

# **BLUE RIVER VALLEY JR-SR HIGH SCHOOL**



## **STUDENT HANDBOOK 2020-2021**

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## **Statement of Philosophy**

- We believe that the school shares with the home and all other community agencies the responsibility for the educational growth of the child.
- We recognize that interdependence exists between the community and its schools. To facilitate this relationship, citizen interest and involvement in the education process is encouraged.
- We believe that each individual has inherent dignity and worth and we strive to encourage and enhance each student's sense of freedom and feeling of responsibility. The educational program of our schools is designed to assist each individual to understand, accept and develop his or her abilities, aptitudes, and interests and to relate them to realistic life goals. This requires not only the imparting of knowledge but also the stimulating of a sense of responsibility, aspiration and determination. We aim at creativeness, but we must provide enough routine to develop patience, power of adjustment and habits of social cooperation.
- We believe that our schools should help students acquire certain attitudes such as: love for their country and an awareness of the many opportunities it provides them; sincere appreciation of the freedoms and privileges they enjoy; obedience to the laws of the school and country, respect for, and protection of, school property; and acceptable social behavior traits at school.
- The school will use all means and methods to create a climate where learning and discovery are an adventure, where students develop a "will to learn", and where excellence is the goal. Our school organizational patterns will reflect the nature of the curriculum which will influence instructional techniques designed to implement these programs.
- Although the school is concerned with the total development of the child, it must give the highest priority to the tasks it can do best and to those which other institutions cannot do as well.

## **Mission Statement for Blue River Valley Jr.-Sr. High School**

Blue River Valley students will achieve their personal best and become lifelong learners through diverse learning opportunities. This will be accomplished in a safe environment with the collaborative efforts and support of the entire school community.

**P**ersonal Best

**R**espect and Responsibility

**I**ncludes the entire school community

**D**iverse learning opportunities

**E**nvironment that is safe

## **Vision Statement**

*"Empowering each member of BRV to strive for their personal best and reach their personal potential every day."*



## **Blue River Valley Jr-Sr. High School Fight Song**

We're the Vikings of Mighty Blue River High

We will conquer all and win

Mighty Vikings Fight

Mighty Vikings Score

We will hold your glory high

Mighty Vikings always the Victor over all,

We will fight to win this game.

Mighty Vikings of Blue River High School.

F-I-G-H-T, fight'em team fight'em

## SECTION 1 - GENERAL INFORMATION

### 1.1 Welcome

The faculty, staff and administration welcome you to Blue River Valley Jr-Sr. High School. It is our sincere hope that you will find this year challenging, exciting, and rewarding. Your success in school will depend upon the development of effective study habits, regular attendance, and self-discipline.

The purpose of this handbook is to help you become aware of your privileges, opportunities, and responsibilities as a citizen of this school. We encourage you to read this book and be knowledgeable of its contents. Share your handbook with your parents. If you or your parents have questions or concerns about the procedures outlined, please contact us.

### 1.2 School Hours

The regular school day begins at 8:00 a.m. and ends at 3:05 p.m. Students should stay in the cafeteria or main hallway area until the 7:53 bell rings. Upon arriving at school, students are to enter the school building. Loitering in the parking lot and outside the school is prohibited. Students in the school building before 7:35 or after 3:10 p.m. must have adult supervision/sponsor.

Daily Schedule	2-Hour Delay Schedule
Homeroom 8:00-8:14 (14) Period 1 8:18-9:03 (45) Period 2 9:07-9:52 (45) Period 3 9:56-10:41 (45) Period 4 10:45-11:30 (45) <ul style="list-style-type: none"> <li>● HS Lunch 11:30-12:00 (30)</li> <li>● HS TA - 11:34-12:04 (30)</li> <li>● Jr. High Lunch- 12:04-12:34 (30)</li> <li>● Jr. High TA - 12:04-12:34 (30)</li> </ul> Period 5 - 12:39 - 1:24 (45) Period 6 - 1:28 - 2:13 (45) Period 7 - 2:17-3:05 (48)	Homeroom 10:00-10:07 (7) Period 1 - 10:11-10:40 (29) Period 2 - 10:44-11:13 (29) Period 3 - 11:17-11:46 (29) <ul style="list-style-type: none"> <li>● HS Lunch- 11:46-12:16 (30)</li> <li>● HS TA - 11:50- 12:20 (30)</li> <li>● Jr. High Lunch - 12:20 - 12:50 (30)</li> <li>● Jr. High TA - 12:20 - 12:50 (30)</li> </ul> Period 4 - 12:54 -1:23 (29) Period 5 - 1:27 - 1:56 (29) Period 6 - 2:00 -2:29(29) Period 7 - 2:33 - 3:05 (32)

### 1.3 Directory Information

Each year, Blue River Valley School Corporation will provide public notice to students and their parents of its intent to make available, upon request, certain information known as “Directory Information”. The Board designates as student “directory information”: a student’s name; address; date and place of birth; photograph, major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; or listing on an honor roll.

Directory information shall not be provided to any organization for profit making purposes. The Superintendent may allow access to a school campus or give students' directory information to organizations that make students aware of educational or occupational options.

The Superintendent is required to give recruiting representatives of the U.S. Armed Services, the Indiana National Guard, and the service academies of the armed forces of the United States access to the high school campus and student directory information (student's name, address, and listed or published telephone number) when requested to do so. The School Corporation is required to notify the parent and student that either one may request that the information not be released by process necessary to complete this requirement. The parent or student must make the request in writing at the end of the student's sophomore year in high school. This is a one-time opt-out opportunity. If the student opts-out in his/her sophomore year and later changes his/her mind a revocation may be made. Parents and adult students may refuse to allow the Corporation to disclose any or all of such "directory information" upon written notification to the Corporation within fourteen (14) calendar days after receipt of the Corporation's public notice.

#### **1.4 School Closings and Delays**

Decisions to close school are made by the Superintendent. Whenever the weather is questionable, students/families are urged to register with our automatic calling system, listen to local radio and TV stations as well as social media for school related announcements.

TV: WISH Channel 8, WTHR Channel 13

Social Media: BRV Jr-Sr High School Facebook, Twitter: @BRVPrincipal, @BRV\_SchoolCorp

#### **1.5 Communication**

As high school students mature into young adulthood, we must be mindful of their need to become more independent. During this time, young adults should begin to advocate for themselves, however, the parents and school must continue to provide the appropriate support system to ensure student success.

To receive accurate and timely information, parents must provide correct contact information to the school. Updated phone numbers, addresses, emergency contacts, and correct email addresses can all be updated in PowerSchool, or by calling the high school office. If this information is incorrect, you will not receive communication from the high school. Below are the many ways to communicate with and stay up to date with what is going on at the high school:

- I. PowerSchool Parent Access: Parents can keep track of student grades, homework, behavior, and attendance through PowerSchool Parent Access.



- II. Telephone: Every teacher has a phone with voicemail for messages. During the school day, teachers may not be available to talk; calls will be returned as soon as possible.
- III. E-mail: The fastest way to get in touch with most teachers. Addresses are listed in PowerSchool and the BRV website.
- IV. In Person: Parents are encouraged to have conferences with the teachers and/or counselor of their student. When possible, twenty-four (24) hours' notice is appreciated.
- V. General Updates and Information
  - A. BRV Website: Access to administration, teacher, and staff e-mails, phone numbers, as well as other basic school information.
  - B. BRV Jr-Sr. HS Facebook Page and on Twitter @BRVPrincipal: Keep up to date on school-wide news.
  - C. BRV Athletics Twitter Page: Keep up to date on corporation-wide news as well as athletics and other extracurricular activities.
  - D. BRV Athletics Website: Information specifically pertaining to Viking sports.

### **1.6 Visitors -**

For the safety and security of our students and staff, any individual who is not an employee of the corporation must report to the school office upon entering the building. All visitors must present a valid identification card. All visitors must be granted access through the main entrance and receive an identification badge to be worn at all times. Former students of BRV JR-SR HS will not be allowed to return during lunch periods (or other periods of time as well) simply for the sake of visiting students. Please do not invite boyfriends or girlfriends to campus for any reason. If contact with a current student is not for an emergency purpose, all visitors will be asked to leave campus.

## **SECTION 2 - ATTENDANCE**

### **2.1 Attendance Policy**

Our goal is for students to be in attendance every day - except in cases of extended illness or extremely unusual situations, more than seven (7) days out of school (excused or unexcused) is considered excessive. Pursuant to IC 20-33-2-3.2, "attend" means to be physically present: (1) in a school; or (2) at another location where the school's educational program in which a person is enrolled is being conducted; during regular school hours on a day in which the educational program in which the person is enrolled is being offered." Attendance is the responsibility of the student and his/her parent(s)/guardian(s) to ensure good attendance. It is the responsibility of the school to enforce the attendance rules established by the Blue River Valley School Board and the compulsory attendance laws of the state.

## 2.2 Excused Absences (Countable/Non-Countable)

Excused Absences are defined as absences that the school corporation regards as legitimate reasons for being out of school. Excused Absences are divided into two categories:

- I. Non-Countable
  - A. BRV JR-SR HS discourages scheduling appointments during the school day, however, there are times when this is unavoidable. The following instances do not count towards the 10-Day Limit:
    - Medical/Dental/Other Clinical Appointments - Verified in writing by physician, arranged through the School/Guidance Office.
    - Certificate of Incapacity Form – Verification from physician stating irregular attendance.
- II. Countable - Absences that are limited to ten (10) per semester
  - Illness - Verified communication from parent.
  - Medical Appointments - Verified by communication from parent; not verified by Physician.
  - Pre-Arranged Absences - Follow Pre-Arranged policy or will be considered Unexcused.
  - College Visit – W/out parent accompaniment; arranged through guidance.
  - Family Funeral - Relative or friend.
  - Family Illness/Medical
  - Unexcused Absences
  - Military Connected Families

When a student reaches five (5) Countable Absences (per semester), the following procedures will be implemented:

- 5th Absence: Parents will be notified electronically.
- 7th Absence - Parents will be notified by mail.
- 9th Absence: Meeting with the parent and the student. Certificate of Incapacity shall be presented to physician and returned to school indicating student is capable of regular or irregular attendance which results in one of two options:
  - Irregular Attendance: An individualized plan, taking physician's recommendations into account, may be implemented to meet student needs during time of absence.
  - Regular Attendance: Students are expected to be in attendance every day unless excused by a physician.
- 10th Absence: Additional absences, unless excused by a physician, will be considered unexcused and students will not earn credit for days missed. Students with 10 or more unexcused OR 17 total countable absences (per school year) are considered Habitual Truants and will be reported as such. See Habitual Truancy, for more information.

