct that will carry over to one's adult life.

### III. Infractions:

Violations of the following will result in an athlete losing eligibility to compete in 25% of the season's games. Penalties not completed in the current season will carry over to the next season in which the athlete competes and/or to the next school year. In the case of alcohol, drugs, and tobacco, the athlete may reduce the suspension to 10% providing that the athlete undergoes a drug/alcohol/tobacco evaluation from a certified drug/alcohol/tobacco counselor, follows the recommendations of the drug/alcohol counselor for treatment, and the athletic director receives written documentation from the drug/alcohol counselor concerning the evaluation and written recommendations. The athlete will become eligible for participation when both the 10% game stipulation has been met and the written documentation has been received by the school. Failure to follow the counselor's recommendation will result in an athlete becoming ineligible and facing the 25% game suspension. The student is eligible to practice each day during the suspension.

- A. Intoxicating Beverages - The use or possession of alcoholic beverages in any form or quantity is prohibited.
- B. Drugs - Knowingly possessing, providing, using, or being under the influence of any substance which is or contains marijuana, a stimulant, an intoxicant, a narcotic, a depressant, or a hallucinogen. This includes the abuses of substances that are prescription or any substance represented by the provider to be any of the above listed substances. This does not include medication taken under the supervision of a physician.
- C. Tobacco/Nicotine Products - The possession or use of tobacco/nicotine products in any form is prohibited. This includes any device used to consume these products..
- D. Vandalism and Theft - Any act of vandalism or theft, wherever it occurs, will not be tolerated. Violation results in suspension for 25% of the season's games.
- E. Habitual Misconduct - The IHSAA in its handbook of bylaws and articles states that contestants' conduct, in and out of school, shall be such as:
  - a. not to reflect discredit upon their school or the association, or
  - b. not to create a disruptive influence on the discipline. Violations results in suspension for 25% of the season's games.

### IV. Consequences:

- A. First Offense - An athlete/cheerleader will lose eligibility for 25% of the season. Penalties not completed in the current season will carry over to the next season during which an athlete competes and/or to the next school year. An athlete/cheerleader may reduce the loss of eligibility for the season to 10% if
  - a. the student receives a drug/alcohol evaluation from a certified drug/alcohol counselor
  - b. follows the recommendations of the drug/alcohol counselor for treatment
  - c. the school receives written documentation from the drug/alcohol counselor concerning the evaluation and participation when both the 10% game stipulation has been met and the written documentation has been received by the school. Failure to follow the counselor's recommendations will result in the athlete becoming ineligible and facing the 25% game suspension. The student will be eligible to practice each day.

- B. Second Offense - An athlete/cheerleader will lose eligibility for 100% of the season or the next school year as stated above. If drug/alcohol counseling is completed as above, the game stipulation is reduced to 50% of the contests.
- C. Third Offense - One calendar year suspension. Drug and alcohol counseling are recommended.
- D. Fourth Offense - Suspension for the remainder of their school career.

Note: These rules and regulations are considered minimum standards. The head coach in any sport may set more rigid standards. All junior high and assistant coaches who want to set more rigid standards than listed here shall get the approval of the head coach in that sport. Head coaches should inform the Athletic Council when they set more rigid standards.

**V. School Discipline:**

- A. Alternative Classroom Setting or Out-of-School Suspension - Any student assigned an Alternative Classroom Setting or an Out of School Suspension shall be suspended from any extra or co-curricular contests for the duration of the penalty or suspension. Coaches and/or sponsors will have discretion on any additional penalty.

**VI. Athletic Board of Review:**

- A. Members - The Athletic Council by definition, the varsity sports. The athletic director or his/her appointee will serve as chairperson. A majority of members present will constitute a quorum. A two-thirds vote of members present at the hearing is necessary to suspend an athlete.
- B. Purpose - To examine the facts concerning an alleged violation, give the athlete an opportunity to present his side of the case and determine whether the violation did occur. Once that is determined, the appropriate penalty will be assessed. The athletic board will, upon the request of any member, discuss and help determine the degree of misconduct of a particular incident involving an athlete(s). Special meetings may be called for this purpose.

