

**BATESVILLE INTERMEDIATE SCHOOL**  
**707 W. Columbus Ave.**  
**Batesville, IN 47006**  
**Phone 934-5701 Fax 933-0734**

Dear Parents and Students:

Welcome to Batesville Intermediate School. Enclosed in this handbook you will find general information about our school. I hope it will answer any questions you might have about our beliefs, procedures, and policies. Please read through it carefully with your child.

Always remember, cooperation and communication between home and school is vital to provide a quality education for our students. I encourage this two-way communication to insure that we are meeting the needs of all students. Education will be more effective and enjoyable when dedicated staff, concerned parents, and conscientious students work together to reach common goals.

I am excited about the plans for the upcoming school year and look forward to working with you as we strive to make this year a successful experience for all associated with Batesville Intermediate School

Sincerely yours,  
 Dr. Jere Schoettmer  
 B.I.S. Principal

***BIS Vision***

A tradition of excellence ensuring success for tomorrow.

***Mission Statement***

Batesville intermediate School in partnership with students, parents, and the community educate children to prepare them for success in academics and citizenship.

***BIS Core Values***

- \* Safety \* Learning \* Integrity \* Continuous Improvement  
 \* Fiscal Responsibility \* Community Partnerships

***Creed***

I belong to a family of learners.  
 I know that learning is the key to my future  
 I can be anyone that I want to be  
 I respect my body, mind, and spirit  
 I respect the rights and needs of other people.  
 I respect our world.  
 I promise to do my best.  
 I will learn everything I can.  
 I won't give up because it's my right to learn.

We embrace the philosophy that all students can learn, and given the proper environment and academic program, teachers and students can strive for academic excellence. We also strive to be consistent, speak the same language, and integrate the following basics into our everyday activities and instruction. We encourage parents to do the same at home.

A. **TRUST** before people can work together to achieve goals, trust must be present. People need to feel they are in a safe place with people who care about them.

**B. Life-long Guidelines**

1. **Pride Rules**
  - Put Downs** are prohibited
  - Respect** and trust toward one another
  - Insist** on personal best
  - Discuss** and listen attentively
  - Expect** and give truth and honesty
2. **MegaSkills**
  - Confidence:** feeling *able to do it*
  - Motivation:** *wanting to do it*

- Effort: *being willing to work hard*
- Responsibility: *doing what's right*
- Initiative: *moving into action*
- Perseverance: *completing what you start*
- Caring: *showing concern for others*
- Teamwork: *working with others*
- Common Sense: *using good judgment*
- Problem Solving: *putting what you know and what you can do into action*

**SCHEDULES**

School office hours 7:30 a.m.- 4:00 p.m.  
 School hours for students 7:55 a.m.- 3:00 p.m.  
 School hours for teachers 7:45 a.m.- 3:15 p.m.  
If students arrive to school prior to 7:30 a.m., it is at the parents' discretion and responsibility.

**DAILY SCHEDULE**

7:30-7:55 a.m. Breakfast Program  
 7:45-7:55 a.m. Arrival time for students not participating in the breakfast program  
 7:55-8:00 a.m. Announcements  
**\*Students arriving after 8:00 AM are tardy**  
 11:05 a.m. to 12:05 p.m. Lunch/Recess rotating schedule  
 3:00 p.m. Dismissal for ALL students  
 4:00 p.m. School office closes

**ASSIGNMENT NOTEBOOK**

This assignment notebook is issued to each student at Batesville Intermediate School. The purpose of the assignment notebook:

1. It serves as a place to record your class work and homework assignments each day.
2. It serves as a tool to plan long-term project development.
3. It provides for an effective and regular means of communication between home and school.
4. It allows for self, teacher, and parental monitoring of student participation and progress.

It is the student's responsibility to have this assignment book in each class and to record your assignments as they are given. Your parent must sign the assignment book each evening. A parent signature means he or she has verified completion of assignments and has read all correspondence.

**GRADING SCALE**

A+	100-97	A	96-93	A-	90-92
B+	89-87	B	86-83	B-	82-80
C+	79-77	C	76-73	C-	72-70
D+	69-67	D	66-63	D-	62-60
F	59-0				

**Art, Music, PE & Writing Scale**

- 3=O = outstanding
- 2=S = satisfactory
- 1=N = needs improvement

**EDUCATIONAL PROGRAMS**

**Technology**

BIS has a local - area network that connects the entire school building. This LAN uses fiber optics to connect to the WAN (wide-area network), which services the six local schools. This network was funded in part by the CREATE community foundation. BIS is also a wireless school.

Two iMac computer labs are available for class instruction and student use. Weekly lessons are used to support classroom lessons by using technology as a tool to support instruction. Students learn a variety of skills as they work with word processing, database, spreadsheets, multimedia and the Internet.

All students must adhere to the following rules when using the Internet at school:

1. A student and parent signed Use Agreement Form is on file in school office.
2. An adult gives permission for use.
3. An adult is present.

Two wireless iBook mobile labs are available for use anywhere in the school. Older Macintosh computers are also available for use in classrooms. These older computers, including laptops, are part of the “adopt a computer” program in which students take home computers for several months at a time.

### **Special Education**

Programs for learning disabled, mildly mentally handicapped, emotionally handicapped, speech, hearing impaired, and moderately handicapped students are offered. Teachers or parents may refer students for assessment for these programs.

### **High Ability**

Activities for academically talented students are supported in the classroom to extend learning opportunities. Academic activities opportunities are developed in conjunction with the grade level curriculum.

### **Music**

Students participate in two music class periods per week. Students learn basic music skills with an emphasis on note reading, singing, and instrument playing. A Holiday and Spring concert are presented to provide students an opportunity to “be on stage” to share their musical talents with parents and family members.

\*One-fourth grade student, and one-fifth grade student will be recognized quarterly for outstanding effort and achievement.

### **Art**

Students participate in a weekly art class conducted by a certified art teacher. A variety of art media are incorporated into instruction including painting, drawing, and pottery.

\*One-fourth grade student, and one-fifth grade student will be recognized quarterly for outstanding effort and achievement.

### **Physical Education**

PE classes are conducted biweekly by a physical education teacher. Basic skill development, leadership, cooperation, and physical fitness are stressed in the program. Students participate in the President’s Physical Fitness test in the fall and spring.

\*One-fourth grade student, and one-fifth grade student will be recognized quarterly for outstanding effort and achievement.

### **Guidance**

Guidance lessons will be conducted in each classroom on a regular basis. Students are presented with Megaskills use, conflict resolution, study skills, health awareness issues, and appropriate manners.

### **MegaSkill Wall of Fame**

Megaskills are character points awarded by staff to students when they exhibit excellent demonstrations of motivation, initiative, effort, teamwork, perseverance, responsibility, etc. Students are recognized monthly at the community meeting with their peers, and their name goes on the wall of fame next to the gym. Also, students who receive megaskill points have their name entered into a monthly prize drawing.

### **Media Center**

Weekly classes include both instruction and time to check out a variety of reading materials. Students and parents are encouraged to use the media center any time classes are not being conducted. During flex time students and staff have access to the media center and computer lab.

### **Artist in Residence**

Students are exposed to a variety of art fields through a cooperative working relationship with an artist in residence. This artist works with students over several weeks throughout the school year modeling his or her profession and area of expertise. Past artists have included sculptors, storytellers, choreographers, opera production staff, and painters. This program is made possible by a community cultural arts program.

## **STUDENT ACTIVITIES**

### **Principal’s Century Club**

Students are encouraged to read throughout the summer months and school year and keep a record of the number of pages and book titles, which have been read. Forms for recording are distributed to students at the end of the school year and are available in the office. Students reading 7,000 pages at an appropriate reading level will qualify for a special celebration. The deadline for this program is in March.

### **Young Hoosier Book Club**

Students are encouraged to read all twenty books identified on the suggested reading list. Computerized tests over each book are given to participating students. Literary discussion groups meet to discuss their reading throughout the year. Trophies are awarded to students successfully completing all twenty books. Books read for this program may also be recorded on Century Club forms.

## **CLUBS, GROUPS and CHOICE ACTIVITIES**

Students may choose to join and/or participate in different activities, and/or after school programs. These programs and activities are designed to assist your academic growth and extend their abilities and talents.

### **Chorale**

This after-school singing group meets weekly to rehearse and practice for choral performances. This group performs at school concerts and travels to perform in musical competitions. Try-outs for this group are held in the fall shortly after school begins.

### **Beginning Band**

This group meets to introduce basic beginning band instruction and is open to 5th grade students. Parents of all 4th grade students are invited to attend the spring orientation meeting. Students who have completed the 4th grade and up may enroll in the summer band program.

### **Destination Imagination**

This after school program is a seven member creative problem solving team activity. Try-outs for these groups are held in the fall. Each team commits to developing a solution/presentation for competition. This club is dependent on number of students who participate.

## **STUDENT SERVICES**

### **Cafeteria/Food Services**

Batesville Intermediate School offers both a breakfast and lunch program. Breakfast includes milk, juice, and a selection of bread, cereal, or meat item(s). Breakfast is served from 7:30-7:55 a.m. Students may choose to bring their lunches to school. Drinks may be purchased or brought from home (**no glass containers or soda pop will be allowed.**) **“Fast food” lunches or beverages** are not permitted in the cafeteria for students or adults. We are trying to teach students good nutrition as part of our lunch program and these items do not provide a balanced lunch. Students are not permitted to leave school for lunch except in special cases where the parent has made personal arrangements in advance with the approval of the administration.

**If a child is allergic to milk and/or dairy products and wants an orange drink for lunch instead of milk, the parent must obtain a written statement from the child’s doctor stating the child’s allergy and the need for a substitute product. This is required by the state/federal regulations. An allergy form is available from the BIS cafeteria manager at 934-5175.**

### **Peanut Safe School:**

Some students are highly allergic to peanuts, peanut butter, peanut oil, peanut flour, or peanut protein. If these children come in contact or ingest any of the above it could be life threatening. Precautions are taken for these students during lunch. We ask that you read all food labels before sending any food to school with your child. Please talk with your child about the importance of not sharing their personal food while at school. If you are asked to send in treats for your child’s class please make sure the item is individually wrapped and peanut free. Some products do not contain peanuts, but are made in facilities that process peanuts and therefore are cross

contaminated and not safe. Labels contain this type of information. Our goal is to maintain a safe school and classroom environment.

All students will be issued a "lunch card" with a predetermined bar code. This card will be used to computerize lunch transactions in place of cash payments. No cash will be accepted in the cafeteria. Students are requested to make deposits at the beginning of the week. Any amount of money is acceptable, e.g. \$5.00/week, \$20.00/month. The students are responsible for filling out the deposit slips and they will be given a receipt. Checks should be made payable to Batesville Intermediate School. Deposits will be collected in the morning between 7:30 and 8:00 a.m.

Students are responsible for taking care of the card throughout the entire school year. If the lunch card is damaged and is unable to be scanned, a new lunch card must be purchased. Replacement cards will be made at a charge of \$1.00. You must have a lunch card before any extras can be purchased.

Account balance slips are issued each week and will be given to students. Any student who has a negative balance falling below \$10.00 will have a letter sent home. Students must have written permission to purchase second lunches and/or extras. Forms for this purpose are available in the office. Students with a negative balance may not purchase "extra" food items.