### **2.3 Exempt Absences**

In these circumstances, the student is to be excused from school, is not to be recorded as absent, and is not to be penalized in any way from the school. The governing body of a school corporation may authorize the absence and excuse a student who attends any educationally related non-classroom activity if the activity is consistent with and promotes the educational philosophy and goals of the school corporation; facilitates the attainment of specific educational objectives; is part of the goals and objectives of an approved course or curriculum; represents a unique educational opportunity; cannot reasonably occur without interrupting the school day; and is approved in writing by the school principal. The following absences are Exempt, and will not count towards the 10-day limit:

- Page/Honoree of the General Assembly.
- Precinct election board; helper to a political candidate or party on the date of a municipal, primary, or general election.
- Subpoenaed to testify in court.
- Serving with the National Guard for no more than ten days.
- Serving with the Civil Air Patrol.
- School Related Activities/field trips, musical performances, CTSO contests and conferences, job shadow, etc.
- Funeral/Calling for Immediate Family Member, parent, guardian, grandparent, sibling, brother/sister-in-law, aunt, uncle, child, spouse, or household member.
- Religious Observance
- Student or member of the student's household exhibits or participates in the Indiana State Fair for educational purposes.

### **2.4 Unexcused Absence**

Unexcused Absences are not recognized as legitimate reasons for being out of school. Unexcused absences count towards a student's limit of 10 days and may result in making up missed time in detention and/or other disciplinary action. The following are considered Unexcused Absences:

- Truancy
- Work (employment); Hunting/Fishing; Shopping
- Oversleeping; Automobile problems
- Preparation for dance (i.e., prom)
- Sent home for improper dress
- Pre-arranged, but didn't follow policy
- Absences beyond 10-day limit (countable)
- Other, as defined by administration

The principal (or designee) has the authority to excuse up to two days of absences that have unique and/or extenuating circumstances not covered above.

## 2.5 Truancy

Truancy is defined for the purposes of this policy as an absence from school (or an assigned area) without the knowledge of a parent and/or without permission from the school. Truancy is treated as a serious offense and will be treated as such in the disciplinary code. Students who are Truant will not receive credit for work missed.

## 2.6 Habitual Truancy

IC 20-20-8-8 defines habitual truancy to include students absent ten (10) days from school within a school year without being excused or without being under a parental request with the school. Chronic absenteeism includes students absent from school for ten percent (10 percent) or more of a school year for any reason.

Under IC 20-33-2-25, the "Superintendent or attendance officer having jurisdiction shall report a child who is habitually absent from school in violation of this chapter to an intake officer of the juvenile court or the department of child services. The intake officer or the department of child services shall proceed in accord with IC 31-30-through IC 31-40.

Students are reported to the Bureau of Motor Vehicles and permit/license privileges are suspended.

## 2.7 Pre-Arranged Absences

Parents of BRV School Corporation students should make every effort to schedule vacations, family trips, etc. during non-school times. In the event that a child must be taken from school, the following guidelines are to be followed (Failure to meet all criteria will result in an unexcused absence):

- Notify school **at least one week** in advance to process requests and provide assignment(s).
- Planned activity must involve participation of student's parent, guardian or grandparent.
- A student may have up to 5 pre-arranged absence days per school year.
- Planned absences are not recommended to extend vacations (Christmas/Spring Break).
- Pre-arranged absences are countable toward the permitted limit.
- No pre-arranged absence will be approved during the final eight (8) days of the semester.
- Students seeking a pre-arranged absence must be passing all classes or subjects.
- The principal may grant a waiver for emergency or unusual circumstances.

## **2.8 Appointments - Leaving School Early/Arriving Late**

Parents are encouraged to schedule doctor and dental appointments outside of the school day whenever possible. If a student must leave school early, parents of BRV are required to come to the school office and sign the student out. BRV Jr-Sr High School students who must leave school early must follow these procedures:

- Written note/phone call from parent/guardian or in-person communication with Office.
- Receive permission from the Attendance Office.
- Sign out stating time of departure and reason for leaving. AM appointments should return for afternoon classes and should sign back in at the Attendance Office.
- Verification of appointment from medical professional presented to office.

## **2.9 Absences and After School Activities**

Students must be in attendance at school by the beginning of first period to attend extracurricular games and/or contests that day. Exceptions would be approved pre-arranged absences, school-related functions, medical appointments verified by a doctor's note, a note from a parent explaining any family emergency, or a note from another meeting involving a professional. Students too ill to come to school on time are too ill to attend after school games and/or contests.

## **2.10 Absence Reporting**

Parents are asked to call the school between the hours of 7:30 - 9:00 A.M. each day their son/daughter is absent from school. Student phone calls are not acceptable. Parents can also call and leave a message on the school voicemail twenty-four (24) hours a day (836-4811). Notes from medical offices must be submitted with two (2) days of the student returning to school to be considered excused-countable.

## **2.11 Make-Up Work**

Make-up work is required for all absences. When a student has been absent, it is his/her responsibility to check with the teacher(s) for make-up assignments and due dates. Upon returning to school, it is the student's responsibility to request make-up information. Alternative assignments may be given to a student for class activities missed which cannot be made up. When not completed in a timely fashion, the student could be assigned after school time to complete it. An absence is not an excuse for late/unfinished work or being unprepared for an assessment – unless new material is covered during the absence, students should expect to take tests/quizzes and to turn in work on due dates, regardless of attendance. Credit will be given for all make-up work, except for truancy and unexcused absences over the 10-day limit.

## 2.12 Tardy

Students not in their assigned class (area) prior to the beginning of the ringing of the tardy bell are considered tardy to class.

	1st	2nd	3rd	4th	5th	6th
Tardy to Class (per class period)	Teacher Warning	Parent Notification	Lunch Detention	1 Hour Detention; Not Good Standing	2 Hour Detention	Admin. Discretion
Tardy to School	Verbal Warning	Verbal Warning	Lunch Detention	1 Hour Detention; Not Good Standing	2 Hour Detention	Admin. Discretion

A student who is late to class more than 15 minutes will be counted “absent” for that period. This will not apply if the student has a properly verified pass from the office.

## 2.13 Career Center and Attendance

Career Center students are required to attend classes at BRV Jr-Sr High School every day school is in session, even on abbreviated school days due to weather conditions, teacher in-service, or other reasons. The number of classes to be attended will be determined by the administration and specific conditions will be taken into consideration. From time-to-time, NCCC students will ask for permission to return to BRV campus to attend a special convocation or pep session. Permission will be granted by the administration only, and correspondence at the NCCC is mandatory.

## 2.14 College Visits

Junior and Seniors may make arrangements for college visits during the course of the school year. The arrangements must be made at least 48 hours in advance of the trip. Completed forms are to be turned in to the office. Juniors may make 2 visits and seniors may make 5 such visits. These absences will not count toward the 10-day absence limit if accompanied by parent/guardian. Otherwise, the absences do count toward the 10-day limit. College visits should not be scheduled during the last week of a nine weeks or the last 8 days of a semester.

## 2.15 Military Appointments

At times it is necessary for students interested in a military career to miss school for an interview or physical. Juniors and Seniors may use up to 3 days during the school year for such appointments. Arrangements should be made through the guidance office and must be verified in writing by the recruiting coordinator. The 3 days will not count toward the 10-day limit.

## **2.16 Withdrawal or Transfer**

Under Indiana Law, any student who is at least sixteen (16) years of age but is not yet eighteen (18) years of age, may withdraw from school prior to graduation after an exit interview with the student's parent or guardian and the student's principal is conducted with the appropriate school employee. Consent by all three parties required. A student may not withdraw from school unless the withdrawal is due to 1) Financial hardship and the student must be employed in order to support the family; 2) the student's illness; or 3) an order of a court with jurisdiction over the student.

## **SECTION 3 – STUDENT CONDUCT**

### **3.1 Good Standing Status at BRV**

Students who are not in good standing are not eligible to participate in School Day Field Trips (including College visits), Friday Clubs or Activities, School Dances, etc.

#### **Good Standing at Blue River Valley Junior High School (Grades 7-8)**

- Restarts every 9 weeks
- Must meet all 3 categories

##### **Attendance**

- Less than 3 unexcused absences per 9 weeks.

##### **Academics**

- Passing 5 classes at midterms and quarters

##### **Behavior**

- Identified Below in the Progressive Discipline Chart
- Administrative Discretion

#### **Good Standing at Blue River Valley High School (Grades 9-12)**

- Restarts every 9 weeks
- Must be in good standing in all three categories.

##### **Attendance**

- Less than 3 unexcused absences per 9 weeks.

##### **Academics**

- Passing 5 classes at midterms and quarters.

