Bluffton-Harrison Middle School

Student Handbook 2011/2012

Principal - Tom Gibson
Assistant Principal - Rick Mettler
Athletic Director - Steve Thompson

Phone Directory

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

Middle School Web Page Address
http://www.bhmsd.k12.in.us/middle

Student Name: _____

Address: _____

City: _____ Zip Code: _____

Phone: _____

Grade: _____

The information in this book was the best available at press time. Watch for additional information and changes.

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WELCOME!

Dear Parents of Bluffton-Harrison Middle School Students:

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

This organizer is being provided to students at very little cost to help in the development of personal responsibility. Students are expected to carry the planner with their books at all times. Regular use of the organizer will assist students in the development of study habits and organizational skills. In addition, parents can review the organizer periodically to know what is going on at school.

Included in the beginning of this organizer is the 2011-2012 Student Handbook. It contains important policies and procedures related to the Bluffton-Harrison Middle School. We ask all parents and students to review the contents of the organizer together.

Please sign below to indicate that you have reviewed and understand the contents of the handbook and supplement. Failure to sign this page does not affect your child's responsibility to act in accordance with policies and procedures outlined in the handbook and supplement.

After signing, please have your son/daughter carry the organizer daily. Since personal responsibility is the key to success and achievement in school, we believe it is reasonable for students to use this tool daily. Students who do not carry and use their planner may be subject to disciplinary action by the school.

Student Signature_____

Parent/Guardian Signature_____

Please complete both front and back side of this paper and return to your first period teacher by Monday, August 22, 2011

Make sure back sheet of this page is completed by parent.

BLUFFTON HARRISON MIDDLE SCHOOL
MEDICAL CONSENT FORM

The school nurse or her designee has my permission to treat my child if needed at school. In the event of serious injury or illness when the parent, guardian, or third party cannot be located, the school principal, or his designee, has my permission to instruction the Emergency Medical Service (EMS) to take my child to the hospital listed below or, if not possible, to the nearest hospital for emergency care.

** Please be aware that your child's pertinent medical information will be shared with school personnel and EMS staff as needed.**

_____ _____

Print Name of Student Date

_____

Signature of Parent/Legal Guardian

_____ _____

Physician Preferred Phone Number

_____ _____

Hospital Preferred Phone Number

CHIRP
CHILDREN AND HOOSIERS IMMUNIZATION REGISTRY PROGRAM

Bluffton- Harrison MSD participates in CHIRP, a free and innovative online system that stores and updates immunization records of both children and adults in Indiana. It is confidential and free.

I give the Bluffton-Harrison MSD nurses permission to register my student's immunization records onto the Indiana State Department of Health's Children and Hoosiers Immunization Registry Program. (CHIRP)

I understand that the information in the registry may be used to verify that my student has received proper immunizations and to inform me of my student's need to be vaccinated according to recommended immunization schedules.

I hereby consent to the release of such information.

_____ _____

Signature Date

_____

Printed Name of Parent/Guardian

_____ _____

Student's Name Date of Birth

TEAR OUT AND RETURN TO YOUR FIRST PERIOD TEACHER BY MONDAY, AUGUST 22, 2011

SCHOOL MISSION STATEMENT

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

ACADEMIC MONITORING

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

MIDDLE SCHOOL ATTENDANCE POLICY

Every student shall attend school regularly. The faculty and staff of the Bluffton-Harrison Metropolitan School District believe that prompt and regular attendance in all classes is a prime factor in achieving a high level of academic success.

Attendance in school is compulsory as provided by Indiana Code 20-8.1-3-17. Failure of the child to attend school even one day without an excuse is truancy. An excused absence or absence due to suspension, expulsion, exclusion, illness, incarceration, or lawful removal of the student from school by the parent or guardian is not truancy. Students who are absent from school should not attend school activities during the day of the absence or be seen in the community.