#### **Counseling**

Counseling services will include assisting students in the transition between schools, lessons on conflict resolution and drug awareness, coordinating school-wide projects which promote the use of MegaSkills, and social and personal counseling. We urge parents to contact the school and/or their child's teacher if a question, problem, or concern arises.

#### **Clinic**

When students become ill during the school day, they should tell their teacher. If the teacher agrees that they are too ill to be in class, they will be sent with a pass from that teacher to the office. The general guidelines for sending students home ill are: temperature of 100 or more, vomiting, diarrhea, and or serious injury or extreme pain. If they are too ill to remain at school, the parent or contact listed on the registration will be called to come after them. All schools in the corporation share a nurse.

#### **Medication**

There are some illnesses and disabilities for which a child requires medication during school hours. However, in compliance with Indiana statutes, the school personnel do not give prescription medication to any child while in person unless there is a written order by the doctor. (A pharmacy label on the original container will constitute a physician's order). All medication shall be kept in the clinic and be consumed by the student at the clinic.

In order to avoid errors, the office requires that a parent note or a completed medication form accompany all medication, which is to be given in school, with the physician's order stating dosage and hours to be given. Medication forms are available at the office or at the local doctor's office. All long-term medication orders will be reviewed periodically.

#### **Proper Procedure for Medication Taken at School:**

Prescription drugs can be given at school if prescribed by a physician and ordered to be taken at school. The permission form to administer medication is to be filled out by the physician and parent. This form may be obtained through the school office. The medication must be brought to the office in the original container and the permission form to administer medication with it.

According to Batesville Community School Corporation Policy 6.0-31, a written order of a practitioner must accompany the medicine. The school may contact the physician if there are any questions regarding the medication ordered for the well being of the student.

Over the counter medication can be given at school. If given, the medication must be sent to school in the original manufacturer's package or container. The student's name must be on the medication package and a note from the parent. The note should contain: date, name of student, name of medication, amount to be given, time to be given and the time this medication was last given. There are two ways a student may receive medication:

1. The student's parent may come to school and give the medication.
2. The school nurse, clinic aid or office personnel may give the medication only if the medication is accompanied by the above information.

All medication must be brought to the clinic immediately. It should not be kept in pockets, lockers, desks or backpacks. It is the student's responsibility to come to the clinic to take the medication.

#### **Release of Medication:**

By state law IC 20-34-3-18 medication that is possessed by a school for administration during school hours or at school functions for a student may be released to: the student's parent or individual who is at least eighteen years of age; and designated in writing by the student's parent to receive the medication. A school corporation may send home medication that is possessed by a school for administration during school hours or at school functions with a student if the student's parent provides written permission for the student to receive the medication.

#### **Possession and Self-Administration of Medication**

**permitted:** According to state law IC 20-33-8-13 students with certain acute or chronic diseases can carry and self-administer their own medications. This is permitted only if the medication must be given on an emergency basis, and if a parent files an annual authorization, which includes a written statement from a physician stating that the student has an acute or chronic disease or medical condition for which the physician has prescribed medication, the student has been instructed in how to self-administer the medication and the nature of the disease or medical condition requires emergency administration of the medication. The authorization and statement described must be filed annually with the student's principal.

If you have a question regarding a specific medical/medicine situation, please contact the school principal or school nurse.

#### **Head Lice/"No Nit Policy":**

If a child has head lice or lice eggs (nits), the parent(s) or guardian will be called and the child will be sent home. All lice and/or nits must be removed before the child can return to the classroom. So it is imperative that the child be treated and all nits removed immediately so that the child can return to school the next day.

#### **Transportation**

Bus transportation is provided for all students. Students are expected to ride the bus to which they have been assigned and to get off at their assigned bus stop. Students will not be allowed to ride another bus or go home with a friend without permission from the parent. A note must be given to the teacher giving permission to alter the normal mode of transportation home. **Bus drivers will not allow students to ride an unassigned bus or get off at a different stop without administrative and parent approval.**

All students are expected to ride their assigned bus. In the event it becomes necessary for a parent to pick students up or drop them off at school, drivers should closely follow the one-way signs. **The student drop-off and pick-up zone is located on the west side of the building near the playground parking lot. All vehicles are expected to exit using the 5th street exit. The lane in front of the building is for bus use only.**

Bicycle riders and walkers should use extreme caution as they go home. Bike racks will be provided but it is the student's responsibility to provide a chain and lock. The school is not responsible for bicycles.

#### **Parent/Teacher Conferences**

Batesville Intermediate School Parent-Teacher conferences encourage an ongoing dialogue between home and school. BIS schedules flexible conferencing that allows teachers and parents to shift from current focus on grades (conferences have traditionally been held with first report card) to focus on how best to help with learning. In certain cases, waiting until the end of the first nine weeks is too late. Some conferences need to take place sooner or more often. With the shift away from self-contained classrooms, parents

may need to meet with a teacher in their child's team other than the "homeroom" teacher. Flexible conferencing allows teams of teachers to meet as a group with parents of students needing that type of support.

**Teacher Requested Conferences** are those conferences that are teacher initiated. Teachers will contact parents to set up a conference time. These can occur at any time.

BIS will schedule one evening at the end of the first nine weeks, these **Parent Requested Conferences** are those that the parent initiates. A letter will go home with your child for parents to schedule their conference if they choose to meet with their child's teacher. We encourage you to schedule a meeting with your child's teacher (s). At anytime, students can also be present at the conference, some parents do want their child to be present, when others do not.

There are three ways you can prepare for your child's parent-teacher conference. First, discuss school and general concerns with your child prior to the conference. Second, make a list of questions and comments to discuss with the teacher, and third, discuss and ask questions in the student/parent/teacher conference. When discussing school with your child, try to determine specifics such as strengths and weaknesses, favorite and least favorite subjects and areas of concern. Make special note of any challenges with peers or others. Ask specific questions about classroom participation, comprehension, study habits, written communication, reading level, and relationships.

Parents can request a conference with their teacher or team of teachers at any time during the school year.

#### **Insurance**

Parents are given the opportunity to purchase student accident insurance for their child at a reasonable rate. Forms are sent home with students at the beginning of the year. We urge parents to read these forms carefully before making a decision to purchase.

#### **Lockers**

Lockers are provided for students within the classroom. The school cannot be responsible for items left in lockers. Lockers are issued to you as a service and for your convenience, but the school cannot guarantee the security of the lockers. The classroom teacher will make specific locker assignments.

#### **Personal Property Restrictions**

Any personal property that will cause disruption in school or on the bus will not be permitted. Electronic devices (i.e. iPod, mp3 players, CD players etc), laser lights, baseballs, softballs, bats and rackets are not allowed at school. Should these items be brought to school, they will be taken to the office and the student may pick up at the end of the day or parents may be contacted to claim your property. **The school will not be responsible for personal property.** This includes property brought to school for instructional projects, as well as all other personal property. If an item is considered to be used unsafely or a disruptive to learning, then the item will be removed and arrangements will be made for its return to the student.

#### **BCSC Policy: 6.0-33-6**

Go carts, mini bikes, snowmobiles, off-road, all other all-terrain vehicles, horses, skateboards and roller blades are not allowed on school property.

**\*\*Note\*\*This includes all footwear with rollers such as heely shoes.**

#### **Lost And Found**

Students who find lost articles should turn them into the office or the lost and found box. Students who have misplaced articles should check the lost and found box.

#### **Special Occasions**

If you are sending special items to your child (i.e. balloons, flowers, etc.) **be advised that they will be sent down to the classrooms at the end of the day as to not disrupt instruction.** The BIS PTO provides activities and treats for student parties. Please do not send party invitations to be distributed at school.

#### **BOOK RENTAL**

Book rental and fees are assessed to every student. The amount covers the cost of the textbooks, instructional materials, handbooks, assignment book, and certain projects. Students are responsible for

the damage or loss of textbooks and must pay for their repair or replacement. Forms are available in the office for families who may qualify for textbook assistance.

#### **SUPPLIES**

A list of supplies students are expected to purchase and bring from home is distributed during registration. The following items may be purchased at school.

<b>Costs:</b>	Pencils	\$0.25
	Paper	\$0.75
	Assignment Book	\$3.65
	Poly pocket pages	\$2.25
	Vinyl pencil bag	\$3.20

#### **Telephones**

Students may use the office phone with permission from the office staff in emergency and exceptional situations only. Rearranging after school plans is not a permissible use. Use of telephone may be denied for forgotten lunch, homework, books, gym shoes, and other similar items. All incoming messages should be made to the office prior to **2:30 p.m.** so students may receive messages before dismissal.

#### **Student Cell Phone Usage**

Batesville Intermediate School will follow the Batesville Community School Corporation policy on cell phone usage. BCSC policy 6.0-22, Section A, number 26 prohibits possessing or using on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device in a situation not related to a school purpose or educational function.

#### **School Pictures**

A professional photographer takes school pictures during the month of September and again in the Spring. A note will be sent home explaining choice options, photo dates, and payment procedures.

#### **Emergency Drills**

For the safety and protection of all students, periodic fire, intruder, and disaster drills are conducted. Instructions are posted in each room outlining directions in case of emergency. Students are to follow instructions, move in an orderly and quiet manner, and refrain from talking or running.

#### **School Closing - BCSC Inclement Weather Policy**

When deviating from the normal schedule, Batesville Community Schools employ only two options. **School will either be closed for the entire day or placed on "Plan B" which is a 2 hour delay.** There may be occasional situations when notification begins with Plan B, but deteriorating weather conditions subsequently necessitate changing to schools being closed. Please note that kindergarten classes, both morning and afternoon, will be held on Plan B days with adjusted starting times of 9:30 a.m. and 12 noon, respectively. Unless specifically stated otherwise in a broadcast, a closure or delay for Batesville Community Schools will include Oldenburg Academy and St. Louis School.

Decisions to close or initiate Plan B are generally made in the early morning hours prior to 6 a.m. On rare occasions, such as prolonged icy conditions of two years ago, a cancellation notice will be forwarded to the news media the night before school.

The radio and TV stations listed below have agreed to broadcast BCSC closure/delay information. We urge residents to closely monitor one of these stations, particularly WRBI (103.9 FM), as they will be promptly updated as conditions dictate. These same stations will also be used whenever weather conditions necessitate early dismissal.

Stations broadcasting BCSC closing/delay information:

**Radio:** WRBI - 103.9 FM WTRE - 1330 AM

**TV:** WCPO - CH 9

WLW - CH 5

WKRC - CH 12

WXIX - CH 19

**Reminder: Parents please discuss early dismissal plans with your child. Listen to WRBI for current information.**

### Parent-Teacher Organization (PTO)

The Batesville Intermediate School PTO is an organized parent volunteer program. They conduct scheduled meetings. Parents should look for more information coming home at the beginning of the year concerning fund raising, programs, and meetings. A sign up sheet is passed out at the beginning of the year.

### ATTENDANCE

**(BIS Attendance is aligned with BCSC Policy 6.0-2-1)**

#### Outstanding Attendance

Students will not be eligible for an outstanding attendance certificate if they are ABSENT from school for any reason.