##### **Behavior**

- Identified Below in the Progressive Discipline Chart
- Administrative Discretion

### 3.2 Progressive Discipline Measures

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

Level 1	1st	2nd	3rd	4th	5th	6th
Disruption of Educational/ Transportation Atmosphere (Disrespect, etc.) (per classroom/bus)	Verbal Warning	Parent Notification	Lunch Detention	1 Hour Detention	2 Hour Detention;	Admin. Discretion
Dress Code	Teacher Warning; Change Clothes	Parent Notification; Remain in office to work until a change of clothes	Lunch Detention; Remain in office to work until a change of clothes	1 Hour Detention; Remain in office to work until a change of clothes;	2 Hour Detention; Remain in office to work until a change of clothes	Admin. Discretion
Cell Phone Violation	Confiscation until the end of the day	Confiscation; 1 Hour Detention; Parent Pick-up	Confiscation; 1 Hour Detention; Parent Pick-up;	Confiscation; 2 Hour Detention; Parent Pick-up	Confiscation; 2 Hour Detention; Parent Pick-up	Admin. Discretion
Swearing/ Vulgarity/ Public Displays of Affection	Teacher Warning	Parent Notification	Lunch Detention	1 Hour Detention;	2 Hour Detention;	Admin. Discretion
Technology Misuse (Distractions, Videos, etc.)	Teacher Warning	Parent Notification	Lunch Detention	1 Hour Detention	2 Hour Detention	Admin. Discretion
Tardy to Class (per class)	Teacher Warning	Parent Notification	Lunch Detention	1 Hour Detention	2 Hour Detention	Admin. Discretion
Tardy to School	Verbal Warning	Verbal Warning	Lunch Detention	1 Hour Detention	2 Hour Detention	Admin. Discretion



**Level 2 and 3 - All Level 2 and 3 requires parent notification**

Level 2	1st	2nd	3rd	4th	5th	6th
Cheating	1 Hour Detention; Receive a zero on the assignment; Not Good Standing	2 Hour Detention; Receive a zero on the assignment	1-3 ISS; Receive a zero on the assignment	Fail the Course for the 9-weeks	Fail the Course for the Semester	
Skipping Class	1 Hour Detention	2 Hour Detention; Not Good Standing	1-3 ISS	3-5 ISS	1-5 OSS	Admin. Discretion
Skipping After School Detention	2 Hour Detention; Not Good Standing	1-3 ISS	3-5 ISS	1-3 OSS	3-5 OSS	Admin. Discretion
Truancy	1-3 Days ISS; Not Good Standing	3-5 Days ISS	1-3 Days OSS	3-5 Days OSS	Expulsion	
Insubordination	1 Hour Detention; Not Good Standing	2 Hour Detention;	1-3 ISS	1-3 Days OSS	3-5 Days OSS	Expulsion
Hitting/Striking / Teasing	Lunch Detention	1 Hour Detention; Not Good Standing	2 Hour Detention	1-3 Days ISS	3-5 Days ISS	Admin. Discretion
Intentional Technology Damage	Technology Warning	Restitution ; Lunch Detention	Restitution; 60 Minute Detention; Not Good Standing	Restitution; 120 Minute Detention	Restitution; 1-3 OSS	Admin. Discretion

Level 3	1st	2nd	3rd	4th	5th
Habitual Offender	Behavior Contract	Expulsion			
Vandalism/ Destruction of Property	1 Hour Detention/ Restitution	2 Hour Detention/ Restitution	1-5 ISS/ Restitution	1-5 OSS/ Restitution	Expulsion/ Restitution
Threats/ Intimidation/ Fighting	1-3 OSS	3-5 OSS	Expulsion		
Bullying/ Cyberbullying/ Harassment	1-3 OSS	3-5 OSS	Expulsion		
Technology Misuse (Pornographic Material, Identity Theft, etc.)	1-3 OSS	3-5 OSS	Expulsion		
Tobacco/ E- Smoking Devices	3 Day OSS	5 Day OSS	Expulsion		
Alcohol	Expulsion				
Firearms/ Weapons/ Falsifying Alarms and Threats	Expulsion				
Drugs or Paraphernalia	Expulsion				
Theft	2 Hour Detention; Restitution	1-3 OSS; Restitution	3-5 OSS; Restitution	Expulsion; Restitution	
Public Indecency	1-3 ISS	1-3 OSS	3-5 OSS	Expulsion	

## Grounds for Suspension or Expulsion

The grounds for suspension or expulsion listed in Section A 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 (including summer school);
- Off school grounds at a school activity, function, or event; or
- Traveling to or from school or a school activity, function, or event.

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

### I. Student Misconduct and/or Substantial Disobedience

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

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

- B. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable conduct.
- C. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
- D. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
- E. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
- F. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person.
- G. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.
- H. Threatening (whether specific or general in nature) injury to persons or damage to property, regardless of whether there is a present ability to commit the act.
- I. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
- J. 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.
- K. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.
  - 1. Exception to Rule K: 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.
- A. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverages, stimulant, depressant, or intoxicant of any kind.
  - B. Possessing, using, transmitting, or being affected by caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind, or any other similar over-the-counter products.
  - C. Possessing, using, distributing, purchasing, or selling tobacco or nicotine devices containing products of any kind or in any form (to include any e-smoking device).
  - D. Offering to sell or agreeing to purchase controlled substances/alcoholic beverages.
  - E. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
  - F. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
  - G. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
  - H. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
  - I. Aiding, assisting, agreeing or conspiring with another person to violate these student conduct rules or state or federal law.
  - J. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
  - K. Taking, recording, displaying and/or distributing pictures (digital or otherwise), video or audio recordings without the consent of the student or staff member in a situation not related to a school purpose or educational function.
  - L. Possessing sexually-related materials which include images displaying uncovered breasts, genitals, or buttocks.
  - M. "Sexting" or using a cell phone or other personal communication device to possess or send text or email messages containing images reasonably interpreted as indecent or sexual in nature. In addition to taking any disciplinary action, phones will be confiscated, and students should be

aware that any images suspected to violate criminal laws will be referred to law enforcement authorities.

- N. Engaging in pranks or similar activity that could result in harm to another person.
  - O. Using or possessing gunpowder, ammunition, or inflammable substance.
  - P. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
    - 1. engaging in sexual behavior on school property;
    - 2. engaging in sexual harassment of a student or staff member;
    - 3. disobedience of administrative authority;
    - 4. willful absence or tardiness of students;
    - 5. engaging in speech or conduct, including clothing, jewelry or hair style, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity;
    - 6. violation of the school corporation's acceptable use of technology policy or rules;
    - 7. violation of the school corporation's administration of medication policy or rules;
    - 8. possessing or using a laser pointer or similar device.
    - 9. possessing or using mace, pepper spray, or any other material or item that has caused or will imminently cause substantial disruption to school operations.
  - Q. Using a technology device to engage in an activity that violates school rules.
  - R. Any student conduct rules the school building principal establishes and gives notice of to the students and parents.
- II. Bullying
- A. This rule applies when a student is:
    - 1. On school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group (including summer school);
    - 2. Off school grounds at a school activity, function, or event;
    - 3. Traveling to or from school or a school activity, function, or event;
    - or
    - 4. Using property or equipment provided by the school;
  - B. Bullying by a student or groups of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student through overt, repeated acts or gestures, including verbal or written communications transmitted, and/or physical acts committed, or any other similar behavior is prohibited.
  - C. Use of data or computer software that is accessed through a school computer, a school computer system, or a school computer network to engage in any bullying conduct described in this rule is also prohibited.

- D. Parents or students who suspect acts of bullying are taking place need to report the matter to the school principal/designee. School personnel will investigate all reports of bullying.
  - E. 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 violation.
  - F. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
  - G. 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.
  - H. The penalty for violation of this section prohibiting bullying: up to 10 days suspension and expulsion from school for a period not to exceed the remainder of the current semester and one full semester.
- III. Possessing A Firearm or A Destructive Device
- A. No student shall possess, handle or transmit any firearm or a destructive device on school property.
  - B. The following devices are considered to be a firearm under this rule:
    1. Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
    2. The frame or receiver of any weapon described above;
    3. Any firearm muffler or firearm silencer;
    4. Any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device;
    5. Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has a barrel with a bore of more than one-half inch in diameter; -
    6. Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled;
    7. An antique firearm; or
    8. A rifle or a shotgun that the owner intends to use solely for sporting, recreational, or cultural purposes.
  - C. For purposes of this rule, a destructive device is:
    1. an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more

than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above,

2. a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or
3. a combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.

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

#### IV. Possessing A Deadly Weapon

- A. No student shall possess, handle or transmit any deadly weapon on school property.
- B. The following devices are considered to be deadly weapons for purposes of this rule as defined in I.C. 35-31.5-2-86:
  1. a weapon, tasers or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury;
  2. an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime; or
  3. a biological disease, virus, or organism that is capable of causing serious bodily injury.
- C. The penalty for possession of a deadly weapon: up to 10 days suspension and expulsion from school for a period of up to one calendar year.
- D. The superintendent may notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

#### V. Unlawful Activity

A student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria that takes place during



weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

### **3.3 Legal Settlement**

A student may be expelled if it is determined that the student's legal settlement is not in the attendance area of the school where the student is enrolled. I.C. 20-33-8-1 et seq., I.C. 35-31.5-2-86, I.C. 35-47.5-2-4, I.C. 35-47-1-5

### **3.4 Student Hazing**

Hazing of any type is inconsistent with the educational process and prohibits such activities at any time in school facilities, on school property, and at any Corporation-sponsored event.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of intention into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Administrators, faculty members, and other employees of the corporation shall be alert to possible situations, circumstances, or events which might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All members, and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil and criminal penalties in accordance with law.

### **3.5 Anti-Bullying Policy**

"Bullying" (per IC 20-33-8-2) 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 other targeted student and create for the targeted student an objectively hostile school environment that:

- places targeted student in reasonable fear of harm to targeted student's person or property;
- has a substantially detrimental effect on the targeted student's physical or mental health;
- has the effect of substantially interfering with targeted student's academic performance; or

- has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

Bullying fosters a climate of fear and disrespect that can seriously impair the physical and psychological health of its victims and create conditions that negatively affect learning. Bullying includes unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. The imbalance of power involves the use of physical strength, or popularity to access embarrassing information to control or harm others. Bullying can occur anywhere (in-school or outside of school) and at any time – both during and after school hours. Bullying can include physical bullying, verbal bullying, social/relational bullying, and electronic/written communication.