**VII. Procedure for Suspension of an Athlete:**

- A. The coach shall notify the athlete of the reason for suspension and that he/she has a right to request a hearing before the Athletic Board of Review.
- B. This hearing, if requested, shall take place within 48 hours (or if school is not in session, within two school days) after the request has been made. The athlete may bring to the hearing his/her parents, other students, or anyone else who might support his/her case.
- C. If any athlete requests a hearing in regard to suspension, he will be temporarily suspended from practice and competition until the Athletic Board of Review can meet and make a ruling. If the ruling goes in favor of suspension, the days of temporary suspension will be included in the penalty days.

**VIII. Random Drug Testing and Education Policy:**

Any student who participates in athletics, or who is a student manager, grades 7-12 in the Benton Community Schools is considered an athlete. Cheerleading will also be part of the group. Being an athlete is considered a privilege, not a right. Violations will accumulate throughout the athlete's career. An athlete's career will be based on the following: Junior High grades 7-8 and High School grades 9-12. A student who violates the random drug policy with a positive test will face the consequences outlined in the Random Drug Testing Policy.

## SECTION XI. STUDENT SERVICES AND INCENTIVES

### FOOD SERVICES

Benton Central maintains a cafeteria for the benefit of the student body. Through the participation in the National School Breakfast and Lunch Program it is possible to serve our students nutritious meals at a reasonable cost.

All students and staff members in Benton Community School Corporation have a personal identification number (PIN) and an account for the computerized lunch system. The account is a debit account, not a charge account. Money may be placed in the account on a daily, weekly, monthly, or yearly basis. Checks and cash will be accepted. Only one (1) meal may be charged to an account creating an overdraft, with the balance to be paid the next school day. Any previously overdrawn account may not be charged against until the balance is paid in full. A child will be allowed to purchase a meal if they have money in hand. Account balances may be checked through Harmony, or by inquiring of the cashier at lunch. Questions concerning account balances or account history may be made to the Food Service Department at 765-884-0654.

The student comes through the lines, choose their meal, and enter their pin into the pin pad located by each cash register. Their purchases are deducted from their account and deposits are entered at this time. The point of sales program is designed to prevent overt identification of the students' status by others. We do allow students to charge up to four meals; at this point they are offered an alternative snack of apple (fruit) and milk. Students are told their account balance when it starts getting low.

In order for lunchtime to run smoothly please observe the following rules:

- Line up in an orderly fashion, "line hopping" is not permitted. No pushing or shoving; keep hands to yourself.
  - Consequence: Junior High - Lunch Detention; High School - After-school detention
- Students who bring their lunch shall eat in the cafeteria. Microwave ovens are furnished for these students.
- No food or beverage is to be taken from the cafeteria. (Exception: Bottled Water)
- Students are responsible for placing their trash in the containers provided. Please place flatware in the tub and the tray on the conveyor. If you have a spill please report it to the cafeteria supervisor so it can be cleaned up.
- Student breakfast cost is \$1.40, student lunch is \$2.40, adult breakfast is \$2.00, and adult lunch \$3.50.

*In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.*

*Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.*

*To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:*

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

*This institution is an equal opportunity provider.*

## **GUIDANCE SERVICES**

Benton Central Jr.-Sr. High School counselors are available to assist students with their educational, vocational, and personal needs.

Students are free to confer with a counselor anytime outside of their regularly scheduled classes. If a student does not have a free period, he/she should make arrangements with a counselor for a conference before or after school. Reasons for conferring with your counselor may include:

- Career Planning
- College and Vocational School Application
- Interpretation of Test Results
- Registration
- Scholarships
- Personal Counseling

### Preliminary Scholastic Aptitude Test (PSAT)

This test is offered to juniors each year, and the results are an indication of the student's ability to do college work. The PSAT is administered each October at Benton Central. There is a fee charged for the test. National Merit Scholarships are awarded based on PSAT results. Any junior interested in attending college should consider taking this test.

### Scholastic Aptitude Test (SAT)

This test is available each year. This test is required by all Indiana colleges and universities in order to be enrolled. Registration materials may be obtained from counselors.

### American College Test (ACT)

This test is required for admittance by some colleges outside of Indiana. The college you plan to attend will confirm which test is needed for entrance.

### Armed Services Vocational Aptitude Battery (ASVAB)

ASVAB is given to all interested juniors or seniors. ASVAB is a vocational aptitude test for students interested in a vocational or technical career, skilled trades, or military services. The test measures verbal, math, perceptual speed, mechanical, trade, technical, and academic ability.