Exceptions:

1. Required religious leave
2. If bus service does not run due to inclement weather or break down.
3. Approved funeral leave
4. Court subpoena

#### Absences

*Each student is allowed a maximum of fifteen (15) days absence from school per year.*

#### Student/Parent Responsibilities

1. When a student is absent, the parent or guardian must call the school office (934-5701) by **9:00 a.m.**
2. If a child has a doctor or dentist's appointment during the school day, the parent must pick up the child at the office. Parents or any other authorized adult **must sign the student out at the office.** No child will be allowed to wait for a parent outside the school building.
3. Students who return to school during the school day from an appointment or an absence must stop at the office and check in with the receptionist.
4. Students are required to make up all work missed. Parents may request homework assignments if their child will be absent for a lengthy period of time. Please call the school office by **9:00 a.m.** if you are requesting homework and the teacher will send it to the office for a **3:00 p.m.** pick up.

#### Excused Absences That **DO NOT COUNT** In The 15-Day School Year Limit, But Count as Absences.

**\*\*NOTE: These Are Unlimited**

1. Death and funeral of member of the household and/or immediate family. Five (5) non-counting days are allotted for a student due to the death of his father, mother, guardian, brother, sister, grandparent, or stepsibling. One (1) day absence will be allowed due to the death of any other blood relative. Additional days of absences for out of state funerals will be considered on an individual basis by the administration.
2. Medical excuses include hospital stays and childhood diseases verified by a doctor's note.
3. Religious Observation (required): Must be verified by a note from the parent.
4. Court Appearance: Court appearance verified by a subpoena, summons, or written notice from an officer of the Court, will be excused.
5. No regular school bus pick-up at residence due to inclement weather or bus breakdown.
6. School-related injury, for the day missed only.
7. Any student who becomes incapacitated or suffers from a chronic illness must have a parent or legal guardian file with the school corporation the "Indiana Department of Education Certificate of Child's capacity." After approval of this request, days absent from school will not count against the 15-day limit.

**\*\*NOTE\*\*** Administrative consideration may be given when an extenuating circumstance would indicate that it would be in the best interest of the student or school.

#### Excused Absences that **COUNT TOWARD** The 15-Day Limit

1. Illness for which the child is seen by a doctor and the child brings in a physician's statement.
  2. Personal illness not under a doctor's care. Requires a signed parent's note. If the illness is lengthy or reoccurring, the school may request a doctor's verification of the chronic ailment.
  3. Funeral of a friend.
  4. A student absent due to head lice or the presence of nits will be counted as excused. If this becomes reoccurring, absences will be unexcused. (See Head Lice/"No Nit Policy")
  5. Principals are authorized to grant excuses for students to go on trips with parental consent when the denial of this privilege would work a hardship on the family concerned, or deprive the student of a valuable experience. A form must be completed and are available from school office.
- \*\* NOTE\*\*** Administrative consideration may be given when an extenuating circumstance would indicate that it would be in the best interest of the student or school.

#### Unexcused Absences

1. Unexcused absences are all absences that do not include written or oral communication from the parent.
  2. Unexcused days are all those that are not cited above in the unlimited days or excused absence categories.
  3. Oversleeping is an unexcused absence.
  4. After five (5) total absences, parents will be sent a letter explaining the attendance policy.
  5. When a student misses **five** (5) days of school, a letter will be sent explaining the attendance policy. After the **tenth** (10th) absence, a second letter will be sent notifying the parents that the child has missed ten days of school. Both the student and the parents/guardians will be required to sign an Attendance Contract which notifies all parties of the consequences of any further absences from school. When a student misses **fifteen** (15) days of school, the parents are required to call the school to set up a time to meet with the Attendance Review Board. The Attendance Review Board is a group made up of the principal, counselor, resource officer, classroom teacher and parents.
- \*\*Note\*\***If the parents do not contact the school, the School Resource Officer or The Division of Child Services will be notified of possible educational neglect. Information related to the absence shall be shared with this agency to seek assistance to correct attendance concerns.

#### Tardies

Students are expected to be in their classrooms ready to begin work at 7:55 a.m. Students who arrive after 8:00 a.m. will be considered tardy. Contact will be made with the parents if a child is continually late, the school will contact the home in an effort to gather more information.

1. After 11:30 a.m. the student will be counted absent for one-half, ½ day.
2. In the afternoon, if a child arrives any time after 11:30 a.m. and before 3:00 p.m., the child will be counted present for one half day.

#### Early Checkout

Parents are urged to make dental, medical, and other appointments after school hours. If it becomes necessary for you to check out during the day, parents must report to the office to sign you out. Office personnel will call students from class. Students must have parent or guardian permission before early check out will be permitted. No student will be allowed to check himself/herself out.

#### SCHOOL VISITORS

**All visitors must report to the office upon entering the building.** This is for student security and to discourage classroom interruptions. Minor concerns such, as the delivery of lunches, homework, projects, money, coats, etc., will be handled through the office.

Parents may visit while school is in session. To make your visit

as meaningful as possible, contact the office and your child's teacher to schedule a time and /or make a lunch reservation. **We request that all cell phones are silent or off when entering the school.** Please call the office by 9 a.m. of the day you would be coming to lunch.

Students are not permitted to bring visitors (friends, out-of-town cousins/guests, etc.) with them during the instructional day.

### FIELD TRIPS

The PTO funds educational field trips for each grade level. These field trips are planned to coordinate with the grade level curriculum and prepare students for classroom activities. All children are expected to participate in these trips. Information notes and permission slips will be sent home with students prior to the trip. Students are expected to follow all rules and directions of the adults present and to behave properly on the trip. Parents who attend are expected to chaperone and supervise. (Parent, legal guardian or custodial parent of the enrolled student is allowed to chaperone. Parents do not find a substitute chaperone if they cannot attend, the school will make those arrangements if an additional chaperone is needed.) On most field trips parents will be required to ride the bus, with higher numbers of chaperones, parents may be asked to drive separately if there is no space on the bus. All students must ride the school bus provided.

Field trips are a privilege and are earned by the student demonstrating responsibility and respect for the rights and needs of others. Students not demonstrating these may be asked not to accompany the class. In the event a student does not attend the field trip, an alternative assignment will be offered at school. Students not reporting to school on a field trip day will be counted absent. **Note. After a scheduled field trip, students are to remain until the 2:55 dismissal.**

### HOMEWORK

We believe homework should provide practice, reinforcement, review and enrichment. Homework should encourage the growth of responsibility, involve parents in their child's education, set a pattern for study for the rest of their lives, and teach a child to focus and to use school time wisely. The B.I.S. staff believes in the following regarding homework:

1. Homework should be meaningful. Homework should not consistently extend to more than an hour per evening.
2. Homework over weekends will be infrequent and tests on Mondays or on the first day back after a vacation will be avoided whenever possible.
3. The amount of homework a child has often reflects how the child uses his/her time in class.
4. Parents should "guide" daily homework and not do it themselves. Homework: the B.I.S. staff has established the above homework guidelines. Complete homework assignments are expected to be recorded in the assignment book. Parents are to "sign off" only when they have checked to make sure the assignment has been completed. Fourth and fifth grade students have projects that need to be worked on over a period of time. Specific purposes, suggested times, conditions that affect the amount of time spent on homework, and suggestions for parent involvement with homework will be communicated through special notes home or in the newsletter.

**All Students Must Use The Assignment Book And Binder!** Together these act as an effective communication device. **CHECK THE ASSIGNMENT BOOK FOR SPECIAL MESSAGES.**

Parents may request homework assignments if a student are absent. **Please call the school office by 9:00 a.m. if you are requesting homework and the teacher will send it to the office for a 3 p.m. pick up.** Please do not expect the teacher to gather these materials on a short notice because that would mean he/she would have to quit teaching or working with students in order to fulfill your request.

### COMMUNICATION

Newsletters inform students and parents of upcoming events, important events and curriculum key points and connections that are being made. The PTO newsletter will be emailed or sent home with

students at the beginning of each month. Classroom newsletters are also published. We encourage you to read them carefully.

Report cards are sent home regularly at the end of each nine week grading period. Phone calls will be made when a concern or praise is in need of mentioning. We encourage parents to do the same. We pledge to keep you informed about your child's social, emotional, and academic progress in a reasonable manner.

Watch for newspaper articles and local radio programs for additional school news.

### DRESS

Students are expected to keep themselves clean, well groomed, and neatly dressed at all times. Dress should be appropriate for the current and projected weather. The rooms at B.I.S. are air conditioned and usually very comfortable even in hot weather. Shirts advertising alcoholic beverages, tobacco, drugs, profanity or with questionable printing on them are not permitted. **Short shorts, halter-tops, spaghetti or thin strap tank tops, bare midriff tops, and overly revealing clothing are deemed unacceptable. Excessively ripped or torn clothing is not appropriate. Please use common sense and dress appropriately for the weather. Flip flop shoes are not allowed on school property to prevent injury.** Overly informal dress may reflect on the student's attitude toward learning. **Hats, handkerchiefs, and scarves are not to be worn in the building except on a designated hat day. We presume parents are aware of their child's dress. Students are not allowed to switch shoes or clothing with anyone at school.**

\*\*The administration/office may call home for a change of clothing if the article of clothing judged to be inappropriate per our policy.

### STUDENT CONDUCT

We believe that the purpose of discipline is to foster responsibility, independence, positive attitudes, and self-discipline. We further believe students learn appropriate behavior by having a clear understanding of expectations, understand the limits of one's freedom and actions as they relate to others. It is our hope and belief that all students will learn from their mistakes and find the BIS family willing to encourage and support all students as they make better choices.

**Classroom Expectations-** All students will be expected to observe, practice, and apply the PRIDE rules, MegaSkills, and BIS Creed. These statements (listed in the front of the handbook) provide the consistent language used by all students and staff and faculty members. Each classroom teacher sends additional classroom expectations home.

### BIS Behavior Expectations

#### Classroom

- \*Follow directions.
- \*Keep hands, feet, and objects to yourself.
- \*Raise hand to speak or leave your seat.
- \*Be kind, thoughtful, and respectful to yourself and others.

#### Restroom

- \*Be quick.
- \*Be quiet.
- Hallway
  - \*Walk in a single file line.
  - \*Be silent when in line.
  - \*Keep hands and feet to yourself.

#### Cafeteria

- \*Use appropriate manners.
- \*Use a soft conversational voice.

#### Playground

- \*Use all equipment properly

**Non-Severe Discipline Procedures For Individual Classrooms** The TEACHER, AIDE, and or persons in charge, according to their individual and or team discipline plan, will handle the discipline in the classroom. If, and when, the classroom discipline requires any of the following levels, the classroom teacher may assign an appropriate level.

**Consequence Levels For Non-Severe Behavior Outside Of The Classroom Setting: Recess, Cafeteria, Etc. (Per Semester)**

\*\*\* The principal and/or teachers will call the parents and conference with students and/or parents anytime the principal and/or teachers determine a conference is necessary. \*\*\*

- **LEVEL 1-student misses 50% of recess time**
- **LEVEL 2-student misses 100% of recess time**
- **LEVEL 3-student serves a noontime detention**  
*LEVEL 1 may be repeated 3 times.*
- Upon the 4<sup>th</sup> infraction at Level 1, the student will now serve Level 2 or miss 100% of their recess time.
  - Upon the 4<sup>th</sup> infraction of any non-severe rule at the Level 2, the student will serve a noontime detention
  - Noontime detentions are served during the student’s lunch and recess time in a designated area. *Noontime detentions maybe repeated a total of 3 times per semester.*
  - Upon the 4<sup>th</sup> infraction of a rule, the student will now begin to serve after school detentions that last until 4:00 pm.