I. Procedure on or following a day of absence:

1. When a student is absent, the office (824-3536) must receive a note or phone call by the student's parent/guardian explaining the reason for the absence.
2. If the office does not receive a verbal or written contact from the parent following the absence, the absence will be marked unexcused.
3. If a student does have an absence, it is his/her responsibility to get and complete any missed assignments. The allotted time to make up the work will be one day for each absence.
4. For students to be eligible (participate or attend) extra-curricular activities, they must be in attendance for a full school day. Exceptions may be granted by the principal or assistant principal.

II. Attendance problems

Each student shall be allowed five total absences per semester. Again, a note or phone call by a parent is required. On the fifth absence and each one thereafter per semester, a physician's note will be required stating the dates that the student shall be excused from school.

Once a student has accumulated five absences, the following procedure shall be administered:

1. The parent/guardian will be contacted by telephone, letter or a home visit. The purpose of the initial contact will be to offer help in rectifying the situation and to state the expectations that the school has concerning attendance.
2. On the next (sixth) absence per semester, there will be a second contact by the middle school office to offer help in correcting the problem.
3. On the seventh absence per semester, the student will be required to serve a lunch detention and the parent/guardian will be contacted to meet with the middle school attendance officer. The parent may contact the school office to request a waiver.
4. Failure of a child to attend school even one school day without an excuse is truancy. If a child obtains eight truancies, then a referral will be made to the Wells County Probation Department or the Division of Family and children. Truancies could also be failure to attend school assigned detention or study tables.
5. The final step on an attendance problem may be expulsion, retention and/or to contact Wells County Probation, Bluffton Police Department or the Division of Family and Children. Indiana Law IC 20-8.1-3-34, Section 34 states: "Compulsory Attendance for Full Term; Duty of Parent. It is unlawful for a parent to fail, neglect or refuse to send his child to a public school for the full term as required under this chapter unless the child is being provided with instruction equivalent to that given in the public school." IC 20-8.1-3-37, Section 37: "Penalty. A person who knowingly violates this chapter commits a Class B misdemeanor."

ACCIDENTS OR INJURIES

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

BELL SCHEDULES

Regular School Day		Two-Hour Delay	
7:40 A.M.	Students admitted to building	9:40 A.M.	Students admitted to building
7:50 A.M.	Tardy Bell	9:50 A.M.	Tardy Bell
2:50 P.M.	Students Dismissed	2:50 P.M.	Students Dismissed

BULLYING

The Bluffton Middle School takes a proactive approach in the prevention of bullying. Students are to immediately report any instance of bullying to their classroom teacher or supervisor. Teachers may choose to refer a student to the office if they investigate the situation and determine that disciplinary action is necessary.

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.

1. 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 electronically transmitted, and/or physical acts committed, or any other similar behavior is prohibited.
2. 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.
3. 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.
4. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
5. 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.

CELL PHONES

Students are permitted to keep cell phones, electronic paging devices, etc. during school hours in their lockers only. However, these devices must be turned off and are not to be used during school hours for any purpose. This includes field trips and other school functions off campus during the school day.

1st Offense - A warning is given and the student will be asked to pick their phone up from the office at the conclusion of the school day. (Step 1 will be skipped if the student uses the phone during the school day)

2nd Offense - 1 detention plus the parent will be asked to pick the phone up after the school day.

3rd Offense - 1 day in-school suspension and a STEP plus the parent will be asked to pick the phone up after the school day.

4th Offense - 2 days in-school suspension and a STEP plus the parent will be asked to pick the phone up after the school day.

5th Offense - 3 days in-school suspension and a STEP plus the parent will be asked to pick the phone up after the school day.

6th Offense - Out-of-school suspension and recommendation for expulsion.

The administration may choose a more severe consequence based on the severity of the cell phone violation.

CHEATING

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

COMPUTER AND INTERNET USE

Students are expected to sign an agreement for appropriate internet and computer usage. Students who fail to follow the expectations for proper use of the computer and/or internet could face disciplinary action and could be prohibited from using the school's computers.

CLASSROOM DISCIPLINE POLICY

OBJECTIVE:

1. Project an attitude that together we can accomplish a common goal: a well-disciplined school.
2. Clarify the responsibilities of the participants in the school's discipline program.