## **HEALTH SERVICES**

The Junior and Senior High School students share the services of the school nurse. The school nurse maintains an office with full first aid and other emergency services. Please feel free to contact the school nurse or BCSC with any questions or concerns you may have about your student or Indiana health policies and laws.

The nurse is at the school every day. In the school nurse's absence a substitute nurse or other designated school personnel will assist students during the school day.

This information is offered by the school nurse as a brief description of the health services offered at Benton Central Jr. /Sr. High School.

A student must not attend school if he/she has a fever (a temperature of greater than 100.0), vomiting, or diarrhea. A student must be free of fever, without the use of medication such as Tylenol or Motrin, and without vomiting and/or diarrhea for 24 hours before returning to school.

At the discretion of the school nurse, if a student becomes ill at school, we may call you to take your child home.

If a student comes to school with a suspicious rash, they will be sent home until documentation is provided from a doctor stating that the student's condition is not contagious. Students are sent home in cases of communicable conditions such as scabies or suspected pink eye. Students with pinkeye must be treated by a doctor and taking an antibiotic for 24 hours before returning to school. Students returning to school with the above conditions may be sent home by the nurse or principal. This helps to decrease the transmission of illness to others. Any diagnosis of a communicable disease will follow the Center of Disease Control Guidelines along with the Benton County Medical Director's discretion. Head lice must be treated immediately, but it does not warrant immediate student dismissal or subsequent missed days. For further information and questions please refer to the Center for Disease Control and Prevention website at <http://www.cdc.gov/parasites/lice/head/schools.html>.

If your student receives an injury that the school nurse or designee warrants further attention, they will attempt to notify the parent/guardian first. If unable to reach the parent/guardian then the emergency contact will be notified. In cases where further emergency medical care is needed, the administration, school nurse, and/or designee will work together to insure prompt and proper care to the nearest emergency room/hospital. In all emergency situations the parent(s) will be notified as quickly as possible. In cases of restricted physical activity, the school nurse may contact the attending physician for further information and/or clarification.

Mandated medical forms are provided each year at registration and require completion by the parent/guardian Health History: This provides baseline health information about your child. It lets the school know if there are any allergies, health problems, or medications that your child takes.

### **Concussions**

Students suspected of sustaining a concussion or head injury during school or during an extracurricular activity, shall be removed from activity at the time of injury and may not return to activity until the student athlete has received a written clearance from a licensed health care provider trained in the evaluation and management of concussions and head injuries. After observation by the school nurse or designated personnel further determination will be made regarding the return to activity and if further medical attention is needed.

### **Immunizations**

IC 20-34-4-5 requires the parent/guardian to furnish the school with a written updated record of immunizations. BCSC requires that these records be on file on the first day of school or the student may be excluded. Students without current immunizations may not be allowed to attend school until shots are up to date. Please access [www.in.gov/isdh](http://www.in.gov/isdh) and click on School Immunization Requirements. Choose the appropriate school year to determine immunizations requirements for your student. You may also contact your Healthcare Provider. Immunizations are available from the Benton County Health Department (BCHD). Call the BCHD at 884-1343 to schedule an appointment.

### **Health Screening Programs**

**Vision:** The nurse provides vision screenings for students in 8<sup>th</sup> grade. The nurse will also screen any other students on referral from a parent or teacher. This is not a complete eye examination.

**Hearing:** The Speech Pathologist screens students in 7<sup>th</sup> and 10<sup>th</sup> grade and any other student on referral from parents or teachers. If you receive a referral letter, there is a health concern found during the screening. If you do not receive a referral letter, there is no health concern found during the screening.

### **Administration of Medication at School**

No medication shall be administered to a student without the written and dated consent of the student's parent/guardian on the *Annual Permission Form*. The consent of the parent shall be valid only for the period specified on the consent form and in no case longer than the current school or program year. Stocked over the counter medications will only be administered to students who have a completed the *Annual Permission Form*. This form will be available at registration or can be requested from the school nurse.

**All medicine (over-the-counter, prescription, etc.) to be administered to a student shall be brought to the school nurse's office where it will be kept in a secure place.** The medication will be administered to the student by the school nurse or a person designated by the school nurse or designated by the school principal. Exceptions may include rescue inhalers, emergency epinephrine pens, or other needs outlined in a personal health care plan, that have parent/guardian permission, a doctor's written approval, and the principal's written approval. The *Form for Student to Carry and Self Administer Emergency Medication* will be available at registration or can be requested from the nurse.