**Severe Discipline Procedures**

The principal and parents will be notified. Consequences are “tailored” to help the child better understand the effects of inappropriate choices. There may be a loss of school activities such as field trips or extra-curricular activities for severe infractions.

**LEVEL 3 –Noontime detentions may include, but not limited to any of the following behaviors:**

1. Severe Verbal put-downs
2. Any type of bullying, which includes verbal and or written remarks, gestures, pushing, shoving, etc. as per BCSC student discipline policy 6.0-22, section B.
3. Disrespect towards an adult
4. Use of inappropriate language
5. Disruptive behaviors that affect the learning environment

More severe infractions of the rules will result in after school, in-school or out-of-school suspensions. Further action may be taken in accordance with the Batesville Community School Corporation and proper authorities. These infractions may include, but are not limited to any of the following behaviors:

1. Fighting and/or wrestling- Bullying is taken very seriously here at BIS. Bullying will not be tolerated.
2. Stealing
3. Use of inappropriate language
4. Blatant disrespect of an adult
5. Forging any type of signatures, grades, etc.
6. Bringing in or drawing of any type of pornographic materials
7. Bringing any type of item to school which may endanger a student or adult
8. Any type of sexual harassment toward another individual.
9. Vandalism of property rather personal and or school
10. With issues of weapons or drugs, law enforcement will be contacted.

**Field trips at B.I.S. have to be earned in order for a student to be allowed to participate. This means that if a student persistently disrupts and requires additional disciplinary action, that he/she has demonstrated that he/she will be unable to handle the additional expectations that accompany a field trip and that he/she will more than likely not be able to make good choices in a totally unfamiliar setting.**

**FIELD TRIPS**

The Board encourages properly oriented field trips for instructional purposes. In all instances, field trips shall be justified on the basis of educational gain in relationship to educational needs. Field trips must show instructional intent and exhibit adequate pre-planning that includes specific goals and objectives and effective evaluation to insure optimum use of the students' academic time. All field trips will be properly supervised to insure positive student behavior that will reflect favorably on the goals and objectives of the

school. When there is a student admission charge, the value of the activity must be carefully examined in relation to the cost.

Plans for a field trip must be approved by the building principal in accordance with the established procedure for that building. The request must be sent to the administrator in adequate time to permit processing prior to the field trip date. Written permission from a child's parent is required before a child is permitted to go on a field trip.

Any field trip request may be affected by extenuating circumstances (availability of buses, fuel, fuel prices, available funds, loss of school time due to weather, etc.).

An appropriate number of chaperones will be dependent upon the location of the field trip and the number of students attending (a ratio of 1 adult per 10 students should be used as a minimum guideline). When students are divided into smaller groups during the field trip a minimum of 2 adults should accompany each group. Except in an emergency students should not be under the sole responsibility of 1 adult and if such an emergency situation should occur a school employee should be assigned to any such group.

**The building principal has the authority to perform any appropriate background checks for prospective chaperones. Principals may deny attendance to anyone who based upon the background check or other factors they feel an individual would not be an appropriate chaperone.**

Chaperones must understand that their main responsibility is the welfare and supervision of the students. Therefore chaperones should not bring other siblings that can divert their attention from the students. Chaperones are also expected to follow the school corporation policies concerning drugs and alcohol for anyone serving in a supervisory role. If a chaperone is taking a prescription drug that may affect their ability to perform at an acceptable level they are to inform the principal prior to the field trip. After this matter is reviewed the principal may exclude this person as a chaperone for not only theirs but the students safety.

2011-2012 School Calendar  
Batesville Community School Corporation

<u>First Semester</u>		
Mon-Tue	Aug 8 & 9	Pre-School Workshop
Wed	Aug 10	First Student Day
Mon	Sep 5	Labor Day – No School
Thr-Fri	Oct 20-21	Fall Break – No School
Thr-Fri	Nov 24-25	Thanksgiving Break – No School
Fri	Dec 16	End of 1 <sup>st</sup> Semester (88 days)
Mon	Dec 19	POTENTIAL make-up day (FIRST possible make-up day)
Tues	Dec 20	POTENTIAL make-up day (SECOND possible make-up day)
<u>Second Semester</u>		
Mon	Jan 2	Record Day – No Students
Tues	Jan 3	Begin 2 <sup>nd</sup> Semester
Mon	Jan 16	Martin Luther King, Jr. Day - No School (THIRD possible make-up day)
Mon	Feb 20	Presidents’ Day – No School (FOURTH possible make-up day)
Mon-Fri	Mar 26-30	Spring Break
Fri	Apr 6	Good Friday – No School (SIXTH possible make-up day)
Mon	May 7	May Day (FIFTH possible make-up day)
Tues	May 22	POTENTIAL Last Student Day (Depends upon need for make-up days) (92 days)
Wed	May 23	POTENTIAL make-up day
Thr	May 24	POTENTIAL make-up day
Fri	May 25	POTENTIAL make-up day

Mon May 28 Memorial Day – No School  
 Tues May 29 POTENTIAL make-up day  
 Wed May 30 POTENTIAL make-up day  
 Record Day – No Students  
 (FIRST WEEKDAY FOLLOWING LAST STUDENT DAY)  
 Sat June 2 Graduation – 11:00 a.m. – BHS Gym

**Contract Days**                    **2 Record Days**  
    1 Parent Conference \*  
    2 Pre-School Workshop Days  
    180 Student Days  
    185

\* Parent Conferences are held and arranged by each building and not shown as one designated day.

Make-up Days

1 Monday, December 19, 2011  
 2 Tuesday, December 20, 2011  
 3 January 16, 2012 – Martin Luther King, Jr. Day  
 4 February 20, 2012 – Presidents’ Day  
 5 May 7, 2012 – May Day  
 6 April 6, 2012 – Good Friday  
 7-11 Five additional days are built onto the end of the calendar beginning on Wednesday, May 23, 2012

**BATESVILLE COMMUNITY SCHOOL CORPORATION  
 TRANSPORTATION RULES**

**Our Philosophy:**

-We believe all students can behave appropriately and safely while riding a school bus.  
 -We will not tolerate any students preventing drivers from doing their job or keeping other students from having safe transportation.

**Our Bus Rules:**

1. Follow directions of the driver.
2. Keep all parts of your body inside the bus, and stay in your seat.
3. Keep hands, feet, and other objects to yourself.
4. No profanity, offensive gestures, loud talking, or disruptive behavior.
5. No gum chewing, eating or drinking while on the bus.
6. A note from the parents must be given to the teacher and bus driver before changing buses or bus stops.
7. Guest riders may be allowed, at the driver’s discretion, with a permission slip.

Under normal circumstances, if a student chooses to break a rule, the progressive discipline policy below will be followed:

- 1<sup>st</sup> Incident: Driver verbally warns student and/or sends home Bus Conduct Report.  
 2<sup>nd</sup> Incident: Driver makes parent and school contact in person, by telephone, or by Bus Conduct Report.  
 3<sup>rd</sup> Incident: Notification to parents, building principal, and Director of Transportation by Bus Conduct Report.

Disciplinary consequences following a 2nd or 3rd incident may involve a suspension of bus privileges and/or a Saturday School. The loss of bus privileges may be for 1, 3 or 5 days, depending upon the number of previous occurrences. Bus drivers in Indiana have the right to suspend a student from riding the bus for one day. School administrators may impose longer suspensions.

Any additional infraction following a loss of bus privileges of 5 days may result in a loss of those privileges for the remainder of the school year.

**Serious Violations:**

Some types of inappropriate behavior will require by-passing the progressive discipline procedure described above and result in an

automatic suspension of bus privileges. This suspension would most likely be for five (5) days or longer. Serious violations include, but are not limited to, the following:

1. Physical harm to student.
2. Physical harm or threat of physical harm to driver. (May also result in an arrest.)
3. Property damage.
4. Willful insubordination.

The Batesville Community School Corporation (BCSC) Board of School Trustees has granted permission for the use of audio-video (AV) monitoring systems on corporation and privately owned school buses used by the corporation.

**POSSESSION OF A FIREARM ON SCHOOL PROPERTY**

BCSC POLICY 10.0- 11  
 Adopted 7-11-94

Any employee who observes or is aware of any person possessing a firearm in or on school property, in or on property that is being used for a school function, or on a school bus shall report such knowledge to the building administrator or office immediately. The administrator shall seek the immediate removal of the person from the school property.

A copy of Public law 140-1994, SEA 410 shall be posted in each school building and on school buses. The notice shall state that the law will be strictly enforced by the school administration.

Further, the student handbooks shall include language as follows: Possession of a handgun or firearm on school property or on a school bus is a felony (as well as possession of a handgun within 1,000 feet of school property); a violation of this law will be reported to law enforcement officers.

**STUDENT RECORDS**

Complete student records are to be kept for each child enrolled in the school corporation. The educational rights and privileges of privacy

Concerning student records as specified in Federal Public Law 93-380, Family Educational Rights and Privacy Act of 1974, shall be recognized and accorded by Batesville Community Schools.

The form and guidelines necessary to the implementation of this policy are as available at the office of the superintendent.

**EMERGENCY HEALTH NEEDS**

The Batesville School Corporation responds to emergency health needs presented by any individual on school grounds or while being transported by immediately telephoning an emergency medical care provider and then telephoning a family member.

A policy such as this should be considered by the school board, particularly in respect to any medically fragile students who may enroll in the corporation. In the event that a school is presented with orders not to resuscitate a student, the school board policy can be followed. If a parent or guardian presents a “do not resuscitate (DNR)” order, that person should be advised of the corporation’s policy and then directed to the hospital where the individual would be transported to discuss the DNR agreement with them. Discussion of a DNR order during a case conference does not obligate the School to honor it.

**NON-DISCRIMINATION POLICY**

It is the policy of the Batesville Community School Corporation not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability. No qualified disabled person shall, solely by reason of his or her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity sponsored by this school corporation.

Inquiries regarding compliance with this Title IX (1972 Education Amendments), Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act should be directed to: 504 Coordinator, Batesville Community School Corporation, Superintendent's Office, P.O. Box 121, Batesville, Indiana, 47006. or to the Office for Civil Rights, U.S. Department of Education, Washington. D.C.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Each parent, and student age eighteen (18) or older, has the right to inspect and review the student's education records; request the amendment of the student's records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights; consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the Family Educational Rights and Privacy Act ("Act") authorize disclosure without consent; file a complaint with the U.S. Department of Education concerning alleged failures of the agency or institution to comply with the requirements of the Act; and obtain a copy of the policy adopted by the Batesville School Corporation by contacting the superintendent.