### **Physical**

Hurting a person's body or possessions; Hitting/kicking/punching, spitting, tripping or pushing; taking/breaking someone's things; making mean or rude hand gestures.

### **Verbal**

Saying mean things; Teasing, name-calling, inappropriate sexual comments, taunting, or threatening to cause harm.

### **Social/Relational**

Hurting someone's reputation or relationships; telling others not to be friends with someone, leaving someone out on purpose, spreading rumors, or embarrassing someone in public.

### **Electronic/Written**

Cyber-bullying, collective or group note writing; bullying through electronic devices.

**All acts of bullying as defined by the law will be reported to the administration and fully investigated. Appropriate actions will be taken upon investigation.**

## **3.6 Sexual Harassment Policy**

It shall be the policy of Blue River Valley School Corporation to maintain a learning and working environment which is free from any kind of sexual harassment. It shall be a violation of this policy for any employee, student, or volunteer to harass any other employee, student or volunteer through conduct or communication of a sexual nature.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when made by any employee or volunteer to a student, when made by a student to any employee or volunteer, or when made by any student to another student. Contact of a sexual nature is defined as including verbal or physical sexual advances and/or comments regarding physical or

personality characteristics of a sexual nature. Sexual harassment, as defined above, may include but is not limited to the following unwelcome activities:

- Suggesting or demanding sexual involvement accompanied by implied or implicit threats.
- Circulation of graphic/printed materials w/ sexual/demeaning implications.
- Pressure to participate in sexual activity.
- Repeated remarks with sexual or demeaning implications.
- Unwelcome touching.
- Verbal harassment or abuse.

### **3.7 Civil Rights Non Discrimination Grievance Procedure**

This nondiscrimination grievance procedure applies to civil rights regulatory TITLE VI (race, color, national origin including limited English proficiency), TITLE IX (sex, gender), SECTION 504 of the REHABILITATION ACT OF 1973 (handicapping condition), and the Americans With Disabilities Act. Interested parties include school corporation officers, employees, students and patrons. The nondiscrimination procedure applies to acts or omissions relating to protected rights based upon age, race, color, religion, sex, handicapping condition, and national origin including limited English proficiency. The civil rights regulations require the identification and notification of employees, students, and patrons of the corporation's Civil Rights Coordinator(s).

The building principal or designee serves as the compliance coordinator for allegations of building level violations affecting students, employees, or building patrons.

The superintendent or designee serves as the compliance coordinator for violations at the corporate level such as policy or practice. The corporation must also post and publish its non-discrimination policy statement. Blue River Valley School Corporation is committed to equal opportunity and does not discriminate on the basis of age, race, color, religion, sex handicapping conditions, or national origin including limited English proficiency, in any employment opportunity. No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational program or student activity. If you have experienced discrimination in such educational programs or activities, written inquiries about procedure that are available and for consideration for complaints alleging such discrimination should be directed to: Blue River Valley Schools, 3038 US Highway 36 E., New Castle, IN 47362, (765)836-4816

### **3.8 Electronic Devices (Cell Phones, Laptops, iPads, etc...)**

- I. I. Student Expectations and Consequence
  - A. BRV JR-SR HS uses technology to enhance the learning process. The taking of pictures and videos are not permitted unless prior approval. Listening to music and playing games may be permitted with prior

approval. Failure to follow these guidelines will be considered a violation of the student discipline policy.

## II. Cell Phone Pornography

- A. Indiana law requires that any person who becomes aware that a student is in possession of or disseminating child pornography, including cell phone pornography, has a DUTY TO REPORT to officials.
- B. IC 35-42-4-4 Child exploitation; Possession of child pornography; Violation classification; Exemption; Definitions states in part; Sec.4. (a) “Disseminate” means to transfer possession for free or for a consideration...(b) A person who knowingly or intentionally:
  - 1. manages, produces, sponsors, presents, exhibits, photographs, films, videotapes, or creates a digitized image of any performance or incident that includes sexual conduct by a child under eighteen (18) years of age;
  - 2. disseminates, exhibits to another person, offers to disseminate or exhibit to another person, or sends or brings into Indiana for dissemination or exhibition matter that depicts or describes sexual conduct by a child under eighteen (18) years of age: or
  - 3. makes available to another person by computer, knowing that the computer’s fixed drive or peripheral device contains matter that depicts or describes sexual conduct by a child less that eighteen (18) years of age;
- C. A person who knowingly or intentionally possesses:
  - 1. picture; drawing; photograph; negative image; undeveloped film: motion picture; videotape digitized image; or
  - 2. any pictorial representation; that depicts or describes sexual conduct by a child who the person knows is less than (16) years of age or who appears to be less than sixteen (16) years of age, and that lacks serious literary, artistic, political, or scientific value commits possession of child pornography, a Class D felony.

## 3.9 Parking/Driving

### I. Guidelines

- A. Driving to school is a privilege, which must fall within the bounds of courtesy and using common sense. Students having a valid driver’s license, liability insurance (Permit is \$5).
- B. Park only in the southeast lot in the designated student area.
- C. Students must leave their vehicle and enter the building immediately after arriving.
- D. Students must follow all administrative dismissal procedures.
- E. Returning to cars between the hours of 8:00 a.m. and 3:05 p.m. is not permitted without prior permission from the office.

- F. Students are expected to observe all traffic laws while traveling to and from school. The speed limit in the parking lot is 10 mph.
  - G. Vehicles may be subject to search if there is reasonable suspicion that the vehicle contains contraband.
  - H. Vehicles are to be parked within the marked parking space.
  - I. Purchased parking spaces are to be occupied by the owner only.
  - J. Students should exit onto Viking Trail; do not exit through the elementary parking lot.
  - K. Student drivers must complete a random drug consent form and participate in the random drug test program.
- II. Suspension of Driving Privileges
- A. School Driving Privileges
    - 1. Students who do not follow the guidelines set forth above may lose the privilege of driving to and from school.
    - 2. Exceeding speed limit, not following basic traffic rules, traveling to and from school in a reckless manner, etc...will result in loss of this privilege.
  - B. Driver's License/Learner's Permit
    - 1. All students between the ages of 13 and 18 who fall under the following categories may have their driver's license/permit suspended through the BMV:
      - a) Habitual truants
        - (1) One who has been found by the school administrator to have been missing from school without the knowledge or permission of the school or the parents on at least three separate occasions during the school year.
        - (2) The Indiana Court of Appeals defines truancy as "willful refusal to attend school in defiance of parental authority".
      - b) Expelled from school
      - c) Have been suspended out of school 2 or more times
      - d) Quit school after age 16 (but not after age 17) w/out parent written permission, will be reported to the Indiana BMV.
    - 2. The principal will submit students' names on a periodic and timely basis so that the Bureau can act upon denying or suspending the student's driver's license.
    - 3. A person described as a habitual truant is entitled to a hearing under IC 20-8.15-10. Each person described as a habitual truant 13 to 18 is entitled to a periodic review of attendance record to determine whether the prohibition shall continue. In no event may the periodic reviews be conducted less than one time each school year.

4. Upon review, the governing body of the school corporation may determine that the person's attendance record has improved to the degree that the person may become eligible to be issued an operator's license or learner's permit. The governing body shall submit to the BMV pertinent information concerning ineligibility.

### **3.10 Dress Code**

Students must follow any dress code recommendations given by the local or state health department, the board of trustees, or the administration.

The appearance and dress of any student is the primary responsibility of both the student and the

parent. Students are expected to maintain an appearance that is appropriate for school and

conducive to the educational atmosphere. Whenever a school official considers a student's appearance to be inappropriate, immodest, or distracting to the educational environment, a conference will be held, and the student will be asked to make necessary accommodations.

The following are examples of clothing or items that are considered to be inappropriate:

- Clothing with inappropriate language, graphics, slogans, or clothing that promotes secret organizations or sexual innuendo.
- Sunglasses, hats or headwear (including hoods) should be placed in lockers before reporting to Homeroom.
- Shoes are to be worn at all times.
- Heavy or long coats should not be worn during the school day.
- Short shorts, short skirts/dresses.
- Pants, skirts & shorts are to be worn at waist-line or above, not pulled down below the hips.
- Shirt tops must have sleeves and shoulders must be covered. Cutoffs will not be allowed.
- Clothing that exposes cleavage, midriff, or buttocks is inappropriate. Apparel that exposes undergarments is unacceptable.
- Dog collars, chains, studded bracelets or anything that can be used as a weapon cannot be worn to school.

### **3.11 Classroom Discipline Policy**

Teachers have the right to teach and students have the right to learn. If during class, a student causes a disruption to the learning process, the steps outlined in the Progressive Discipline Chart above. Teachers may have established classroom policies in addition to the school policy.

### **3.12 Out-Of-School Suspension/Day Reporting**

While serving an out of school suspension the student will not be permitted to be on campus for any reason, unless permission has been granted by the school principal or assistant principal. Students are expected to get assignments to be completed while serving their suspension and turned in when returning to school.

Under the Day Reporting Program, students who are suspended for certain offenses will be required to report, along with their parents, to court at 8:00 a.m. on the first day of their suspension. After an initial hearing before the court, the student will be involved in community service, at noon a supervised lunch, followed by homework assignments and then special classes. Pick-up time is 3:45 at Community Corrections. The school will attempt to contact the parent and the student the day before needing to report to the court. Failure to appear may result in a bench warrant.

### **3.13 Detention**

Detention can be held during lunch or after school and Friday Night School assignments will be held on Fridays from 3:15pm until 5pm. Detentions can be from 30 minutes up to 2 hours and can be spread out over several days. It is the responsibility of the student to obtain class assignments from each teacher prior to attendance at detention.

- Students will not be allowed to go to lockers or use the telephone (emergency excepted).
- Students will not be allowed to put their heads down or sleep.
- No electronics, cards, or other recreational articles will be allowed in the room.
- No food or beverages may be consumed in the room (exception Lunch Detention).
- Students are required to have class assignments with them.
- Tutoring in some subjects may be available to the students.
- A student who has a medical excuse, death in the family, or is otherwise excused will be assigned a make-up by the principal.