A student may be sent to the office any time that student's conduct becomes so disruptive or offensive that it is impossible to conduct class in an orderly fashion. Serious disruption, disrespect, insubordination, or noncompliance with Bluffton-Harrison Middle School rules will result in appropriate disciplinary action.

A 7 STEP DISCIPLINE PLAN

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

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

DETENTIONS

Students may be assigned a detention by an administrator or other faculty member from 2:55-3:30 p.m. It is used for those students with attendance or other disciplinary problems. Each student will be given a 24 hour notice to make necessary transportation arrangements. Failure to serve a detention will result in further disciplinary action.

DIRECTORY INFORMATION

Directory Information is defined as "information in an educational record of a student which would not generally be considered harmful or an invasion of privacy if disclosed." The Bluffton-Harrison M.S.D. designates the following items as Directory Information: student name, address, telephone number, e-mail address, date of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, hair and eye color, dates of attendance, degrees and awards received, most recent previous school attended, photograph and videotape not used in a disciplinary matter, student work displayed at the discretion of the teacher with no grade displayed. The corporation may disclose any of those items without prior written consent, unless notified in writing to the contrary by SEPTEMBER 2, 2011.

DISASTER DRILLS

Fire drills are required by law and are held periodically so orderly evacuation of the building may be accomplished. After the alarm, walk quickly out of the building without coats or books. No talking or visiting is allowed. Students should remain together in class groups so teachers can account for all students.

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

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

DRESS

When a student's style of dress or appearance presents a clear and present danger to the student's health and safety or causes an interference with school work or creates a classroom or school disorder, the student will be asked to correct the condition. While the selection of clothing worn at school is primarily the responsibility of parents and students, the administration reserves the right to make the final judgment concerning the appropriateness of the student's attire and appearance. School attire should conform to the following guidelines that are not intended to be all inclusive:

1. Students will wear footwear at all times. Slippers are not permitted.
2. Headgear is not to be worn during school hours.
3. Jackets and coats are to be worn only when entering or leaving the building, and are not to be taken to the classroom. It is recommended that students keep a sweater or sweatshirt in their locker for cooler temperatures.
4. Book bags are to be stored in lockers during the school day.
5. Clothing that contains any suggestive expressions or pictures or expressions that relate to tobacco, alcohol, drugs, death, skulls or sex is forbidden.

6. Bare midriffs and bare shoulders are not allowed at any time. Tank tops, tube tops, and shirts with spaghetti straps are unacceptable. Clothing which results in inappropriate exposure such as, but not limited to, that with low necklines, strapless, or of a sheer design are unacceptable. No undergarments should be showing or worn as an outer garment (this includes boxer shorts). Pajamas are not permitted.
7. Shorts, skirts, skorts and dresses must be at least mid-thigh or to the student's fingertips.
8. Clothing that has been cut, ripped, torn, or manufactured with holes is not permitted.
9. Spikes on clothing or on jewelry, chains, including chains on wallets and any other exceptionally long chains are not appropriate.
10. Hair dyed an unusual or unnatural color is not permitted.
11. Any piercing of any body part other than the ear is not permitted. No two or more piercings may be connected by jewelry or other items.
12. For school safety purposes, baggy clothing is not permitted.
13. Any clothing, or other items considered by the school administration to be disruptive to the educational process will not be permitted.

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

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

2nd Offense - 1 detention plus necessary attire change.

3rd Offense - 1 day in-school suspension plus necessary attire change.

4th Offense - 2 days in-school suspension plus necessary attire change.

5th Offense - 3 days in-school suspension and a STEP on the 7 step discipline plan, plus necessary attire change.

6th Offense - Out-of-school suspension and recommendation for expulsion.

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

EQUAL EDUCATIONAL OPPORTUNITY

Every child, regardless of race, creed, color, sex, national origin, cultural or economic background, or handicap, is entitled to equal opportunity for educational development.

No student will be excluded from participating in, denied the benefits of, or subjected to discrimination under any educational program or activity conducted by the District. The Board shall treat its students without discrimination as this pertains to course offerings, athletics, counseling, employment assistance, and extracurricular activities.