## DRUG AND ALCOHOL POLICY

BCSC POLICY 6.0-49

Adopted: 7-9-90

Amended: 4-22-91

A Student shall not transfer, sell, and attempt to sell, or deliver narcotics, drugs, or alcohol while on school grounds or attending any school-related functions. If this does occur, the penalty will be an immediate five (5) days out-of-school suspension with a request for expulsion for the remainder of the semester. Notification to law enforcement officials will occur for any of the above listed offenses.

A student shall not possess, use, conceal, or be under the influence of narcotics, drugs, alcohol, intoxicants (However, the mere possession of substances which can be used as inhalants, such as glue, liquid paper, and other like substances, will not subject the student to the provisions of this policy, but will be handled under individual building rules and regulations.), or possess paraphernalia associated with the use of an illegal substance while on school grounds or attending any school - related function. If this does occur, the penalty will be an immediate five (5) day out-of-school suspension with a request for expulsion for the remainder of the semester. However, the Student may be reinstated if evidence is submitted to the principal or his designee that contact has been made within three (3) school days from the date of the parent contact with a recommended drug/alcohol intervention agency. If recommended, a student must go for a chemical dependency evaluation and must abide by the recommendations of that agency.

The student will need to present to the principal or his designee-documented evidence of each session attended as long as he/she is a part of a specific program. If this evidence is not presented and the student is not excused by the agency, the student's reinstatement terminates, and the expulsion previously ordered for the remainder of the semester will be carried out.

It will be possible for a student to use the counseling and/or rehabilitation for one time only, as a means to avoid expulsion. If the student once again possesses uses, conceals, or is under the influence of narcotics, drugs, Or alcohol, he/she will be suspended out-of-school for five (5) days, and there will be a request for his/her expulsion for the remainder of the semester.

These penalties also apply to possession, use, transferring, concealing, selling, attempting to sell, or delivering a non-controlled substance which is represented to be a controlled substance or is unpackaged in a manner normally used for illegal delivery of a controlled substance while on school grounds or attending any school-related function. This part of the policy does not apply to possession or proper use of prescription drugs under a doctor's care; Proper school regulation procedures must be adhered to. All information and related matters concerning suspected and/or actual drug and alcohol abuse shall be kept confidential among the authorized school staff directly involved, the parents or legal guardians, the student, or law enforcement officials where applicable.

Students who voluntarily request assistance or counseling for drug and alcohol dependency in situations where there has been no detection of an infraction of the drug and alcohol school policy and/or extracurricular rules and regulations will not be subject to disciplinary actions as stipulated in said documents for any acts done prior to the request for assistance. Voluntary requests for assistance

cannot be used to circumvent the regular enforcement of school-wide discipline plans.

All Batesville Community School Corporation staff will be made aware of their responsibilities for reporting all cases of known drug and/or alcohol abuse to the building CORE Team or building principal or designee. Staff members, acting in good faith, when informing school officials about drug and alcohol problems among students, shall be considered to be acting in a professional, responsible manner within the context and intent of this board of education policy and, consequently, shall be supported by the board of education.

## SEARCH AND SEIZURE

BCSC POLICY 6.0-13

### General Information

Pupils shall be protected from unreasonable search and seizure as guaranteed in the Fourth Amendment of the United States Constitution.

School personnel have the right to protect students from harm and to conduct reasonable searches of students' belongings and, when necessary, of their persons.

It is always preferable to obtain the students' consent before the search, but even if consent is refused, the search may still be conducted.

Such search should be made in the presence of the pupil and a witness.

### Locker Policy

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

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

### Locker Rules

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

1. Locks - The school corporation will retain access to student lockers by keeping a master list of combinations and/or retaining a master key. Students may not use their own lock to prevent access to lockers by school officials, and any unauthorized locks may be removed without notice and destroyed.
2. use of Lockers - Lockers are to be used to store school supplies and personal items necessary for use at school. Lockers shall not be used to store "contraband" which are items that cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules, such as drugs (other than medicine for which a student has a current prescription or common cold or headache medicine sold over the counter), drug paraphernalia, beverage containing alcohol, weapon, any volatile substance, bomb or explosive device, any acid or pungent or nauseous chemical, any library book not properly checked out or overdue, unreturned gym or athletic equipment, any wet or mildewing articles, or any stolen items. Students will be expected to keep their lockers in a clean and orderly manner.
3. Authority to Inspect - The school corporation retains the right to inspect lockers to ensure they are being maintained in accordance

with the conditions of Rule No. 2. All inspections of student lockers shall be conducted by the principal or a member of the administrative staff designated in writing (hereinafter referred to as "designee") by the principal.

#### 4. Inspection of Individual Student's Lockers.

A. The inspection of a particular student's locker will not be conducted unless the principal or his designee has reasonable suspicion to believe that the locker to be inspected contains contraband.

B. Before a particular student's locker is inspected, the student (or students if more than one has been assigned to a locker) if present on the school premises, shall, where possible, be contacted and given the opportunity to be present during the conduct of the inspection unless circumstances require the inspection be conducted without delay in order to protect the health and safety of others present on school premises. Whenever an individual student's locker has been inspected under this rule without the student's presence, the principal or his designee shall notify the student of such inspection as soon as practicable thereafter.

#### 5. Inspection of All Lockers.

A. An inspection of all lockers in the school, or all lockers in a particular area of the school, may be conducted if the principal, superintendent, or assistant superintendent reasonably believes that such an inspection is necessary to prevent, impede, or substantially reduce the risk of (1) an interference with school purposes or an educational function, (2) a physical injury or illness to any person, (3) damage to personal or school property, or (4) a violation of state law or school rules. Examples of circumstances justifying a general inspection of a number of lockers are:

- (a) When the school corporation receives a bomb threat;
- (b) When evidence of student drug or alcohol use creates a reasonable belief of a high level of student use;
- (c) At end of grading period, and before or during school holidays to check for missing library books, lab chemicals, or school equipment;
- (d) Where student violence or threats of violence create a reasonable belief that weapons are stored in the lockers.

B. If a general inspection of a number of lockers is necessary, then all lockers in the defined inspection area will be examined. Students will not necessarily be given the opportunity to be present while a general inspection is being conducted.

#### 6. Involvement of Law Enforcement Officials.

A. The principal, assistant principal, or superintendent may request the assistance of law enforcement officials to assist the school administrators in inspecting lockers or their contents for purposes of enforcing school policies only if such assistance is required:

1. To identify substances which may be found in the lockers;
2. To protect the health and safety of persons or property, such as to aid in the discovery and disarming of bombs which may be located in the lockers.

B. If a law enforcement official requests to inspect a student's locker of its contents, the principal shall require the production of a search warrant before allowing the inspection.

C. If a law enforcement official requests the principal to make an inspection of a locker or its contents on behalf or in the place of such official, the request shall be denied. However, upon request of law enforcement officials, school officials may secure the locker and its contents for a reasonable period of time in order to permit the law enforcement official an opportunity to obtain a search warrant.

7. Locker Maintenance - Nothing in these rules shall affect members of the custodial or other staff who repair defective lockers or clean out or supervise the cleaning out of (a) lockers from time to time in accordance with a posted general housekeeping schedule, (b) the locker of a student no longer enrolled in the school, or (c) a locker during any vacation period which is believed to contain rotting items such as food, wet clothes, etc.

#### 8. Search and Seizure on School Premises or During a School Activity.

A. The principal, or another member of the administrative staff designated in writing by the principal and acting at the direction of the principal, may search the person of a student during a school

activity if the principal has reasonable cause for a search of that student. Searches of the person of a student shall be limited to:

1. searches of the pockets of the student,
2. any object on the possession of the student such as a purse or briefcase, and/or
3. a "pat down" of the exterior of the student's clothing. Searches of the person of a student which require removal of clothing other than a coat or jacket shall be referred to a law enforcement officer in accordance with subsection E of this section. Searches of the person of a student shall be conducted in a private room by a person of the same sex as the student being searched. At least one (1), but not more than three (3) additional persons of the same sex as the student being searched shall witness, but not participate, in the search. At the request of the student to be searched, an additional person of the same sex as the student to be searched and designated by the student, and then reasonably available on school premises, shall witness the search. The parent or guardian of any student searched shall be notified of the search as soon as reasonably possible.

B. The privilege of bringing a student-operated motor vehicle onto school premises is hereby conditioned on written consent by the student driver, the owner of the motor vehicle, and the parent or guardian of the student to allow search of that motor vehicle when there is reasonable cause for a search of that motor vehicle. Refusal by a student, parent or guardian, or the motor vehicle owner to provide or allow access to a motor vehicle on school premises at the time of a request to search the motor vehicle shall be cause for termination without further hearing of the privilege of bringing a motor vehicle onto school premises. The principal or a member of the administrative staff designated in writing by the principal may request a law enforcement officer to search a motor vehicle on school premises, subject to subsection E of this section.

C. Anything found in the course of a search conducted in accordance with this section which is evidence of a violation of the student conduct standards contained in the student handbook, or other rules presented to the student, may be:

1. seized and admitted as evidence in any suspension or expulsion proceeding if it is tagged for identification at the time it is seized and kept in a secure place by the principal or the principal's designee until it is presented at the hearing;
2. returned to the parent or guardian of the student from whom it was seized;
3. destroyed if it has no significant value; or
4. turned over to any law enforcement officer in accordance with subsection E.

D. Anything found in the course of a search conducted in accordance with this section, which by its presence presents an immediate danger of physical harm or illness to any person may be seized and:

1. returned to the parent or guardian of the student from whom it was seized;
2. destroyed; or
3. turned over to any law enforcement officer in accordance with subsection E.

E. The principal or a member of the administrative staff designated in writing by the principal, may request the assistance of a law enforcement officer to:

1. search any area of the school premises, any student, or any motor vehicle on school premises;
2. identify or dispose of anything found in the course of a search conducted in accordance with this section. Where law enforcement officers respond to such a request, no school employee shall assist or otherwise participate in any search conducted.

9. Publication of Rules - A copy of these rules shall be provided to each student and his/her parents or guardian at the start of each school year or as soon as practicable after the student's enrollment in the school. Copies of the rules shall be posted in the principal's office and other prominent places generally used for announcements to students.

#### **SEXUAL HARASSMENT POLICY**

BCSC POLICY 4.0-30  
Adopted 5-11-92

## I. THE POLICY

A. It is the policy of the Batesville Community School Corporation to maintain a learning and working environment that is free from sexual harassment.

B. It shall be a violation of this policy for any employee of the Batesville Community School Corporation to harass another employee or student through conduct or communications of a sexual nature as defined in Section II. It shall also be a violation of this policy for students to harass other students through conduct or communication of a sexual nature as defined in Section II. The use of the term "employee" also includes non-employees and volunteers who work subject to the control of school authorities.

## II. DEFINITIONS OF HARASSMENT

### A. Types of Sexual Harassment

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

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

### B. Unwelcome Conduct of Sexual Harassment

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

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

### D. Specific Prohibitions

#### 1. Administrators and Supervisors

a. It is sexual harassment for an administrator or supervisor to use his or her authority to solicit sexual favors or attention from subordinates when the subordinate's failure to submit will result in preferential treatment.

b. Administrators and supervisors who either engage in sexual harassment or tolerate such conduct by other employees shall be subject to disciplinary actions, as described below.