**FAILURE TO ATTEND DETENTION MAY RESULT IN OUT-OF-SCHOOL SUSPENSION:** When a student fails to comply with all rules, he/she may be sent home from detention by the teacher in charge. Any disciplinary disruption in detention will result in an out-of-school suspension(s).

### **3.14 Assembly/Convocation**

BRV Jr-Sr High School has school wide assemblies/convocations from time to time. During such activities, all school rules apply. Students are expected to be attentive and respectful.

### 3.15 Bus Conduct

To maintain safe and comfortable transportation, students must act responsibly when riding the school bus. **RIDING THE BUS IS A PRIVILEGE.** All school rules and regulations apply to conduct on the school buses. Failure to follow reasonable directions of a driver or violation of school rules may result in suspension from school or denial of bus riding privileges. If this occurs, the parents and the principal must be notified by the bus driver within 24 hours of the incident. Students must not behave in a manner which interferes with the bus driver:

- Board the bus in an orderly manner
- Possession/use of tobacco is not permitted
- Profanity, name calling, horseplay is not allowed
- Vandalism and littering are prohibited.

### 3.16 Cheating

Cheating is a serious offense. Any student who chooses to be dishonest or untrustworthy on a given test, quiz, or assignment, will be penalized. This infraction includes giving or receiving of information.

### 3.17 Dances

All school rules apply to dances. Violators will be treated the same as during school. **THERE ARE NO PASS OUTS.** Students that leave early will be asked to notify their parents/guardians before signing out with the sponsoring chaperone.

Junior high students are not able to go to Prom and are not able to bring non-BRV guests to dances. High school students may ask permission to bring **one** non-BRV student to a dance and are responsible for the guest's behavior. All guest requests must be completed one week prior to the dance. The administration has final approval of all guests. Guests of a BRV student must:

- Be a high school graduate or
- Be enrolled in another school or post-secondary institution or
- Have received a GED - and –
- Be 21 years of age or under.

### 3.18 Lockers

Lockers are the property of Blue River Valley School Corporation. With reasonable suspicion lockers can and will be opened for inspection if believed to house any material illegal and/or detrimental to the health and safety of a student of the student body, or material that is in violation of school rules. The school is not responsible for lost or stolen articles. Protect your locker combination. Do not store your belongings in another student's locker. Blue River Valley School Corporation is not responsible for personal property at any time.



### **3.19 Field Trips**

All school rules and regulations will be observed during field trips. Conduct must be consistent with in-school behavior. Students are to obtain assignments given during their absence before the trip and complete/turn in all work due the day(s) of the trip. Students with failing grades, poor attendance, and/or consistently missing assignments may be denied the privilege of attending a field trip.

### **3.20 Book Bags**

Book bags may be used to carry books to and from school, but they are to be left in your locker during the school day. This also applies to athletic bags or any other bag used to carry books.

### **3.21 Student Relationships**

School is neither the time nor the place for an overt show of affection. Any inappropriate display of affection in school will result in the student(s) being asked to refrain from this behavior. Never will necking, kissing, embracing or any other action that brings inappropriate notice to an individual be considered proper and permissible. The student(s) will be considered insubordinate and dealt with according to the discipline policy and procedures within this handbook.

### **3.22 School Property**

Students are responsible for all school property such as textbooks, materials, supplies, computers and other hardware, software, library, and lab materials issued to them during the school year. Lost or damaged items are the financial responsibility of parents. School property is to be treated with respect and care. Vandalism of any kind of school property will be addressed as a serious problem and damages are the financial responsibility of the student/parent(s).

Unreasonable damage to textbooks will result in fines: Writing on pages-erasable (\$2.00), non-erasable (\$5.00); Binding torn (\$2.00); Broken back(s) (1/2 or full cost of book); Extensive water damage (full cost of book); Damaged to point it cannot be reissued (full cost of book); Book not returned/lost (full cost of book).

### **3.23 Hall Passes**

All students leaving their classrooms during the day must have a hallway pass, signed by their supervising teacher.

### **3.24 Work Permits**

All students 14 through 17 years of age must obtain a work permit if they are gainfully employed. Permits are issued in the office. This is true for work during the school year and summer vacation as well. Permits may be refused or rescinded for low grades, discipline issues, or poor attendance.

### **3.25 Internet Use**

The purpose of the Internet is to support research and education in the Blue River Valley School Corporation by providing access to unique resources and the opportunity for collaborative work. The use of a student account must be in support of education and research and consistent with the educational objectives of the Blue River Valley School Corporation. Use of other organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any US or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene materials, or materials protected by trade secrets. Use for commercial activities is not acceptable. Use for product advertisement or political lobbying is also prohibited. The use of the Internet is a privilege, not a right, and inappropriate use will result in disciplinary action. This includes checking personal email, instant messaging, chat rooms, etc. Students are not to tamper with the configuration, files, software, or icons of school-owned computers without teacher permission. Improper use of the Internet/computer may result in loss of computer privileges. Violations will be dealt with according to the "property damage" policy in this handbook.

### **3.26 Telephones**

School personnel will make phone calls for illness or emergency situations. Phones in other locations around the building are not for student use unless specifically for a school-related activity/function. Students must have permission from school personnel to use these phones.

### **3.27 Personal Cell Phones**

Personal cell phones are not permitted to be carried throughout any part of the school day for Junior High students. Junior High students are to put their cell phones in their lockers. Reminder: 3.18 states that BRV is not responsible for items left in lockers.

High School students are able to carry their personal cell phones with them throughout the day. Cell phones are not to be out and visible in class unless approved by the classroom teacher. Classroom teachers may request that cell phones be put in a cell phone holder at the beginning of class. Students are expected to have cell phones silenced throughout the school day.

Personal videos and/or photography are not permitted throughout the school day unless authorized by a classroom teacher or administration.

**Personal cell phones are not to be visible or used in any locker room or restroom in any manner.**

### **3.28 Vending Machines**

Candy and soft drink machines have been provided for your convenience. Open containers of soft drinks are not allowed in any classroom. No drinks are to be brought into the school from an outside source. This includes but is not limited to pop, coffee, bottled water, etc.

### **3.29 Drug Testing**

#### **I. Introduction**

- A. Blue River Valley Schools believes that the public school is to provide the best possible educational opportunities for all the youth of the community and for all adults who desire and want to pursue additional training or retraining. These opportunities must focus on the individual in terms of his/her interests, needs, abilities and capacities. It is the goal of Blue River Valley Schools to provide experiences which will equip the student to meet the responsibilities required of every citizen in our American democratic society. It shall also be the goal of the school to help the individual to acquire basic skills and attitudes necessary for him/her to live a full, productive and satisfying life.
- A. We also believe the school should make a concerted effort to affect ways of helping individuals in human understanding and relations, tolerance, and respecting the dignity of a person. Ways must be found to help individuals strive for peace among nations, peoples, and cultures. Since schools are only one agency contributing to the education of individuals, we must join hands with home and community agencies/organizations to make a wholesome and healthful environment for all people.
- B. The effective date of this program is August 1, 2014. This program does not affect the current policies, practices, or rights of Blue River Valley Schools with drug and/or alcohol possession or use, where reasonable suspicion is obtained by means other than drug testing through this policy. Blue River Valley Schools reserves the right to test any student who at any time exhibits cause for reasonable suspicion of drug and/or alcohol usage.

#### **II. Reasonable Concern**

- A. Blue River Valley Schools has a strong commitment to the health, safety and welfare of its students. Results of studies throughout the country, and an increased substance abuse problem in Henry County indicate that education alone, as a preventive measure, is not effective in combating abuse.
- B. Statistics show that the mission of Blue River Valley Schools has not been realized. Our commitment to maintaining the extracurricular activities in Blue River Valley Schools as a safe and secure educational environment requires a clear policy and supportive programs relating to detection, treatment, and prevention of substance abuse by students involved in extracurricular activities.

### **III. Purpose**

- A. The drug testing program is not intended to be disciplinary or punitive in nature. Students involved in extracurricular activities need to be exemplary in the eyes of the community and other students. It is the purpose of this program to prevent students from participating in extracurricular activities while he/she has drug residues in his/her body. And it is the purpose of this program to educate, help, and direct students away from drug and alcohol abuse and toward a healthy and drug free participation.
- B. No student shall be expelled or suspended as a result of any verified “positive” test conducted by his/her school under this program other than stated herein.

### **IV. Scope**

- A. Participation in extracurricular activities is a privilege.
- B. This policy applies to all Blue River Valley Schools students in grades 9-12 who wish to participate in extracurricular activities that are listed in the current student handbook and any other school sponsored extracurricular activities not listed. It also includes any student who wishes to drive to school, from school or during school.

### **V. Legal Obligation**

- A. Indiana Code 20-8.1-7 sets forth health measures to be governed by school officials. Most specifically, IC 20-8.7-2 establishes the responsibility of schools to assist children found to be ill or in need of treatment.

### **VI. Drug Education**

- A. The sponsor or coach of each extracurricular activity will require the attendance of all prospective participants at one or more drug education sessions. Each prospective participant shall receive a copy of this policy. The policy will be explained to them at that time.
- B. An educational presentation will also be made to educate the student about the harmful effects and consequences of alcohol and other drug abuse. Students will receive information as to where they can seek professional help, if needed, for a use or abuse problem.

### **VII. Consent Form**

- A. It is Mandatory that each student who participates in extracurricular activities sign and return the “consent form” prior to participation in any extracurricular activity. Failure to comply will result in non-participation.
- B. Each extracurricular participant shall be provided with a “consent form”, a copy of which is attached hereto, which shall be dated and signed by the participant and by the parent/guardian. In doing so, the student is agreeing to participate in the random drug testing program at Blue River Valley Jr-Sr High School.