DRUG TESTING POLICY (RANDOM STUDENT TESTING)

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

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

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

FIELD TRIPS

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

GUM

Students are allowed to chew gum when permitted by their grade level teachers. Students may be denied this privilege if excessive wrappers or gum is found throughout the school.

HALLWAY PROCEDURES

Students in grades 7-8 will be expected to present a signed hall pass when traveling the halls during non passing periods. These passes will be found in the student agenda. In the event a students loses his/her pass sheet, a replacement sheet will be given. The replacement sheet will have fewer free passes than the original. Each grading period, the students required to use one of their 6 passes to leave the classroom after the entry bell rings. These passes will be used for instances in which students have come to class unprepared (needing pencils, notebooks, textbooks, or assignments). Items in question will be items which were clearly and timely communicated to the students. In the event a student uses all of his/her 6 passes, additional passes will be given with the following corresponding consequences.

7th pass- 1 detention assigned by the office

8th pass- 3 detentions assigned by the office

9th pass- 5 detentions assigned by the office and a step on the school discipline plan

10th pass- 3 days In-school suspension and a step on the school discipline plan.

11th pass- 3 days Alternative School Placement and a step on the school discipline plan.

12th pass- 5 days Alternative School Placement and a step on the school discipline plan.

HIGH SCHOOL CLASSES AT MIDDLE SCHOOL POLICY

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

The following are provisions of this grade and credit replacement policy:

- The student must have taken an approved high school-level course for high school credit while a student at Bluffton Middle School.
- The student must voluntarily elect to retake the same course during their freshman (9th grade) year only.
- The student's grade and credit for completing the course at Bluffton High School will completely replace both grade and credit of the course taken at the middle school.
- The student's new grade from the high school will replace the grade earned at the middle school on the student's official high school transcript.

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

HOMEWORK POLICY

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

Students receive assignments on the first day of the week to help them plan their study time around outside activities. Students are expected to record all assignments in the school agenda to help build organization skills.

Teachers may impose a ten percent penalty each day that an assignment is turned in past the regularly scheduled due date. However, students must do their part to stay up on their assignments since one day's work builds upon the previous day's work. Regular grade sheets sent home either electronically or on paper will keep parents informed of missing assignments. Parents can play a vital role in the development of personal responsibility by reviewing the student agenda on a regular basis and reviewing the grade sheets sent home by teachers.

There is a significant difference between a student asking for more time to improve the quality of work before handing an assignment in to the teacher, and a student who is chronically late handing in routine tasks. Students who are chronically late handing in assignments may be required to participate in a number of intervention strategies to correct the situation including but not limited to: team meetings, general education intervention plans, study tables, exclusion from some classes, and even retention.

Reading is the most valuable skill a student can cultivate at home. It is recommended that each student read thirty minutes each evening. Regular time spent reading independently or with family members will help students pass the ISTEP+ exam and perform better on classroom assessments.

HOMEWORK REQUESTS FOR ILL STUDENTS

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

- Students who are absent should check with the teacher upon returning to school to receive any missing assignments.
- The number of days to make up work will equal the number of days absent.

- Requesting assignments should be made when calling in to inform the school of the absence.
- Students should have assignments written into their agendas on the first day of each week.
- If work is requested it is expected to be completed when the student returns unless the parent calls the school to discuss individual circumstances with the teacher.
- Requested work will be available after 3:00 p.m. in the Middle School office.

HONOR ROLL

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

LINES OF COMMUNICATION

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

LOCKER REGULATIONS

Fifth and sixth grade students receive a locker without a lock. Each seventh and eighth grade student is assigned a hall locker with a combination lock. Seventh and eighth grade students should keep their lockers locked. Never leave money or valuables unattended. Lockers should not be shared. Students are cautioned not to bring large amounts of money, radios, walkmans, electronic devices or cameras to school. Students, not the school, are responsible for their own property. The locker is the property of the school. It is not to be defaced or damaged and is **always subject to inspection.**

LOST AND FOUND

Students who find lost articles are asked to take them to the lost and found table where they may be claimed by the owner. Valuable items like watches and jewelry should be turned into the office.