#### 2. Non-administrative and Non-supervisory Employees

a. It is sexual harassment for a non-administrative and non-supervisory employee to subject another such employee to any unwelcome conduct of a sexual nature. Employees who engage in such conduct shall be subject to disciplinary actions as described below.

## III. COMPLAINT PROCEDURES

A. Any person who alleges sexual harassment by any employee or student in the school corporation may use the complaint procedure explained below in Section III.C. or may complain directly to his or her immediate supervisor, building principal, or the Title IX complaint designee of the school corporation. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades, or work assignments.

B. The right of confidentiality, both of the complainant and of the

accused, will be respected consistent with the school corporation's legal obligations and the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

### C. Reporting Sexual Harassment

All reports of sexual harassment shall be handled in the following manner:

1. Reports must be in writing on forms supplied by the Corporation (if a verbal complaint is made the school official should file a written report);
2. Reports must name the person(s) charged with sexual harassment and state the facts;
3. Reports must be presented to the building principal where the alleged conduct took place. The building principal shall inform the superintendent or his/her designee, of all filed reports;
4. The building principal who receives a report shall thoroughly investigate the alleged sexual harassment;
5. The report and the results of the investigation will be presented to the superintendent and then to the Board of School Trustees in executive session by the superintendent; and
6. The Board of School Trustees will take whatever action it deems appropriate. The alleged victim's name will not be released to the public unless required by law.

Alternates:

5. The report and the results of the investigation will be presented to the superintendent. The superintendent shall review the report and make a recommendation to the Board of School Trustees of any action he/she deems appropriate.
6. The Board of Trustees may consider the report and the superintendent's recommendation in executive session. The Board may take any action it deems appropriate. The alleged victim's name will not be released to the public unless required by law.

## IV. SANCTIONS FOR MISCONDUCT

A. A substantiated charge against an employee in the school corporation shall subject such employee to disciplinary action including, but not limited to, reassignment, suspension, or discharge.

B. A substantiated charge against a student in the school corporation shall subject that student to disciplinary action including suspension and/or expulsion consistent with the Student Conduct Code.

## V. FALSE REPORTING

Any person who knowingly files false charges against an employee or a student in an attempt to demean harass, abuse or embarrass that individual shall be subject to

disciplinary action consistent with school policy and the Student Conduct Code.

## VI. NOTIFICATION OF THIS POLICY

Notice of the policy will be circulated to all schools and departments of the Batesville Community School Corporation and incorporated in each employee and student handbook.

## SECTION 504 NOTICE OF PARENT/STUDENT RIGHTS IN IDENTIFICATION/EVALUATION AND PLACEMENT

In compliance with the procedural requirements of Section 504 of the Rehabilitation Act of 1973, the following Notice of Parent/Student Rights in Identification, Evaluation and Placement shall be utilized in the Batesville Community School Corporation.

The following list of rights are given to insure the parent/guardian's awareness of the regulations about the evaluations of and/or special instruction which may be offered to his/her child. Should the parent/guardian have any questions, contact the superintendent. The parent also has the right to meet with the superintendent or designee and/or the local school board to resolve any objections to either the evaluation or educational placement of the student.

1. Organizations and agencies which the parent/guardian may contact to obtain assistance with evaluation and/or placement questions include, but are not limited to the following:

- A. Federal  
Office for Civil Rights, Region V  
401 S. State St. 74

Chicago, IL 60605-1202  
(312) 353-2480

B. State/Low-Cost/Free Legal and  
Information Sources  
IN Protection and Advocacy  
850 N. Meridian St. Suite 2C  
Indianapolis, IN 46204  
(317) 232 1150 V/TTY  
I-800-622-4845

Div. of Special Education  
IN Department of Education  
Room 229 State House  
Indianapolis, IN 46204-2798  
(317) 232-0570 V/TTY

Indiana Parent Information Network  
4755 Kingsway Dr., Suite 105  
Indianapolis, IN 46205  
(317) 257-8683

C. Local  
Ripley-Ohio-Dearborn Special Education  
Cooperative  
323 N. Meridian St.  
PO Box 238  
Sunman, IN 47041

II. The following is a description of the rights granted by the federal law to individuals with disabilities. The Intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

- A. Have your child take part in and receive benefits from public education programs without discrimination because of his/her disability.
- B. Have the school corporation advise you of your rights under federal law.
- C. Receive notice with respect to the identification, evaluation, or placement of your child.
- D. Have your child receive a free, appropriate public education. This includes the right to be educated with non disabled students to the maximum extent appropriate. It also includes the right to have the school corporation make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
- E. Have your child educated in facilities and receive services comparable to those provided to non disabled services
- F. Have your child receive special education and related services if he/she is found to be eligible under the Individuals with Disabilities Education Act (IDEA), and or, general education intervention/modifications outside of special under Section 504 of the Rehabilitation Act of 1973.
- G. Have evaluation, educational, and placement decisions made based upon a variety of information and sources, and by persons who know the student, evaluation data and placement options.
- H. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if the student if the student were placed in a program operated by the school corporation.
- I. Have your child given an equal opportunity to participate in nonacademic and extracurricular activities offered by the school corporation.
- J. Examine all relative records relating to decisions regarding your child's identification, evaluation, educational program, and placement.
- K. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to records.
- L. Be given response from the school corporation to reasonable requests for explanations and interpretations of your child's records.

M. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading, or otherwise in violation of the privacy rights of your child. If the school corporation refuses this request for amendment, it shall so notify you within a reasonable time and advise you of the right to a hearing.

N. File a local grievance

#### GRIEVANCE PROCEDURE:

Any employee, parent/guardian of a student enrolled in the Batesville Community School Corporation, or student eighteen years of age or older may file a grievance if he/she believes there has been a violation of section 504. Any such grievance must be filed in writing within a reasonable period of time after the alleged violation occurred. The grievant must fully state the facts of the alleged violation and the remedy that is being sought.

#### Step One:

The grievance shall be submitted to the Section 504 coordinator of the Batesville Community School Corporation, who shall investigate the circumstances of the alleged violation. The section 504 coordinator and/or superintendent shall make a written report of his/her findings of fact and conclusions within ten (10) school days.

#### Step Two:

If the grievance has not been resolved to the satisfaction of the grievant, he/she may appeal in writing to the school board within five (5) school days of receipt of the report. The school board shall conduct an informal hearing in an open meeting to review the alleged violation. The board shall give each party at least five (5) school days notice of its meeting. The board shall affirm, reverse, or modify the report issued under step 1 within fifteen (15) school days of receipt of the appeal.

O. Request mediation or an impartial hearing and an appeal of any decisions or actions taken by the school corporation regarding your child's identification, evaluation, educational program, or placement. The costs for these due process procedures will be borne by the school corporation. You and your student may take part in these proceedings and have an attorney represent you. Requests for due process must be made to the superintendent or the Section 504 coordinator. The following details the procedures:

1. If the parent/guardian disagrees with the placement or with the provisions of a free, appropriate public education for his/her child, the parent/guardian may make a written request for a hearing to the superintendent, indicating the specific reason(s) for the request.
2. The school corporation may initiate a hearing regarding the identification, evaluation, or educational placement of the student or the provision of a free, appropriate public education to the student. The school corporation shall notify the parent/guardian of the specific reason(s) for the request.
3. The hearing shall be conducted within twenty (20) instructional days after the request is received, unless the hearing officer grants an extension, and at a time and place reasonably convenient to the parent/guardian. Upon receipt of a request for a hearing, superintendent shall appoint the independent hearing officer. The school corporation shall bear all costs pertaining to the hearing, including the transcription, hearing officer fee, and expenses, but shall not be responsible for the fees and expenses incurred by the parent/guardian except for those detailed below. The parent/guardian involved in a hearing shall be given the right to have the child who is the subject of the hearing present, open the hearing to the public, and be represented by counsel or any other representative.
4. During the pendency of an administrative or judicial proceeding, unless the school corporation and the parent/guardian of the child agree otherwise, the child involved in the proceeding shall remain in his/her present educational placement. If there is a dispute regarding this present placement, the hearing officer shall order an interim placement. The present educational placement of the child shall include normal grade advancement if the proceedings extend beyond the end of the school year. If the issues involve an application to initial admission to school, the child, with the consent of the parent/guardian, shall be placed in the school until the completion of the proceedings. In the absence of an agreement, the hearing officer shall determine the child's placement during the

proceedings.

5. The child and the parent/guardian shall have the right to legal counsel and/or other representation of their own choosing. The school corporation shall inform the parent/guardian of any free or low-cost services available in the area if the parent/guardian requests the information or if the school corporation initiates a hearing. The school corporation shall bear the burden of proof as to the appropriateness of any placement, transfer, or the denial of same.

6. A tape recording or other verbatim record of the hearing shall be made and transcribed and, upon request, shall be made available to the parent/guardian or representative, at the school corporation's expense. At a reasonable time prior to the hearing during school hours, the parent/guardian or representative shall be given access to all records of the school corporation, and any of its agents or employees, pertaining to the child, including all tests and reports upon which the proposed action may be based. The parent/guardian or representative shall have the right to compel the attendance, to confront, or to cross-examine any witness who may have evidence upon which the proposed action may be based. The parent/guardian or representative and school corporation shall have the right to present evidence and testimony, including expert medical, psychological, or educational testimony. Introduction of any evidence at the hearing that has not been disclosed to both parties at least five (5) days before the hearing is prohibited, subject to the discretion of the hearing officer. Within fifteen (15) instructional days after the hearing, the hearing officer shall render a decision in writing. Such decision shall include findings of fact, conclusions of law, and orders, if necessary, which will be binding on all parties. The dated decision shall be sent by mail to the parent/guardian and the superintendent of the school corporation and shall contain notice of the right to appeal the decision. The decision shall be implemented no later than twenty (20) instructional days following the date of the decision, unless review is sought by either party. Should the parent/guardian be represented by legal counsel and ultimately prevail on the issues at administrative and/or judicial proceedings, the parent/guardian may be entitled to payment of all or part of the attorney fees and other costs incurred by the parent/guardian.

P. Request a review (appeal) of the hearing should you not prevail. The following details the procedure:

1. A petition to review (appeal) the decision of the hearing officer may be made by any party to the hearing. The request must be in writing, filed with the superintendent and the opposing party, be specific as to the objections, and be filed within twenty (20) instructional days of the date the hearing officer's decision is received. The school corporation is responsible for the appointment of an independent appeals officer to conduct an impartial review of the record as a whole and may, at his/her election, conduct the review with or without oral argument. Such review shall be conducted within twenty (20) instructional days of the receipt of the petition to review, unless either party requests an extension of time. The appeals officer shall ensure that a transcript of the review is prepared and made available to any party upon request.

2. Any party disagreeing with the decision of the appeals officer may appeal to a civil court with jurisdiction.

3. A parent/guardian represented by legal counsel during the proceedings of a due process hearing, appeal, or civil action may be entitled to reimbursement of legal fees if the parent ultimately prevails. Determination of the prevailing party may be made by a court with jurisdiction.

The person in this school corporation who is responsible for assuring that the school corporation is in compliance with Section 504 is the superintendent.