## VIII. Testing Procedure

- A. The selection of participants to be tested will be done randomly by the principal/administrative designee, and selections will be made from time to time throughout the school year. Names will be drawn from one large pool of those agreeing to be tested. Testing may occur on a different day, Monday through Friday. This variable schedule will keep students conscious of the possibility of being tested at any time during the year. Each student will be assigned to a number that will be placed in the drawing.
- B. If the student shows signs of reasonable suspicion, the principal/administrative designee may call the student's parent/guardian and ask that the student be tested. Factors will include but are not limited to, excessive discipline problems and/or excessive absences from school. Also, a parent/guardian may request testing of his/her student.
- C. **No student will be given advance notice or early warning of the testing.** In addition, a strict chain of custody will be enforced to eliminate invalid tests or outside influences.
- D. Upon being selected for a urinalysis test under this policy, either by random draw, reasonable suspicion, request of a parent/guardian, or a "follow-up test, a student will be required to provide a sample of "fresh" urine according to the quality control standards and policy of the laboratory conducting the urinalysis.
- E. All students will remain under school supervision until they have produced an adequate urine specimen. If unable to produce a specimen, the student will be given up to 24 ounces of fluid. If still unable to produce a specimen within two hours, the student will be told he/she is no longer eligible for any of the extracurricular activities. In addition, the parents/guardian will be telephoned and informed the student is unable to produce a sample for the testing procedure and that he/she may be tested at a later date to be reinstated for eligibility.
- F. All specimens not registering within the allowed temperature of the test kit will be invalid. There is a heat strip on each of the specimen bottles indicating the validity of the urine specimen by temperature. If this occurs, the student must give another specimen.
- G. If it is proven that tampering or cheating has occurred during the collection, the student will become ineligible for all the "extracurricular activities" for the remainder of the school year. This will be reported to the parent/guardian.
- H. Immediately after the specimen is taken, the student will give the sample to the school nurse or administrator, who will read the preliminary results after 2-5 minutes. If the preliminary results are negative, the student may return to class with an admit slip or pass with the time he/she left the collection site. The principal/administrative designee must time and sign the pass.
- I. The negative specimens will be appropriately discarded. The positive specimens will be sealed in the presence of the student, and then turned over to the testing laboratory, and each specimen will be tested for alcohol, nicotine, and "street drugs" (which may include all drugs listed as controlled substances under the

laws of the state of Indiana). Also “performance enhancing” drugs such as steroids may be tested.

- J. The laboratory selected must follow the standards set by the Department of Health and Human Services. It must be certified under the auspices of the Clinical Laboratory Improvement Act (CLIA) and the Joint Commission of Accreditation of Healthcare Organizations (JCAHO).

## **IX. Chain of Custody**

- A. The certified laboratory will provide training and direction to those who supervise the testing program, set-up the collection environment, and guarantee specimens and supervise the chain-of-custody.
- B. The principal/administrative designee will be responsible for escorting students to the collection site. The student should bring all materials with him/her to the collection site and should not be allowed to go to his/her locker. (The administrator should not bring all the students drawn from the pool to the collection simultaneously. Calling four or five students at a time allows the collections to be carried out quickly and will not cause students to wait a long time, thereby creating a loss of important time from class.)
- C. Athletes may be called after school, perhaps during practice time.
- D. Before the student’s urine sample is sent to be tested by the laboratory, the student will agree to fill out, sign and date any form which may be required by the testing laboratory. If a student chooses, he/she may notify the administrator that he/she is taking a prescription medication.
- E. A packaged specimen cup will be given to each student. The cup will remain in the student’s possession until the preliminary results are read by the school nurse or administrator. If results are negative, the specimen will be properly discarded. Positive results will remain in the student’s possession until a seal is placed upon the specimen cup and lid. The student will sign that the specimen has been sealed. The seal may be broken only by the lab testing the specimen.
- F. Results from any specimens that have been sent to the designated lab for further testing will be forwarded to the building administrator for review and further action as determined by school policy.
- G. Students will be instructed to remove all coats and wash their hands in the presence of the supervisor prior to entering the restroom. The door will be closed so that the student is by himself/herself in the restroom to provide a urine specimen. The supervisor will wait outside the restroom. The student will have two minutes to produce a urine specimen. The commode may contain a dye so the water cannot be used to dilute the sample. The faucets in the restrooms may be shut off.
- H. After it has been sealed, the specimen will be packaged and shipped to the testing lab by the principal/administrative designee. The testing lab will report results back to the principal/administrative designee.

- I. In order to maintain confidentiality, the container which contains the urine specimen to be tested will not have the name of the student on the container. Instead, the student's random identification number will appear on the container. Also the results sheet for the urinalysis will be mailed back to the principal/administrative designee with no name attached; only the student's random identification number will appear on the results sheet.

## **X. Test Results**

- A. This program seeks to provide needed help for students who have a verified "positive" test. The student's health, welfare, and safety will be the reason for preventing students from participation in extracurricular activities.
- B. The principal/administrative designee will be notified of a student testing "positive" (that is, if the test shows that drug residues are in the student's system after using at least two different types of analysis). The principal/administrative designee will notify the student and his/her parent/guardian. The student or his/her parent/guardian may submit any documented prescription, explanation, or information which will be considered in determining whether a "positive" test has been satisfactorily explained. In addition, the student or parent/guardian may appeal by requesting that the urine specimen be tested again by the certified laboratory at a cost to the student or his/her parent/guardian.
- C. If the test is verified "positive", the principal/administrative designee may meet with the student and his/her parent/guardian at a school corporation facility. The student and parent/guardian will be given the names of counseling and assistance agencies that the family may want to contact for help. The student will be prevented from participating in extracurricular activities until after a "follow-up" test is requested by the principal/administrative designee and the results are reported. A follow-up test will be requested by the principal/administrative designee after such an interval of time that the substance previously found would normally have been eliminated from the body. If this "follow-up" test is negative, the student will be allowed to resume extracurricular activities. If a second "positive" result is obtained from the "follow-up" test, or any later test of that participant, the same previous procedure shall be followed. In addition, the Blue River Valley Schools reserves the right to continue testing at any time during the remaining school year any participating student who tested "positive" and did not make satisfactory explanation.
- D. Information on a verified "positive" test result will be shared on a "need to know" basis with the student's coach or sponsor. The results of the "negative" tests will be kept confidential to protect the identity of all students being tested.
- E. Drug testing result sheets will be returned to the principal/administrative designee identifying students by number and not by name. Names of students tested will not be kept in open files or on any computer. Result sheets will be locked and secured in a location that only the principal/administrative designee has access to.

## **XI. Financial Responsibility**

- A. Under this policy, Blue River Valley Schools will pay for all initial random drug tests, all initial reasonable suspicion drug tests, and all initial “follow-up” drug tests. (Once a student has a verified “positive” test result and has subsequently tested negative from a “follow-up” test, any future “follow-up” drug test that must be conducted will be paid for by the student or his/her parent/guardian).
- B. A request on appeal for another test of a “positive” urine specimen is the financial responsibility of the student or his/her parent/guardian.
- C. Counseling and subsequent treatment by non-school agencies is the financial responsibility of the student or his/her parent/guardian.

## **XII. Confidentiality**

- A. Under this program, any staff, coach or sponsor of Blue River Valley Schools who may have knowledge of the results of a drug test will not divulge to anyone the results of the test or 23 disposition of the student involved, other than in the case of a legal subpoena being made upon that person in the course of a legal investigation. This will underscore the BRV Schools commitment to confidentiality with regards to the program.

## **XIII. Other Rules**

- A. Apart from this testing program, BRV Athletic Department and the coaching staff/sponsor of each sport/activity have their own training rules and requirements. Coaches/sponsors have the necessary authority to enforce those rules. Any student who violates a rule or requirement as a member of a team/activity will be subject to consequences defined in those rules and requirements.

## **SECTION 4 – CAFETERIA**

### **4.1 Cafeteria/Meal Accounts**

- I. Student Expectations
  - A. Students should remain in the cafeteria area during lunch. Students may not invite “guests” or relatives to school during lunchtime.
  - B. Disruptions during lunch will be assigned discipline.
- II. Guidelines for Student Lunch/Meal Accounts
  - A. All cafeteria purchases are to be prepaid before meal service begins. Multiple options exist, through online electronic payments or a non-electronic payment of cash or check delivered to Cafeteria before or during school prior to the start of lunch service.
  - B. A student may charge up to 5 meals maximum (one charge per meal) as long as they establish and maintain a good credit history by making payments on their food service accounts.



- C. A staff member may charge up to \$10.00 if they establish and maintain a good credit history by making payments on their food service accounts.
- D. A student who has charged a meal may not charge or purchase "a la carte" item(s), including extra main entrees
- E. If a student repeatedly comes to school with no lunch or no money, the food service/cafeteria manager must report this to the building principal as this may be a sign of abuse or neglect and the proper authorities should be contacted.
- F. Schools may deny a meal to a student who pays reduced or full price and who does not provide the required payment for that meal. However, if the student who pays reduced or full price has enough money in hand for a meal that day, they will not be denied a meal.
- G. The food service manager or other personnel will coordinate communications with the parent(s)/guardian(s) to resolve the matter of unpaid charges.
- H. If food services staff suspects a student may be abusing these guidelines, written notice will be provided to the parent(s)/guardian(s) that if he/she continues to abuse these guidelines, the privilege of charging meals will be refused.
- I. The automated call system will notify parents every week of any outstanding negative balance in the student's lunch/meal account. The food service manager will also send via email or letters home each week to parents of students who carry negative balances of \$10.00 and above.
- J. All accounts must be settled at the end of each semester. Letters will be sent home approximately 10 days before the end of each semester to students who have any negative balances. Negative balances of more than \$10.00 not paid in full 3 days prior to the end of each semester will force the Corporation to act to collect unpaid funds by means of collection agencies, small claims court, or any other legal method deemed necessary by the Corporation.
- K. Students who graduate or withdraw from the corporation and have \$5.00 or more left in their lunch/meal food service account will be notified by mail by food services by June 5th and given the option to transfer the funds to another student or to receive a refund. If no response is received within 10 days, the student's lunch/meal account will close and the funds will no longer be available. Unclaimed remaining balances will be transferred to the general fund.