LUNCH

Students may purchase a school lunch for $2.15 and a la carte items ranging in price from $.05-$2.25. Some examples of a la carte items are: lettuce salads, chef salads, chicken strip baskets, desserts, etc. Each day will have a different main entrée for your child to choose from along with salads and many extras. It will be possible for your child to purchase a $2.15 lunch using the a la carte items if they choose the required nutrient items. Examples are: one milk, sandwich or main entrée, and a fruit or vegetable. The cooks will help your child make these selections until they understand the process. If you **do not** want your child to purchase extra a la carte items, you must discuss this with them and send a signed letter to the school cook. Your child's account will have a block placed on it that will not allow any extra purchases.

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

LUNCH CARDS

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

Each child must have their card with them when they go through the lunch line. Numbers should not be given verbally. Students without lunch cards are to go to the end of the lunch line. One IOU of $2.55 (one regular lunch plus extra milk) may be charged to their account. If a student has an IOU of $2.55 and they do not have money the next day they will be given a peanut butter sandwich and a carton of milk for a charge of $1.00. Students with an IOU will not be permitted to buy a la carte items. Money to be placed into a student's account should be brought in the cafeteria at the beginning of the school day. Parents are encouraged to maintain at least a one week balance on a student lunch account.

LUNCH PROCEDURES

1. Bluffton-Harrison Middle School has a closed lunch program; therefore, students will be expected to be in the cafeteria during their assigned lunch period unless directed otherwise.
2. Students may purchase a lunch or bring it from home (fruit drinks may be brought in your lunch - no bottles). Students are not to have food brought to the cafeteria from an outside source.
3. Students are not to take food from the cafeteria.
4. Students will be charged a small fee to replace lost lunch cards.

LUNCHROOM PROCEDURES

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

MOMENT OF SILENCE

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

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

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

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

NOON PROCEDURES

Media Center

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

Outside

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

Multi-Purpose Room

1. Students may get teams together and play half-court basketball.
2. Students may use the rings when they are down. Students may swing from south to north only and must get back in line once they let go.
3. Twisting the rings and putting feet on the wall is not allowed.
4. The gymnastics equipment, floor mats and crash pads will not be used for noon recess.
5. Nerf footballs may be passed with special permission from supervising teacher.
6. Students should not shoot half-court shots with basketballs.

Gymnasium

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

Students who break the above rules or behave in a manner that is unacceptable will be given one warning. Students committing a second offense will spend one week sitting at noon.

MAKE-UP WORK

It is the responsibility of the student to check with the teacher(s) for make-up assignments. The allotted time for make-up is the number of days absent. Teachers may extend the time if unusual circumstances exist. Alternative assignments may be given to a student for class activities missed which cannot be made up.

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

MEDICATIONS

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

1. No medication, prescription or nonprescription, shall be administered to a student without the written and dated consent of the student's parent/guardian.
   a. The written consent should include the name of the medication, the dosage to be given, and the time for it to be given.
   b. Consent forms are available in the school nurse office.
2. All prescription medication must be accompanied by a physician's prescription, a copy of the original prescription, or the pharmacy label.
3. A physician's prescription is needed for over-the-counter medications which are not advisable for children.
4. All medications, prescription and nonprescription, must be in the original labeled container and should be brought to the nurse's office.
5. Students who need to carry and/or administer their own medications such as asthma inhalers must have a dated and signed permission slip from both the physician and the parent/guardian.
6. The school will not be liable for lost or stolen medications brought to or from school by the student or those carried by the student. Parents are advised to bring medications to the school.
7. No medications will be sent home with middle school students.
8. Students who are in possession of prescription and/or non-prescription drugs and fail to follow the proper procedures could face disciplinary action.

PEST CONTROL REGULATIONS

In an attempt to assure proper control of any pesticides or other harmful chemicals that might be used on corporation premises, these procedures are established. "Pesticide" is defined as a fungicide used on plants, an insecticide, a herbicide, or a rodenticide.