All nonprescription medicine to be administered to a student must be accompanied by a statement describing the medicine, the dosage, and the time for it to be administered to the student.

USDA-approved topical, non-aerosol sunscreen products are exempt from this requirement. A school employee may assist in applying the sunscreen with written permission of the student's parent or guardian. A student may possess and use the above-described sunscreen product while at school and at school events.

All prescription medicine, including injectable medicine, and all blood glucose tests by finger prick to be administered to a student must be accompanied by a physician's prescription, a copy of the original prescription, or the pharmacy label. If the medication is to be terminated prior to the date on the prescription, the written and dated consent or withdrawal of consent of the parent is required. The written consent of the parent and the written order of the physician shall be kept on file.

Medication shall be administered in accordance with the parent's statement (in the case of nonprescription medicine) or the physician's order (in the case of prescription medicine) only by a school nurse or other employee(s) designated in writing by the school principal. All administration of medicine shall be documented in writing. Any designated employee who is responsible for administering injectable insulin or a blood glucose test by finger prick shall receive proper training from a practitioner or a registered nurse and such training shall be documented in writing by the practitioner or registered nurse and kept on file in the school building office.

Unused medicine by a student may be sent home through the student's parent or an individual who is at least 18 years old and is designated in writing by the student's parent to receive the medication. Unused medicine may be sent home with the student only with the written permission of the student's parent.

### Low THC Hemp Extract

Low THC Hemp Indiana law defines "low THC hemp extract" as a product:

1. derived from Cannabis sativa L., that meets the definition of industrial hemp;
2. that contains not more than three-tenths percent (0.3%) delta-9-THC (including precursors); and
3. that contains no other controlled substances

Prior to school personnel administering a low THC hemp extract substance, in addition to the above requirements, the following criteria must be met:

1. Parent/Guardian has provided the school with written permission to administer the product to his/her child and has verified that the product was acquired from a retailer that meets the requirements of state law;
2. Product is in the original packaging and is UNOPENED;
3. Student's health care provider has provided the school with a prescription to administer the substance which includes the dose, route and time of administration; and
4. Product has been approved by: (1) the federal Food and Drug administration or the federal Drug Enforcement Agency as a prescription or over the counter drug or (2) meets the packaging requirements of state law.

Low THC hemp extract substance must be in packaging that contains the information required by state law. A school nurse or other trained school personnel will determine if the packaging complies with the law prior to the low THC hemp extract being administered.

Legal Reference: IC 34-30-14  
IC 20-33-8-13  
IC 20-34-3-18  
IC 20-34-3-22  
IC 24-4-21  
511 IAC 7-36-9

### **Student Responsibility**

- Students shall NOT leave school, because of illness or other reasons without approval from the school nurse, counselor, or administration. A student shall sign out with the office before leaving school.
- Students should not contact a parent/guardian because they do not feel well and ask to be called out of school. If the nurse has not seen the student, or the nurse has said that the student does not need to be sent home, the student will be expected to remain in class.
- Students shall obtain a pass from the office secretary or classroom teacher before reporting to the school nurse, unless it is an emergency.
- DO NOT use passing period to report to the health center.

### **MEDIA CENTER SERVICES**

- The media center is a learning and resource laboratory where:
- We focus on you as an individual;
- We make you more responsible for your own learning;
- We offer more inquiry and research in place of memorized learning; and
- We hope you can enjoy the pleasures and rewards of reading.

### **Courtesy and Citizenship**

- Disruptive conversation and behavior will not be tolerated.

- Eating and drinking will not be permitted.

### **Passes**

- According to the pass system at Benton Central, all students shall have a pass to go from one area to another in the school; therefore, all students not accompanied by a teacher or an aide shall have a pass when they come to the media center and sign the roster in and out.
- Media center personnel will sign all passes when students leave.
- All students coming from a study hall are to study, not socialize; the media specialist can return a student to study hall for the day, the week, or the semester for due cause. Students are to return to study hall prior to the end of the period.