## SECTION 5 - ACADEMICS AND GUIDANCE

### 5.1 Grading Scale

Grade	%	Grade	%	Grade	%	Grade	%	Grade	%
A+	98-100	B+	88-89	C+	78-79	D+	68-69	F	59 and below
A	93-97	B	83-87	C	73-77	D	63-67		
A-	90-92	B-	80-82	C-	70-72	D-	60-62		

### 5.2 GPA Conversion

Grade	GPA	Grade	GPA	Grade	GPA	Grade	GPA
A/A+	4.00	B+	3.33	C+	2.33	D+	1.33
A-	3.67	B	3.00	C	2.00	D	1.00
		B-	2.67	C-	1.67	D-	.67

### 5.3 Weighted Grades

BRV Jr.-Sr. High School strives to offer a challenging curriculum with opportunities to prepare for post-secondary success through Advanced Placement (AP) and Dual Credit classes. Since these classes are taught at the collegiate level, academic success may not be as high as another class. To encourage the benefits of rigorous classes, students are awarded the benefit of weighted grading in these courses.

For all grades above a C-, students will be awarded one (1) additional GPA for each weighted class when calculating the GPA. This is equivalent to the boost of one full letter grade (i.e. B to A).

Weighted grading only applies to AP/Dual Credit classes taught at the high school level at BRV or dual credit classes included in the Early College program taken on the Ivy Tech Community College campus. Weighting will not be applied to grades earned in AP/Dual Credit classes below a C- (D+, D, D-, F). Example: The grade of an A+ in a weighted class would be calculated using a 5.00 instead of a 4.00.

The following classes apply:

- Calculus/IU MATH 215
- Adv Comp/ IU W131
- Contemporary Literature./IU L202
- Adv. Speech/ IU S121
- Chemistry II/IU C101/121
- Biology II
- AP US History

The administration will continue to evaluate college level courses offered inside or outside of BRV JR-SR HS to determine if weighted grading is appropriate.

#### **5.4 Curriculum Guide**

Requirements and descriptions of all courses taught are board approved each school year and available to all students on the Blue River Valley Jr.-Sr. High School website.

#### **5.5 Scheduling Process**

Students are asked to complete a full schedule of courses in consultation with the counselor and parent, including THREE alternate electives in the event a class that is requested is not taught or schedule conflicts occur. Courses should be selected carefully, as changes will only be made under emergency circumstances as determined by the Principal.

#### **5.6 Graduation Requirements Class of 2020, 2021, and 2022 only**

##### **I. Credits**

##### **A. Diploma Type:**

1. General Education: Minimum of forty (40) credits
2. Core 40: Minimum of forty (40) credits
3. Core 40 with Academic Honors: Minimum of forty-seven (47) credits
4. Core 40 with Technical Honors: Minimum of forty-seven (47) credits

B. Students with Special Needs: HEA 1019 Provides that a student with a disability shall not be required to complete local requirements that exceed state requirements (40 Credits) to receive a diploma unless otherwise required as part of the student's individualized education program.

C. Specific departmental classes and optional elective courses have specific requirements to make-up the forty-six credits. There are also additional requirements for "Core 40" and "Indiana Academic Honors" diplomas. Please refer to the Blue River Valley High School Curriculum Guide for these requirements.

- D. Cumulative Credits Per Year to be On Track to Graduate:
  - 1. Freshman = 10
  - 2. Sophomore = 11-23
  - 3. Junior = 24-35
  - 4. Senior = 36-46
- II. Graduation Qualifying Exams for the Class of 2020, 2021, and 2022 only
  - A. Indiana Law requires that students must receive a passing score on both sections of the ISTEP+ (English and Math).
  - B. If the standard score for passing on one or both sections is not met, the student must demonstrate five (5) of the following requirements to be eligible for a GQE Waiver for graduation:
    - 1. Student must take the exam each year they are eligible.
    - 2. Student must participate in one remediation activity each school year.
    - 3. Student must have an attendance rate of 95 % or better for their high school career. (Out of 180 days in the entire school year, students must not be absent more than 9 days).
    - 4. Student must maintain a minimum of a “C” average or the equivalent in the courses comprising the credits specifically required for graduation by rule of the State Board of Education.
    - 5. If the student has not met the GQE standard, they must have passed the corresponding class for that testing area and have demonstrated proficiency in the classroom setting as documented by a classroom teacher.
- II. Students enrolled in US Government and on-track to earn a General, General with Core 40, General with Academic Honors, or General with Technical Honors diploma must participate in the US Citizenship Test.

### **5.8 Graduation Requirement for the Class of 2023 and beyond**

In order to meet the challenge of too many students graduating from high school without the skills to be college-, career- and life-ready, the Indiana State Board of Education developed a new model of graduation requirements referred to as Graduation Pathways. All Indiana high school students (Class of 2023 and beyond) must satisfy all three of the following graduation requirements: 1) earn a high school diploma; 2) learn and demonstrate employability skills; and 3) demonstrate post-secondary ready competencies. Schools may choose to opt-in students from the Class of 2020, 2021, and 2022 as needed.

- I. High School Diploma
  - A. Credits
    - 1. Diploma Type:
      - a) General Education: Minimum of forty (40) credits
      - b) Core 40: Minimum of forty (40) credits

- c) Core 40 with Academic Honors: Minimum of forty-seven (47) credits
  - d) Core 40 with Technical Honors: Minimum of forty-seven (47) credits
- 2. Students with Special Needs: HEA 1019 Provides that a student with a disability shall not be required to complete local requirements that exceed state requirements (40 Credits) to receive a diploma unless otherwise required as part of the student's individualized education program.
- 3. Specific departmental classes and optional elective courses have specific requirements to make-up the forty-six credits. There are also additional requirements for “Core 40” and “Indiana Academic Honors” diplomas. Please refer to the Blue River Valley High School Curriculum Guide for these requirements.
- 4. Cumulative Credits Per Year to be On Track to Graduate:
  - a) Freshman = 10
  - b) Sophomore = 11-23
  - c) Junior = 24-35
  - d) Senior = 36-46

## II. Learn and Demonstrate Employability Skills

### A. Students must complete at least one of the following:

1. **Project-Based Learning:** Working for an extended period of time to investigate and respond to an authentic, engaging, and complex question, problem, or challenge. Students engage in a rigorous, extended process of asking questions, finding resources, and applying information. Students often make work public by explaining, displaying, and/or presenting it to people beyond the classroom. This can include completion of a research project, completion of a course capstone, an AP Capstone Assessment, or another experience as approved by the State Board of Education.
2. **Service-Based Learning:** Integrates meaningful service to enrich and apply academic knowledge, teach civic and personal responsibility, and strengthen communities. This can include participation in a meaningful volunteer or civic engagement experience, engagement in a school-based activity, such as a co-curricular or extracurricular activity or sport for at least one academic year, or another experience as approved by the State Board of Education.
3. **Work-Based Learning:** Reinforces academic, technical, and social skills learned in the classroom through collaborative activities with employer partners, allowing students to apply classroom theories to practical problems, explore career options, and pursue personal and professional goals. This can include completion of a course capstone, completion of an internship, obtaining the

Governor's Work Ethic Certificate, employment outside of the school day, or another experience as approved by the State Board of Education.

III. Postsecondary-Ready Competencies

A. Students must complete at least one of the following:

1. Honor's Diploma (either Academic Honors or Technical Honors)
2. ACT College Ready Benchmarks (18 in English or 22 in Reading AND 22 in Math or 23 Science.
3. SAT College Ready Benchmarks (480 in EBRW and 530 in Math)
4. ASVAB - minimum score of 31
5. State and Industry recognized credential or certification
6. CTE Concentrator with a C average or above
7. 3 AP/IB/Dual Credit/Cambridge International courses with a C average or above

IV. Students enrolled in US Government and on-track to earn a General, General with Core 40, General with Academic Honors, or General with Technical Honors diploma must participate in the US Citizenship Test.

### **5.8 Counseling Services**

Blue River Valley Jr-Sr High School offers an array of guidance and counseling services through the BRV JR-SR HS Counseling Department aimed at assisting students in the areas of academic, career, and personal guidance. According to Indiana State Code IC 20-28-10-17 all information shared between the student and counselor is strictly confidential with the exception of situations when a: (1) student says that they are suicidal (2) student says that they are homicidal (3) student reports being abused.

### **5.9 Class Honor Roll & Academic Awards**

The following criteria have been set for qualifying for the honor roll categories: Valedictorian, Salutatorian, and Top Ten Seniors will be established based upon 8 semesters. The results will be listed in the New Castle Courier-Times.

A and A/B Honor Roll for students in grades 7-12 will be announced at the end of each quarter. Semester and yearly A and A/B Honor Roll will be determined from semester grades only.

### **5.10 Report Cards**

Grade reports are issued on PowerSchool the Friday following the close of each grading period. Grades run from A+ (excellent) to F (failure) and include attendance and may contain teacher comments. If computer access is not available, a paper copy may be sent home, if requested.

### **5.11 Minimum Classes for Enrollment**

- I. All students at Blue River Valley Jr-Sr High School must be enrolled in a minimum number of six (6) “credit earning” classes. Students will be allowed to enroll in only one non-credit earning class per semester such as study hall, teacher aide, or office aide. Students may be placed into additional non-credit earning classes after the semester begins due to academic or disciplinary reasons. This placement is done by the administration.
- II. Occasionally, situations may warrant a reduced schedule – such circumstances might include:
  - A. Special education students whose IEP, as developed under 511 IAC 7, call for a shortened schedule.
  - B. Students receiving homebound instruction.
  - C. Students enrolled in college courses under the postsecondary enrollment program (IC 20-43-4).
  - D. Students enrolled in adult education programs.
  - E. Students enrolled in non-public schools, but who participate in school programs on a part-time basis.
  - F. Kindergarten students on a traditional half-day schedule.
  - G. Students participating in the School Flex Program (IC 20-30-2-2 3).
  - H. Students with unusual or extraordinary circumstances such as those who are:
    1. Pregnant or parenting
    2. Residing in a detention center.
    3. Participating in an alternative education program.
    4. Emancipated and have to work but are still of school age.
    5. Temporary medical condition but do not qualify for homebound instruction.
    6. Returning to complete their graduation requirements after having dropped out of school several years ago.
    7. Attending an alternative to suspension or expulsion program.