The intent of this regulation is to prevent unnecessary exposure of staff members, students or the public to potentially harmful substances. When possible, pesticide applications will be done during non-instructional time or during vacation periods.

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

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

PHYSICAL EDUCATION

Physical education students must dress in the school P.E. uniform and have tennis shoes for participation in classroom activities every day. Students who need to be excused from participation must have a written note from the parent/guardian. Parent notes are good for two days only. Students whose activity must be restricted or limited beyond two days must have a doctor's note to be excused. Students who do not participate in physical education will not be permitted to participate in extra-curricular activity during that day.

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

PLEDGE OF ALLEGIANCE

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

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

a. The student chooses not to participate; or

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

Students who are exempt from reciting the Pledge shall remain quietly standing or sitting while others recite the Pledge and shall make no display that disrupts or distracts other students who a reciting the Pledge.

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

PROMOTION AND RETENTION

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

SCHOOL CLOSINGS

All school closings or delays will be announced over the following radio stations: WOWO, WNUY, WBCL, WBTU, and MAGIC 95. The following television stations receive notification from the school corporation: WANE (15), WPTA (21) and WKJG (33). You may also visit our website: www.bhmsd.k12.in.us

SEXUAL HARASSMENT POLICY

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

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

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

1. Verbal harassment or abuse.
2. Repeated remarks with sexual or demeaning implications.
3. The circulation of graphic or printed materials in which content has sexual or demeaning implications.
4. Unwelcome touching which includes fondling, groping and intentionally touching other people in an inappropriate manner.
5. Pressure to participate in sexual activity.
6. Suggesting or demanding sexual involvement accompanied by implied or implicit threats.

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

STUDENT CONDUCT

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

1. LUNCH DETENTION: A teacher, school principal (or designee) may assign a student to lunch detention. During the lunch detention students will eat in an assigned area and work on homework or read a library book when finished eating. Students will not be permitted to go to lunch recess during the detention. Failure to follow lunch detention procedures could result in additional days of lunch detention or additional consequences.
2. BEFORE-SCHOOL DETENTION: A teacher, school principal (or designee) may assign a student to before-school detention. During the before-school detention students will work on homework or read a library book in an assigned area from 7:10-7:40AM. Failure to follow before-school detention procedures could result in additional days of detention or other consequences.
3. AFTER-SCHOOL DETENTION: A teacher, school principal (or designee) may assign a student to after-school detention. During the after-school detention students will work on homework or read a library book in an assigned area from 2:55-3:30 P.M. Failure to follow after-school detention procedures could result in additional days of detention or consequences.
4. IN-SCHOOL SUSPENSION: A school principal (or designee) may assign a student to in-school suspension. During the suspension students will work on assigned classroom school work or read a library book if all classroom work is finished. Failure to follow in-school suspension procedures could result in additional days of in-school suspension or out-of-school suspension.
5. OUT-OF-SCHOOL SUSPENSION/S.O.S .PLACEMENT: A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to 10 school days. During the days of suspension students will be expected to complete the assigned school work, and they will receive a “0” on each graded assignment during the days of the suspension. School officials may assign students to S.O.S. placement during their suspension. Students would be permitted to get credit for school work during S.O.S. placement.
6. CORPORAL PUNISHMENT: A school principal (or designee) may exercise the right to use corporal punishment when deemed necessary.

7. EXPULSION: A student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of possession of a firearm or a deadly weapon listed under the Grounds for Suspension and Expulsion.

Students are not permitted to participate in any extra-curricular activities during the days that they are assigned to IN-SCHOOL SUSPENSION, OUT-OF-SCHOOL SUSPENSION, S.O.S. PLACEMENT 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;
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. During summer school.