### **Material Circulation**

- Knowing how to use the OPAC, Reader's Guide, and online resources is important; however, if you cannot find materials in your research, ask the media specialist for help.
- Xerox: Printing copies from the Xerox is 10¢ per page. The Xerox machine takes \$1 bills and coins.
- Checkout policy:
  - o Audiovisuals can only be used in designated area and checked out of the media center only with the permission of media personnel
  - o Two-week books are always checked out by using your student barcode and the computer circulation system. These may be renewed.
  - o Reference and Reserve books can be checked out overnight. Books at the reserve desk are checked out for one period only.
  - o Magazines checked out for overnight can be extended depending on circumstances.
  - o Vertical file can be checked out for overnight only, but can be extended depending on circumstances.
  - o Newspapers will be checked out for a period only from the circulation desk.
  - o On-Floor-Reserves will be checked out overnight only from the computer circulation system.
- Overnight policy: All reference and reserve books and magazines must be returned before 1<sup>st</sup> hour the next day.
  - o 1<sup>st</sup> offense: warning;
  - o 2<sup>nd</sup> offense: detention and call to parent.

### **STUDENT OF THE WEEK PROGRAM**

Each week teachers at the high school level nominate a student who has accomplished something noteworthy during the week. Students may be nominated for: test improvement, good self-discipline, excellent homework, or some other outstanding contribution to the class. All names are announced on Friday over the P.A. and are recorded on a bulletin board area. In addition to the recognition, these students' names are placed in a weekly drawing for a \$20 gift card.

### **WALL OF FAME**

Students who achieve "A" honor roll status receive recognition by having their pictures displayed on the Wall of Fame, which is located outside the main office. Students who make the "A-B" honor roll also are recognized by having their names posted in this display.

### **SCHOOL STORE**

Benton Central students may purchase many school supplies such as paper, pencils, etc., at the school store. The school store is open from 8:15 AM to 12:30 PM and from 3:00 PM to 3:15 PM. Students may purchase supplies before school, during passing periods, and at lunch time. Passes to the school store will be required for all other times. Personal checks will **NOT** be cashed by the school. Checks may be accepted for school supplies in the exact amount of the purchase.

### **LOST AND FOUND**

An area for items lost and found is maintained in the front office. Unclaimed items are donated to charity or the Benton Central Health Center for student use at the end of a reasonable period of time. Owners of identifiable items are notified, so it is highly recommended to label your personal items with your name.

### **BENTON CENTRAL JR-SR HIGH SCHOOL CONFLICT POLICY**

We feel it is important that students at Benton Central be encouraged to participate in a wide range of school-sponsored activities. Expanding extracurricular and co-curricular programs at Benton Central has allowed the opportunity for scheduling conflicts to occur. By providing clearly defined guidelines, staff members, students and parents will be able to communicate with each other in an atmosphere of fairness and consistency.

The following basic guidelines will be used in determining appropriate resolutions to conflicting performance schedules.

- Scheduled State Athletic Association tournaments and State Association Division of Student Activities contests, including travel time, shall have the number one precedence. If a conflict exists between two of these activities, the student shall make the choice without penalty.
- Regularly scheduled games and major performances beyond item “A” shall be the second priority. A previously scheduled event on the school calendar will take precedence over a calendar addition or a rescheduled event. If a conflict exists between two of these activities, the students shall make the choice without penalty.

No penalty will be assessed to the student participant if he or she properly communicates the decision to all parties. Any student penalty to be assessed shall be done with the approval of the principal. All decisions will be adhered to; however, if unusual circumstances do occur at a later date, the student may request a change by filing or submitting his/her request in writing to the principal no later than five (5) days prior to the event.



## SECTION XI. 504 COMPLIANCE PLAN

### For Section 504 of the Rehabilitation Act of 1973, Title VI and Title IX

The **Compliance Plan** serves students, parents, employees, applicants for employment, patrons, and programs within the Benton Community School Corporation, hereinafter referred to as “the School Corporation.”