BCSC POLICY 6.0-22

Revised 8-19-96

Updated 7-18-05

## STUDENT DISCIPLINE

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. 20-8.1-5.1, administrators and staff members may take the following actions:

### 1.REMOVAL FROM CLASS OR ACTIVITY – TEACHER:

1) A middle school, junior high, or high school teacher may remove a student from the teacher's class or activity for a period of up to one (1) school day if the student is assigned regular or additional work to be completed in another school setting.

2) An elementary teacher may remove a student from the teacher's classroom or activity for a period of up to one (1) school day if the student is assigned regular or additional work to be completed in another school setting.

### 2.SUSPENSION FROM SCHOOL – PRINCIPAL:

A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to five (5) school days.

### 3.EXPULSION:

A student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester. In cases where the student is being expelled for possession of a firearm, a destructive device, or a deadly weapon, the maximum length of the expulsion period is listed under the Grounds for Suspension and Expulsion, **Section C and Section D.**

#### GROUND FORSUSPENSION OR EXPULSION:

The grounds for suspension or expulsion listed in section A. below apply when a student is: a. 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); b. Off school grounds at a school activity, function, or event; or c. Traveling to or from school or a school activity, function, or event.

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

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

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:

- Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
- Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
- Setting fire to or damaging any school building or property.
- 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.
- Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.

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

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

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

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

6. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief

that it was necessary to protect some other person is not a violation of this rule.

7. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.

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

9. 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.

10. 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.

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

a. Exception to Rule 11: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:

1. That the student has an acute or chronic disease or medical condition for which the physician had prescribed medication.
2. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
3. The student has been instructed in how to self-administer the prescribed medication.
4. The student is authorized to possess and self-administer the prescribed medication.

12. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.

13. 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.

14. Possessing, using, distributing, purchasing, or selling tobacco products of any kind or in any form.

15. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.

16. 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.

17. 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.

18. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.

19. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.

20. Aiding, assisting, or conspiring with, another person to violate these student conduct rules or state or federal law.

21. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.

22. Taking or displaying pictures (digital or otherwise) without the consent of the student or staff member in a situation not related to a school purpose or educational function.

23. Engaging in pranks that could result in harm to another person.

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

25. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:

- a. engaging in sexual behavior on school property;
- b. engaging in sexual harassment of a student or staff member;
- c. disobedience of administrative authority;
- d. willful absence or tardiness of students;
- e. engaging in speech or conduct, including clothing, jewelry or hair r style, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity, or is plainly offensive to school purposes;
- f. violation of the school corporation's acceptable use of technology policy or rules;
- g. violation of the school corporation's administration of medication policy or rules;
- h. possessing or using a laser pointer or similar device.

26. Possessing or using on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device in a situation not related to a school purpose or educational function.

27. Any student conduct rule the school building principal establishes and gives publication of it to all students and parents in the principal's school building.

#### B. Bullying

1. This rule applies when a student is: a. 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); b. Off school grounds at a school activity, function, or event; c. Traveling to or from school or a school activity, function, or event; or d. Using property or equipment provided by the school.

2. 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.

3. Parents or students who suspect that repeated acts of bullying are taking place should report the matter to the school principal or designee. School personnel will investigate all reports of bullying.

4. 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.

5. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.

6. 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.

#### C. Possessing A Firearm or a Destructive Device

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

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

- any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
- the frame or receiver of any weapon described above
- any firearm muffler or firearm silencer
- 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
- any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant,

and which has any barrel with a bore of more than one-half inch in diameter

- 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
- an antique firearm
- a rifle or a shotgun that the owner intends to use solely for sporting, recreational, or cultural purposes

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

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

4. The penalty for possession of a firearm or 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.

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

#### D. Possessing A Deadly Weapon

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

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

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

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

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

#### E. 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.

#### F. 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.

#### RIGHT TO APPEAL

The student or parent has the right to appeal an expulsion decision to the school board within 10 days of the receipt of notice of the action taken. The student or parent appeal to the school board must be in writing. If an appeal is properly made, the board will consider the appeal unless it votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting

and the arguments of both the school administration and the student and/or the student's parent. The board will then take any action deemed appropriate.

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

#### **USE OF AUDIO-VIDEO MONITORING SYSTEMS**

BCSC Policy Manual 9.0-11-4

Adopted: 7-21-03

Under the authority of Title 575 Indiana Administrative Code 1-7-20, Optional Equipment, the State School Bus Committee has approved the installation of audio- video monitoring systems on school buses provided that:

- (1) the system is installed with permission of the governing body, and
- (2) each system must be designed and installed in such a way as to prevent injuries to drivers and passengers in the event of a sudden stop.

The Batesville Community School Corporation (BCSC) Board of School Trustees has granted permission for the use of audio-video (AV) monitoring systems on corporation and privately owned school buses used by the corporation.

Bus videotapes are generally considered law enforcement records and not educational records. The purpose of such tapes is the pursuit of safety, security, and discipline on the buses. However, they may become educational records when viewed by an authorized school official in a situation where the tape directly relates to a particular student, i.e. discipline or injury per Educational Rights and Privacy Act of 1974. An authorized school official is defined as a Board of School Trustees member, Superintendent, supervisor, principal, driver, coach, or other persons approved by the Board of School Trustees.

All school bus audio-video systems and tapes shall be supplied by, and remain the property of, the Batesville Community School Corporation.

All buses that may employ an AV monitoring system shall display a sign near the front of the bus reading "For You're Safety & Security Continuous Audio/Video Monitoring May Be Occurring On This Vehicle".

Whenever an AV monitoring device is used on a corporation-owned or contracted school bus, the following guidelines will be used to view said tape:

1. The Director of Transportation and/or building administrator may choose to view the tape for disciplinary purposes. If said tape is not viewed, it will be erased within ten school days. Erasure may consist of demagnetization or simply recording over previous content.
2. The building administrator may choose to show a tape to students involved in a particular school bus incident.
3. The building administrator may choose to permit the parents of children involved in a school bus incident to view the tape. However, if a parent requests to see the tape, he/she may only view that portion of the tape that involves his/her child.
4. The building administrator, upon reviewing a tape, may choose to discipline a student for his/her actions on a school bus even though the action was not seen or reported previously by the bus driver.
5. On occasion it may become necessary for a bus driver to view a tape. In these instances, a copy of the tape in question may be taken from the transportation office for this purpose for a period of time not to exceed twenty-four (24) hours. During this period, viewing of the tape by persons other than the driver is prohibited.
6. The original copy of a tape believed to contain evidence for proof of misconduct shall be retained in the office of the Director of Transportation until such time as the matter is resolved. During that period it may be removed from that location only for viewing in a legal setting.
7. The changing and/or removal of videotapes from corporation-owned school bus audio-video systems shall be performed only by the Director of Transportation or his designee.
8. Upon written permission of the Superintendent of Schools, certain

videotaped activities may be used for training purposes. Videotape that is a part of any pending disciplinary process or litigation shall not be used for training purposes.

## **CIVILITY POLICY**

BCSC POLICY 7.0-27  
Adopted: 10-25-99

Members of the Batesville Community School Corporation staff will treat parents and other members of the public with respect and expect the same in return. The Corporation is committed to maintaining orderly educational and administrative offices free from disruptions and preventing unauthorized persons from entering school/corporation grounds.

This policy promotes mutual respect, civility, and orderly conduct among Corporation employees, parents, and the public. This policy is not intended to deprive any person of his/her right to freedom of expression, but only to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for students and staff.

In the interest of presenting Corporation employees as positive role models to the children of this Corporation, as well as the community, the Batesville Community School Corporation encourages positive communication and discourages volatile, hostile, or aggressive actions. The Corporation seeks public cooperation with this endeavor.

### Disruptions

Any individual who disrupts or threatens to disrupt normal school/office operations, threatens the health and safety of students or staff, willfully causes property damage, uses loud and/or offensive language which could provoke a violent reaction, or who has otherwise established a continued pattern of unauthorized entry on school district property promptly by the building principal or designee.

If any member of the public uses obscenities or speaks in a demanding, loud, insulting, and/or demanding manner, the administrator or employee to whom remarks are directed will calmly and politely admonish the speaker to communicate civilly.

If corrective action is not taken by the abusing party, the corporation employee will verbally notify the abusing party that the meeting, conference, or telephone conversation is terminated and, if the meeting or conference is on Corporation premises, the offending person will be directed to leave promptly.

When an individual is directed to leave under such paragraph 1 or 2 circumstances, the building principal or designee shall inform the person that he/she will be subject to prosecution if he/she reenters any district facility within thirty (30) days after being directed to leave, or within seven (7) days if the person is a parent/guardian of a student attending that school.

If an individual refuses to leave upon request or returns before the applicable period of time, the building principal or designee may notify law enforcement officials. An Incident Report should be completed for the situations as set forth in paragraph 1 and 2.

### Safety and Security

The superintendent or designee will ensure that a safety and/or crisis intervention techniques program is provided in order to raise awareness on how to deal with these situations if and when they occur.

When violence is directed against an employee, or theft against property, employees shall promptly report the occurrence to their principal or supervisor and complete an Incident Report.

Employees and supervisors should complete an Incident Report and report to law enforcement any attack, assault, or threat made against them on school/corporation-sponsored activities.

An employee whose person or property is injured or damaged by willful misconduct of any student may ask the Corporation to pursue legal action against the student or the student's parent/guardian.

### Documentation

When it is determined by staff that a member of the public is in the process of violating the provisions of this policy, an effort should be made by staff to provide a written copy of this policy, including applicable code provisions, at the time of occurrence. The employee

will immediately notify his/her supervisor and provide a written report of the incident.

## **TAPING OF CASE CONFERENCES**

BCSC POLICY 5.0-18

No case conference/annual case reviews or parent-teacher meetings are to be audio taped without the permission of the building administrator and/or Director of Special Education.

Meetings, such as parent-teacher conferences, case conferences, meetings under section 504 of the Rehabilitation Act, discipline-related conferences, and the like may be audio taped with the permission of the building administrator and/or Director of Special Education but may also be recorded by the school/coop. Any tape made by school/coop will become part of the student's file and is governed by the requirements of the Family Educational Rights and Privacy Act. Case conferences, annual case reviews, and parent-teacher meeting **will not be videotaped under any circumstances.**

In making a decision whether a meeting is to be audio taped, the building administrator and/or Director of Special Education will consider the following:

1. The importance, to both parents and school/coop, of having a verbatim record of the meeting.
2. The ability or inability of all necessary parties to be presented in person or by phone.
3. The length and complexity of the meeting.
4. Past dissatisfaction with written notes from past meetings.
5. Any other circumstances which have a direct bearing on the quality/success of the meeting.

## **PEST CONTROL POLICY**

BCSC POLICY 7.0-28

Adopted: 12-17-01

The school corporation is committed to providing a safe environment for students and staff. It seeks to prevent children and adults from being exposed to pests and pesticides. While pesticides protect people from pests that may be found in the school and its surrounding grounds, under some circumstances they may pose a hazard. Therefore, pest control practices may involve a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing potential pesticide exposure to occupants.

The corporation will:

1. Annually inform parents and staff members of the corporation's pest control policy at the time of student registration by a separate memorandum or as a provision in the student or staff handbook.
2. Provide the name and phone number of the person to contact for information regarding pest control.
3. Provide notice of all pesticide applications to school nurses.
4. Maintain written record for at least 90 days of any pesticide applications.