### **5.12 Re-Taking a Class**

If a student earns a passing grade in a class that is below the minimum 70% requirement to earn an Academic and/or Technical Honors Diploma, they will be allowed to retake a class for the sole purposes of maintaining eligibility for Academic and/or Technical Honors Diploma(s).

Permission will be granted for this on a case by case basis as long as the following conditions are met:

1. No more than two classes may be retaken in the course of four academic years.
2. Student may be required to take the class outside of the school building at their own cost.

- a. Student must use an approved educational provider. Currently, BRV JR-SR HS will only accept high school credit from pre-approved distance learning providers.
- 3. Both classes with accompanying grades will be listed on the student's transcript.
- 4. Both grades earned will be included in the calculation of the student's Grade Point Average (GPA) and class rank using the following formula:
  - a. Original Grade in Biology = D+
  - b. New Grade in Biology B+
  - c.  $1.3 \times .5 + 3.3 \times .5 = 2.3$  GPE
  - d. Below is an example of how this may impact a student's GPA
    - i.  $85 \text{ GPE} / 32 \text{ total credits} = 2.656 \text{ GPA}$  (Original Biology Grade of D+ = 1.3)
    - ii.  $86 \text{ GPE} / 32 \text{ total credits} = 2.688 \text{ GPA}$  (Original Biology Grade of D+ combined with New Biology Grade of B+

### 5.13 Credit Recovery

Students who fail a class may be eligible to make up class credit by taking courses through PLATO Credit Recovery (or another approved program). PLATO is only used on an as needed basis per student. Students must attempt the full course offered by BRV JR-SR HS before they are eligible for Credit Recovery. Additional guidelines will be provided to students and must be agreed upon before beginning the program.

### 5.14 Homework

- I. **Purpose:** Homework contributes toward building responsibility, self-discipline, and lifelong learning habits. It is the intention of the Blue River Valley staff to assign relevant, challenging and meaningful homework assignments that reinforce classroom learning objectives. Homework should provide students with the opportunity to apply the information they have learned, complete unfinished class assignments, and develop independence.
  - A. **Homework assignments include:**
    - 1. **Practice** exercises to follow classroom instruction
    - 2. **Preview** assignments to prepare for subsequent lessons
    - 3. **Extension** assignments to transfer new skills or concepts to new situations
    - 4. **Creative** activities to integrate many skills toward the production of a product
- II. Homework Responsibilities
  - A. **Responsibilities of Staff:**
    - 1. Assign relevant, challenging and meaningful homework that reinforces classroom learning



2. Give clear instructions and make sure students understand the purpose of the assignment
3. Give timely feedback and/or corrections to assignments
4. Communicate with other teachers
5. Involve parents and contact them if a pattern of late or incomplete homework develops

**B. Responsibilities of Parents:**

1. Set a regular, uninterrupted study time each day
2. Establish a quiet, well-lit study area
3. Monitor student's organization and daily list of assignments in their agenda
4. Help student work to find an answer, not just get it done
5. Be supportive when the student gets frustrated with difficult assignments
6. Contact teacher to stay well informed about student's progress

**C. Responsibilities of Students:**

1. Write down your assignments.
2. Be sure all assignments are clear; don't be afraid to ask questions when necessary
3. Set aside a regular time for studying/homework
4. Find a quiet, well-lit place to work
5. Work on homework independently whenever possible, so that it reflects your ability
6. Produce quality work
7. Make sure assignments are done according to the given instructions and completed on time.

**D. Late Work Policies:**

1. Students are expected to turn work in on time. Students who turn in late assignments on a consistent basis will receive any of the following based upon individual teacher discretion:
  - a) **Partial credit**
  - b) **Communication with parents**
  - c) **Missed reward activities (i.e. field trips)**
  - d) **After school detention(s)**
  - e) **In school or out of school suspension**
2. Students who miss homework because of an absence will receive the opportunity to make up missed work for full credit. Students are given one calendar day for each day absent plus one extra day to turn in their work. It is the responsibility of the **teacher and student to work together** to get work missed due to absences made up.

- E. **Major projects:** Major projects include research papers, book reports, major essays, and other assignments teachers designated as major projects. Work on these projects may cause extended time on homework some nights.
- F. **Teachers are required to:**
1. Keep track of the number of missing/late assignments for each student per nine weeks
    - a) Warn student after the first incident
    - b) Contact parent after the second incident
    - c) Refer students to the office for discipline after the third and all subsequent incidents
  2. Provide weekly grade submissions in PowerSchool.

## **SECTION 6 - MEDICAL INFORMATION**

### **6.1 Medical/Emergency Information**

Parents are asked to provide emergency information concerning students. The Emergency Information Form lists any medical problems and/or concerns, as well as persons to contact in the event of an emergency when parents cannot be reached, and other essential information. The emergency form should be filled out completely, with all phone numbers and addresses kept up to date. Parents should notify the school office in the event of a change in the information previously provided on the student information form.

Health information is kept in each student's permanent record file and all State and Federal privacy laws are observed. Any health-related condition that could affect safety, performance, or participation in the classroom will be shared with our educational staff as needed, in order to protect your child and assist any staff member in recognizing any potential problems. Parents should inform the school nurse if any medical information should be kept confidential.

If your child is seriously injured or ill at school the parent will be notified immediately. If the parent/guardian cannot be reached, the emergency contact person listed on the student's emergency form will be contacted.

### **6.2 Health Services**

Any student who becomes ill during the school day is expected to report, with a pass from a teacher, to the Office. If it is necessary for the student to lie down in the nurse's office, they first must get permission from the Office. If it is necessary for the student to go home, the parents or an authorized adult will be contacted before a student can be sent home. Students who are ill cannot remain in a restroom.

## 6.3 Medications

### I. Medication at School

- A. Signed parental or guardian written permission, including the reason for the medication, must be received by the school before any prescription or non-prescription (over-the-counter) medication may be administered.
- B. Prescription medication must have the actual prescription label on the container which includes:
  - 1. Name of student
  - 2. Name of medication
  - 3. Date medication ordered
  - 4. Prescribing physician
  - 5. Dosage and time to be given
- C. Non-prescription, (over-the-counter), medication may be administered to students only under the following conditions:
  - 1. Written instructions are delivered to the school office with the medicine
  - 2. Doses to be given at school are included with the manufacturer's original label with ingredients listed, the student's name affixed to the original package, the reason for the medication, and the dosage and time to be given.
- D. Non-FDA Approved Medications, homeopathic treatments, sample medication, and dietary supplements may be administered with a doctor's written authorization and should follow the non-prescription procedures above.
- E. Parents/guardians may bring only enough medication for the doses to be given at school. Students on daily medication are permitted to have a month supply of medication.
- F. Inhalers, Epi-pens, and other emergency medications may be kept at school in the nurse's office as long as guidelines #1 and #2 are followed. These can be kept with the student only if a signed physician's order, as well as written permission from the parent, is on file in the nurse's office.
- G. The parents/guardians of the student will assume responsibility for informing the school nurse of any change in the student's health or change in medication.
- H. The school nurse will:
  - 1. Inform appropriate school personnel medication to be taken by the student.
  - 2. Keep a record of the administration of medicine.
  - 3. Discard unclaimed medication at the end of the school year.

### II. Transportation of Medication

- A. Parents and/or guardians are responsible for transportation of all medication.

- B. Parents are to bring all medication to school themselves. Parents should bring a one month supply, and are to report to the office where the medication is checked in. Students are not to transport medication of any kind to or from school.
- C. Parents and/or guardians coming to school to give medication to a student must report to the nurse's office and the medication will be given there. The medication given will be logged in the nurse's daily report.
- D. No medication will be sent home with students. Parents will be responsible for picking up unused medication. The student's name, the name of the medication, and the amount being picked up by the parent will be logged in the nurse's daily report.

## **SECTION 7 - CLUBS AND ACTIVITIES**

### **7.1 Corporation-Sponsored**

Curricular-related Activities shall enable students to explore a wider range of individual interests than may be available in the Corporation's courses of study but are directly related to accomplishing the educational outcomes for students. Curricular-related activities are defined as those in which:

1. The subject matter is taught or will be taught in a regularly offered course;
2. The subject matter concerns the Corporation's composite courses of study;
3. Participation is required for a particular course;
4. Participation results in academic credit.

No Curricular-related activity shall be considered to be under the sponsorship of this Board unless it meets one or more of the criteria stated above and has been approved by the Superintendent.

Curricular-related activities, as well as extra-curricular or activities not directly related to courses of study, may be conducted on or off school premises by clubs, associations, and organizations of students sponsored by the Board, and directed by a staff advisor.

Corporation-sponsored activities shall be available to all students who elect to participate and who meet eligibility standards. Whenever a student becomes a member of a Corporation-established student group or national organization such as the National Honor Society, in order to remain a member, he/she must continue to meet all of the eligibility criteria and abide by the principles and practices established by the group or the organization.

### **7.2 Non-Corporation Sponsored**

An application for permission for noncorporation-sponsored, student clubs and activities to meet on school premises shall be made to the principal, who shall grant permission provided that s/he determines that:

1. the activity has been initiated by students;
2. attendance at the meeting is voluntary;
3. no agent/employee of the Corporation will promote, lead, or participate in the meeting;
4. the meeting does not materially and substantially interfere with the orderly conduct of instructional activities in the school;
5. non-approved school persons do not direct, conduct, or regularly attend the activity.