1. The School Corporation assures students, parents, employees, applicants for employment, and patrons that it will not discriminate against any individual.
2. The Section 504, Title VI, Title IX Compliance Coordinator is as follows: Title IX Compliance Coordinator, Benton Community School Corporation, 405 South Grant Avenue, Fowler, Indiana 47944, 765-884-0850.
3. Parents are provided procedural safeguards which are included in the “Notice of Parent/Student Rights in Identification Evaluation, and Placement of Individuals Who Are Disabled or Who Are Believed to Be Disabled.”
4. An impartial hearing and review (appeal) are provided upon request. Procedures are detailed in the “Notice of Parent/Student Rights in Identification Evaluation, and Placement of Individuals Who Are Disabled or Who Are Believed to Be Disabled.”
5. Notice to students, parents, employees, and general public of non-discrimination assurances and parent/student rights in identification, evaluation, and placement will be disseminated annually in the following manner:
  - a. Public service announcements in local newspapers;
  - b. Announcement in local school systems; and
  - c. Posted notice in each public school building.Additionally, the notice will be included in the professional handbook and disseminated to each principal for inclusion in each student handbook.
6. The School Corporation has established the following local grievance procedure to resolve complaints or discrimination: *These procedures parallel those outlined in The Family Educational Rights and Privacy Act (FERPA).*
  - a. An alleged grievance under Section 504, Title VI, Title IX must be filed in writing fully setting out the circumstances giving rise to such grievance.
  - b. Such claims shall be made in writing and filed with the following individual: Title IX Compliance Coordinator, 405 South Grant Avenue, Fowler, Indiana 47944.
  - c. A hearing will be conducted according to the procedures outlined in the regulations implementing the Family Education Rights and Privacy Act (FERPA).
  - d. The Section 504, Title VI, Title IX Coordinator will appoint a hearing officer who will conduct the hearing within a reasonable time after the request was received.
  - e. The Section 504, Title VI, Title IX Coordinator shall give the parent, student, employee, applicant, or patron reasonable advance notice of the date, time, and place of the hearing.
  - f. The hearing may be conducted by any individual, including an official of the local school corporation, who does not have a direct interest in the outcome of the hearing.
  - g. The local school corporation shall give the parent, student, employee, applicant, or patron full and fair opportunity to present evidence relevant to the issues raised. The grievant may, at their own expense, be assisted or represented by individuals of his or her choice, including an attorney.
  - h. The local school corporation shall make its decision in writing within fifteen (15) days after the hearing.
  - i. The decision shall be based solely on the evidence presented at the hearing and shall include a summary of the evidence and reasons for the decision.
7. The School Corporation will conduct an extensive annual “Child Find” campaign with the goal to locate and identify all Section 504 qualified individuals with disabilities (ages 0 - 21) who reside within the participating school corporations.
8. The School Corporation will inform all individuals with disabilities and their parents or guardians of the corporation’s responsibilities and procedural safeguards under Section 504, as well as those under Indiana’s Special Education Regulations and the Individuals with Disabilities Education Act (IDEA).

## **SECTION XIII. BENTON COMMUNITY SCHOOL CORPORATION TECHNOLOGY ACCEPTABLE USE AGREEMENT**

Revised June 2010

The Benton Community School Corporation is actively pursuing making advanced technology and increased opportunities available to our students and staff. We recognize that safeguards have to be established to ensure that our investment in both hardware and software is achieving the benefits of technology and inhibiting negative side effects. The goal in providing these services is to promote educational excellence by facilitating resource sharing, innovation and communication. This policy is established not only for proper acquisition of technology but also to ensure that staff and students are making appropriate and ethical use of the computers and other equipment as well as any networks that may be established. Students and employees who do not abide by this agreement may suffer disciplinary action, and be subject to denial of privileges and/or repair or replacement costs.