The corporation may provide for training of school employees to become certified pest control applicators. Financial support for such training may be provided by the corporation subject to budgetary constraints of the corporation.

The superintendent shall prepare and disseminate regulations for the implementation of this policy.

### **PEST CONTROL REGULATIONS**

In attempt to assure proper control of any pesticides that might be used on corporation premises, these procedures are established. "Pesticide" for application of these regulations only is defined as a fungicide used on plants, an insecticide, a herbicide, or a rodenticide. Manufactured, enclosed paste or gel bait insecticides are not subject to the provisions of these regulations when used where students and staff members do not have access to the bait.

The intent of this regulation is to prevent exposure of staff members and students to pesticides.

1. Pesticides will be applied only by certified pesticide applicators or individuals operating under their supervision in school buildings or on school grounds. The certified pesticide applicator shall train non-certified staff members who apply pesticides. The training must include:

- a. A review of the corporation's pest control policy;
  - b. A review of the label instructions for the pesticides to be used;
  - c. Methods to determine when an application of a pesticide is necessary;
  - d. How to minimize potential pesticide exposure to students, teachers, and staff;
  - e. What activities are prohibited; and
  - f. Written documentation of the training.
2. When possible, pesticide applications will be done during non-instructional time or during vacation periods.
  3. When a pesticide will be applied by an independent contractor, the contractor shall contact the building administrator no later than 72 hours prior to the scheduled application to discuss any problems and inform the building administrator what pesticides will be applied on the date of the scheduled application.
  4. At the time of registration for each school year the Board shall provide the staff members of each school and the parents of each child enrolled in each school with a written copy of the Board's policy on pesticide applications, as well as the name and telephone number of the school contact person for pest control information. This information may be given in the form of a memorandum or as a provision in the student and/or staff handbook. This information shall also be provided to the parents of any child who transfers into a school during the school year.
  5. School nurses will receive notice of all pesticide applications. The notice shall include the (1) name of the active ingredient of the pesticides anticipated to be applied if part of a routine, scheduled service, (2) location of the application, (3) date of the application, (4) approximate time and length of the application, and (5) name and telephone number of the school administrator or his/her designee who may be contacted for further information.
  6. Any pesticide application is prohibited when children are in the room or on school grounds in or near the area to be treated.
  7. If an emergency application is necessary to eliminate an immediate threat to human health, no person may enter the area of such application until it is safe to do so according to the provisions on the pesticide label.
  8. A copy of the records of each pesticide application at a school shall be maintained for at least 90 days. The records will contain the following:
    - a. Date and time of the inspection and pesticide application;
    - b. Pests found during the inspection;
    - c. Brand name and active ingredient of pesticide(s);
    - d. EPA registration number of pesticides(s);
    - e. Areas treated;
    - f. Name of applicator; and
    - g. Source for obtaining information on the pesticide label(s), Material Safety Data Sheet(s), and/or fact sheet(s) for end use concentration.

The school principal, upon request, will make available the pesticide application information listed above for at least 90 days from the date of application.
  9. Whenever practical, non-chemical controls will be used. The least toxic formulations and safest methods of application will be selected when there is a choice of pesticide products with comparable effectiveness.
  10. Storage of pesticides will be kept to a minimum. All pesticide label storage instructions will be followed explicitly. All such products and the application equipment will be stored away from food products or occupied rooms in a locked area clearly marked as containing pesticides.
  11. All pesticide products will have complete label instructions, will remain in the original container, and Material Safety Data Sheets will be on file and readily available to any employee who must handle such materials or who may have been exposed to the product. This information shall also be available to any member of the public upon request.
  12. All application of pesticides will be made in strict compliance with label instructions.
  13. School corporation employees responsible for handling and applying pesticides shall have specific pesticide training.
  14. Training for school employees to become certified pest control

applicators is available. The corporation may provide for financial support of such training for employees designated by the Superintendent, or by his/her designee, as needing training. Such financial support will be subject to the availability of budgetary funds and the approval of the board.

The Superintendent or his/her designee shall be the contact person for providing information regarding pesticide application activities at the school site, including but not limited to, giving oral or written notification, supervising the sending of notifications as required by school policy and regulations, and maintaining records of pesticide applications.

#### **MEDICINES (TRANSPORTATION OF MEDICATION FROM SCHOOL)**

BCSC POLICY 6.0-31-1  
Adopted 5-21-02

It is prohibited by law for any student below grade 9 to take any prescription or over-the-counter medication, which has been stored at the school, home with him/her. The medication can only be released to a parent or individual 18 years or over, previously designated in writing to remove such medications by the student's parent. Students in grade 9 through 12 may take medications home with them only if authorized in writing by the parent.

Example: antibiotics taken at school for 7-10 days. The school cannot send the bottle home every night until the medication is completed. We need to have a second bottle to keep at school with the correct amount of doses for school. Inhalers cannot go back and forth to home and school; we need one inhaler to keep at school for the child.

LEGAL REFERENCE: I.C. 20-8.1-5.1-7.5 and 7-22

#### **Notice to Parents and Students of Their Rights Concerning Education Records**

To Parents and Students:

Education records are governed by federal law and regulation. The requirements of these laws and regulations are contained in school board policy #6.0-19, entitled Student Records. Generally, this policy provides for the following:

- (1) Records are confidential and may be disclosed only as provided in the policy.
- (2) The policy concerns both elementary and secondary student education records.
- (3) Parents have a right to examine their child's records at reasonable times if the child is less than 18 years of age and not attending a post-secondary institution or if the child is a dependent student as defined by Section 152 of the Internal Revenue Code.
- (4) Students have a right to examine their records at reasonable times.
- (5) Before education records are disclosed to third-parties, the school requires a signed and dated written consent of (a) a parent of a student who is less than 18 years of age and not attending a post-secondary education institution, or (b) a student who is at least 18 years of age or attending a post-secondary institution.
- (6) Certain persons may examine education records without a parent's or student's consent as provided in the above paragraph. These include school officials (who have legitimate educational interests) and officials of another school, school system, or institution of post-secondary education where the student seeks or intends to enroll. This school corporation forwards education records to another school corporation, school system, or institution of post-

secondary education where the students seeks or intends to enroll without prior notification to the parent or student.

- (7) Directory information will be released to media organizations (including radio, television, and newspapers), colleges, civic or school related organizations, and state or local government agencies without the consent of parent or student as provided in paragraph 5 above. Directory information includes the student's name, address, parent home and work telephone number, **photograph and video taped images**, major field of study, participation in official recognized activities and sports, height and weight of members of athletic teams, dates of attendance, awards received, motor vehicle description (including license plate number), hair and eye color, race, sex, date of birth, height, weight, grade level, and other similar information which would not generally be considered harmful or an invasion of privacy if disclosed.

**Denial of Release of Certain Information:** A parent of a student less than 18 years of age or a student who is at least 18 years of age may object to disclosure of any of the categories of directory information by **giving written notice to the building principal no later than 14 calendar days from the beginning of the school year or from the date of enrollment. The notice must state the child's name, grade, the specific directory information that is not to be released, the signature of the parent/guardian or adult student and the date signed.**

7/08/04

**BATESVILLE COMMUNITY SCHOOL CORPORATION  
Asbestos Notification  
AHERA Rule 40 CFR 763.91  
NOTICE**

The Asbestos Hazard Emergency Response Act as found in the Federal Register of August 2, 1988 under 40 CFR, Part 760, Sub Part E, requires that the employees, participants, and students attending our schools be informed of the presence of any asbestos containing materials in the facilities of the Batesville Community School Corporation. The information provided below is a result of federal, state and local inspections.

It was found that the asbestos present in the High School is contained in pipe joint insulation and within the composition of floor tile. The boilers are also insulated with asbestos materials. The inspector has reported that the material is in a manageable condition and will not cause a hazard to the occupants of the building. The insulation materials are found to be contained away from the environment by being located above the ceiling and having a cloth wrap that is sealed with paint. The floor tile, covering approximately 20% of the total floor space, is sealed with floor finish.

The Intermediate School has asbestos in the floor tile in less than 5% of the building. This tile is safe since it is sealed with floor finish and covered by carpeting.

The old Middle School Gymnasium has pipe insulation that contains asbestos. This material is contained out of the environment since it is wrapped and sealed by paint.

The inspection revealed that the Middle School classroom building and the Primary School are free of asbestos materials and that there is no threat to the environment.

A management plan has been written and approved for the control and elimination of these materials. Each building has such a plan on file. Please contact your building principal or Tim Hunter if you wish to review these plans.

Should you have any questions concerning the health risks or other problems that might be caused by the presence of asbestos, contact Tim Hunter at 934-2194.

## VENDING MACHINES

BCSC POLICY 6.0-59  
Adopted: 11-18-04

The Board of School Trustees of the Batesville Community School Corporation believes that good nutrition is important for high academic achievement. All food available for sales to students including vending machines, student stores, and fundraisers should offer food choices that provide the opportunity for students to select products that reflect healthy and nutritional principles. All food sales in the school corporation during school hours will comply with state and federal child nutrition program regulations. The following definitions apply to this policy:

Foods of minimal nutritional value: defined by the U.S. Department of Agriculture in its child nutrition regulations at 7 CFR 210.11(a)(2).  
Healthy beverages: water, milk, fruit drinks with at least 50% fruit juice, vegetable drinks, and 100% fruit juices.

Healthy foods: any food item that does not have more than 30% total calories from fat, more than 10% total calories from saturated fats, or provides at least 10% of the recommended daily value for one of the following nutrients: vitamin A, vitamin C, calcium, iron, protein, or fiber.

### Vending Machine Use

All beverage and food vending machines in the school corporation that are available to students during normal school hours shall provide at least 50% healthy beverages and 50% healthy foods.

### Price

Prices for all beverages and food items sold to students will be offered at comparable prices for comparable size packages.

### Advertisements

Advertisement on all vending machines shall promote educational activities, physical fitness and choices of beverage or food offered. Advertisement shall not promote one beverage or food choice over other more healthy choices nor shall it promote one particular beverage or food item available in the vending machine.

### Availability

Only vending machines with 100% healthy choices may be operational during posted food service hours. The superintendent is responsible for developing administrative regulations to implement this policy that will be effective January 1, 2005.

### Student Use of External Thumb Drives on Corporation Computers

A "thumb drive" or "flash drive" is a piece of hardware that connects to a computer by use of a USB port. Students can store data on a thumb drive and carry this storage device from place to place. Thumb drives can be used on district computers with the following restrictions:

\*Thumb drives can only be used for saving and retrieving files.

\*Programs cannot be run from the thumb drive.

\*No software can be installed or run from, or to support, the thumb drive.

\*Students are responsible for the content on the thumb drive.

Students must be aware that BCSC Administration and the Information Technology (IT) Department reserve the right to search the thumb drive given reasonable suspicion of the existence of inappropriate content.

\*If it becomes necessary that BCSC administration revoke a student's thumb drive privileges, then the student will be in violation of the Acceptable Use Policy and will be held accountable under its rules.

### Service of External Thumb Drives on Corporation Computers

The BCSC IT Department does not service thumb drives. If a student's thumb drive malfunctions or stops working, there is nothing

that will be done internally to repair it. It is imperative to follow the manufacturer's recommendations when using it.