### **Acceptable Use**

- a. The use of the Internet is to facilitate communications and exploration in support of research and education by providing access to unique resources and an opportunity for collaborative work. The use of your account should be in support of and consistent with the education objectives of the corporation. Access to the Internet is made possible through money from the corporation with support from state and federal grants. All users of the Internet shall comply with existing rules and this Technology Acceptable Use Agreement.
- b. Users are responsible for their behavior and communication on the Internet.
- c. Users may only access the Internet by using their assigned network user account. Use of another person's account/address/password is prohibited. Users may not allow others to use their accounts.
- d. Users may not intentionally seek information on, obtain copies of, or modify files, data, or passwords belonging to other users, or misrepresent other users on the network.
- e. Users may not use the Internet to engage in "hacking" or other unlawful activities.
- f. Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret.
- g. Use for commercial activities is generally not acceptable. Any use of the Internet for product advertisement or political lobbying is prohibited.
- h. Use of the Internet to access, process, distribute, display, or print child pornography and other material that is obscene, objectionable, inappropriate, or harmful to minors is prohibited. As such, the following material is prohibited: material that appeals to a prurient interest in nudity, sex, and excretion; material that depicts, describes, or represents in a patently offensive way with respect to what is suitable for minors an actual or simulated normal or perverted sexual acts, or any material that lacks serious literary, artistic, political, or scientific value as to minors. Offensive messages and pictures, inappropriate text files, or files dangerous to the integrity of the Corporation's computers/network (e.g., viruses) are also prohibited.
- i. Mass storage devices (CD, DVD, USB, virtual drives) may be used for personal and professional purposes. However, they are never to be used for storage, transfer, or use of materials that are inappropriate, illegal, or in violation of copyright laws. The users creating or in possession of mass storage devices containing such material will be responsible for it.
- j. Accessing websites or running applications for the purpose of bypassing the Internet content filter is prohibited.
- k. Users are not to load a program or piece of code on a computer or network for the purpose of disrupting operations. This includes but not limited to virus, worms, adware, and keyloggers.

### **Children's Internet Protection Act (CIPA)**

The Corporation recognizes its responsibility to educate students regarding appropriate behavior on social networking and chat room sites about cyber bullying. Therefore, students shall be provided instruction about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyberbullying awareness and response.

Students shall be provided with age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services. Such instruction shall include, but not be limited to, the dangers of posting personal information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying, and how to respond when subjected to cyberbullying.

### **Electronic Mail (E-mail)**

- a. Electronic mail (e-mail) is available to most school employees. E-mail is not private and can be examined by the Network Administration when necessary. E-mail relating to or in support of illegal activities shall be reported to the authorities.
- b. Forgery or attempted forgery of e-mail messages is illegal and prohibited.
- c. Unauthorized attempts to read, delete, copy, or modify email of other users are prohibited.
- d. Users are prohibited from sending unsolicited mass e-mails unless the communication is an employment-related function or an authorized publication. The district's technology resources are not a public forum for expression of any kind and are to be considered a closed forum to the extent allowed by law.
- e. All users shall adhere to the same standards for communicating online that are expected in the classroom, and consistent with corporation policies, regulations, and procedures.

### **Encounter of Controversial Material**

Users may encounter material that is controversial and which users, parents, teachers, or administrators may consider inappropriate or offensive. However, on a global network, it is impossible to effectively control all data content. It is the user's responsibility not to initiate access to such material. If a user encounters such material, they shall immediately leave that site and report the incident to the system administrator or his/her designee.

### **Network Etiquette**

Users are expected to abide by the following generally accepted rules of network etiquette:

- a. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Corporation's computers/network. Do not use obscene, profane, vulgar, sexually explicit, defamatory, or abusive language in your messages.
- b. Never reveal names, addresses, phone numbers, or passwords of yourself or other users, family members, teachers, administrators, or other staff members while communicating on the Internet.
- c. Do not transmit pictures or other information that may be used to establish your identity without prior approval of a teacher.
- d. Never agree to get together with someone you 'meet' online without prior parent approval.
- e. Never respond to unsolicited online contacts or advertisements.
- f. Any speech transmitted by the use of a school computer does not constitute speech in a "Public Forum" and is subject to regulation by the administration.

### **Privileges**

The use of the Internet is a privilege, not a right. Inappropriate use, including violation of the conditions and rules, may result in cancellation of the privilege. The system administrators will deem what is inappropriate use and their decision is final. The Benton Community Schools, under this agreement, is delegated the authority to determine appropriate use and may deny, evoke, suspend, or close any user account at any time based upon its determination of inappropriate use by a user or account holder. The individual user accepts the responsibility for the ramifications and consequences of any inappropriate use of the account.

### **Procedures for Use**

- a. Staff members shall properly sign-up/register their class before use of the network in a lab. This procedure will vary from school to school.
- b. All users have the same right to use the equipment. Therefore, users shall not use computer resources for non-academic activities when other users require the system for academic purposes.
- c. Users may not waste or take supplies, such as paper, printer ink, and diskettes that are provided by the corporation.

### **Security**

- a. Security on any computer system is a high priority, especially when the system involves many users. Users shall never allow others to use their passwords. Users shall also protect their password to ensure system security and their own ability to continue to use the system.
- b. If you feel you can identify a security problem on the Internet or Local Area Network (LAN), you shall notify the system administrators. Do not demonstrate the problem to others.
- c. Attempts to log on to the network or the Internet as a system administrator will result in the cancellation of user privileges.
- d. Any user identified as a security risk for any reason may be denied access to the Internet and/or the LAN.
- e. Protection of student information is important in any school. Staff members should not allow students to use a computer while the staff member is still logged onto the network.
- f. The corporation will operate a technology protection measure (filtering/blocking device) on all computers with Internet access, as required by law.

## **Software**

- a. BCSC Technology Department shall be notified and grant permission prior to the loading of programs onto school owned computers. The system administrator will install any software onto school owned computers. Software documentation shall be accessible at the time of the installation. BCSC is not responsible for programs not approved by the system administrators or any problems caused by or related to such programs. The system administrators reserve the right to delete any programs or files.
- b. Unless otherwise stated in the software's license agreement, users cannot legally load software on more than one computer or onto the network.
- c. The Technology Director shall be informed of and approve all potential software purchases intended for any BCSC workstation or network installation.

## **Terms and Conditions**

All computers, telephone systems, electronic systems, e-mail and voicemail systems are the property of Benton Community School Corporation. On occasion, the system administrators may need to require school owned equipment to remain on school grounds for the purposes of maintenance and/or repair. BCSC retains the right to access and review all components of these systems. A user does not have a legal expectation of privacy in the user's electronic mail or other activities involving the corporation's network and technology resources. A user ID is provided to users of this corporation's network and technology resources only on condition that the user consents to interception or access to all communications accessed, sent, received, or stored using corporation technology. Review of any systems will only be done in the ordinary course of business for a legitimate reason. Searching for inappropriate use is a legitimate reason to review logs, technologies, systems, computers, e-mail or voicemails. Administrators and supervisory staff authorized by the Superintendent have the authority to search and access information electronically.

The system administrators will maintain the corporation's technology in a manner that will protect the corporation from liability and will protect confidential student and employee information retained or accessible through corporation technology resources. Trained personnel shall establish a retention schedule for the regular archival or deletion of data stored on corporation technology resources. Administrators of computer resources may suspend access to and/or availability of the corporation's technology resources to diagnose and investigate network problems or potential violations of the law or district policies, regulations and procedures, and to load or delete new programs or information, install new equipment, and upgrade any system by removing, changing, or exchanging hardware between building, classrooms, employees, or students at any time.

The Corporation is not responsible for unauthorized financial obligations resulting from corporation provided internet access.

## **Vandalism**

- a. Vandalism and harassment will result in cancellation of user privileges, other disciplinary action and/or repair or replacement costs.
- b. Vandalism is defined as any attempt to harm, modify, and/or destroy data, Internet, equipment, or other networks that are connected through the LAN, WAN, or Internet backbone. This includes, but is not limited to, the uploading or creating of computer viruses.
- c. Harassment is defined as the persistent annoyance of another user or the interference of another user's work. Harassment includes, but is not limited to, the sending of unwanted email, instant messages, or files.

## **Warranties**

BCSC makes no warranties of any kind, whether expressed or implied, for the services, products, or access it provides. The district is not responsible for any damages suffered for any reason, including loss of data for any reason. Use of any information obtained via the network is at the user's own risk. The corporation does not guarantee the accuracy or quality of information obtained from the Internet, or use of its technology resources.

## **SECTION XIV. OTHER**

### **POLICY ON DISCRIMINATION**

The Benton Community School Corporation does not discriminate, deny benefits to, nor exclude anyone from participation on the basis of sex, race, color, age, national origin, religion or physical or mental disability. This requirement not to discriminate extends to employment in, and admission to, an educational program or activity offered by the school district. The grievance procedure and application may be obtained from the Superintendent, serving as the affirmative action officer for Benton Community School Corporation, 405 South Grant Avenue P.O Box 512, Fowler, IN 47944. Phone number (765) 884-0850.

### **BCSC AIR QUALITY RULE**

Per the Indoor Air Quality Rule 410 IAC 33-1, the Indoor Air Quality Coordinator information must be posted:

Gregg Hoover

Corp Office: 765-884-0850

Email: [ghoover@benton.k12.in.us](mailto:ghoover@benton.k12.in.us)