A. Student Misconduct and/or Substantial Disobedience

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

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
   a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
   b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
   c. Setting fire to or damaging any school building or property.
   d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
   e. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.
2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging 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 does not constitute a violation of this rule.
7. Threatening or intimidating any person for any purpose, including obtaining money or anything of value from the student.
8. Threatening (whether specific or general in nature) injury to persons or damage to property, regardless of whether there is a present ability to commit the act.
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, 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, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.
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. Engaging in the selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other persons or constitutes an interference with school purposes or an educational function.
17. Failing in a number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
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. Students are prohibited from taking, capturing, or displaying photographic images, video files, or audio files during the school day without permission from a teacher or administrator. Students are never allowed to take, capture, or display photographic images, video files, or audio files within an area where there is a reasonable expectation of privacy such as a restroom, locker room, or shower area.
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 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. **Cell Phone Content**
    - The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with "child exploitation" or "child pornography" as defined by Indiana Criminal Statutes.
    - It is "child exploitation," a Class C felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph or create a digitalized image of any incident that includes "sexual conduct" by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes "sexual conduct" by a child under the age of 18.
    - It is "child pornography," a Class D felony under I.C. 35-42-4-4(c), for any person/student to possess a photograph, motion picture, digitalized image, or any pictorial representation that depicts or describes "sexual conduct" by a child who the person knows is less than 16 years of age or who appears less than age 16.
    - "Sexual conduct" is defined by I.C. 35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.
    - The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.
    - Because student cell phones have been found in a number of Indiana school districts to have contained evidence of "sexual conduct" as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.

27. Gang activity or association: Students are permitted to wear clothing with red, black, blue, etc. colors and lettering. However, any article of clothing which has been altered to indicate gang activity or affiliation will not be permitted. The type of dress, apparel, activities, acts, behavior or manner of grooming displayed, reflected or participated in by the student shall not:
    a. Lead school officials to reasonably believe that such behavior, apparel, activities, acts, or other attributes are gang related and would disrupt or interfere with the school environment or activity and/or educational objectives.
    b. Present a physical safety hazard to self, students, staff, or other employees.
    c. Create an atmosphere in which student's, staff member's, or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture or threat of violence.
    d. Imply gang membership or affiliation by written communication, bodily gesture, tattoos, drawing, painting, design, and emblem upon any school or personal property or on one's person.

B. Possessing A Firearm

1. No student shall possess, handle or transmit any firearm 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 which 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: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.
5. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.

C. Possessing A Deadly Weapon

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, appliance igniter, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
    - 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 notify the county prosecuting attorney's office when a student is expelled under this rule.

D. Unlawful Activity

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

E. Legal Settlement

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

POSSESSION OF TOBACCO

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

RIGHT TO APPEAL

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

If a student becomes so disruptive or offensive that it is impossible to conduct a class in an orderly fashion, that student may be sent to the Assistant Principal's office immediately.

ANYTIME A STUDENT IS SUSPENDED FROM SCHOOL, THE STUDENT WILL RECEIVE A "0" IN THE GRADEBOOK FOR SCHOOL WORK THAT IS ASSIGNED DURING THE TIME OF THE SUSPENSION. Alternative placement can be assigned through S.O.S. This placement may not count as O.S.S. and homework may be made up. The principal or assistant principal will decide if work can be made up under such circumstances.

STANDARD SYSTEM OF GRADING

100	A+
94-99	A
90-93	A-
87-89	B+
84-86	B
80-83	B-
77-79	C+
74-76	C
70-73	C-
67-69	D+
64-66	D
60-63	D-
0-59	F

SEARCH AND SEIZURE

It is the policy of Bluffton-Harrison Metropolitan School District that any student or his/her personal property, possessions or vehicle may be subjected to search and seizure by school officials pursuant to the Bluffton-Harrison M.S.D. Search and Seizure Policy. Evidence of a violation of a school rule or law uncovered during any search may, in addition to its use in school disciplinary proceedings, be turned over to law enforcement officials.

1. **Lockers**: All lockers are the property of Bluffton-Harrison M.S.D. and may be searched at any time for any reason. NO STUDENT AT BLUFFTON-HARRISON M.S.D. SHALL HAVE ANY EXPECTATION OF PRIVACY WITH RESPECT TO SUCH LOCKER OR ITS CONTENTS.
2. **Personal Property**: All book bags, purses, jackets, briefcases, and the like are subject to search, upon reasonable suspicion, if brought onto Bluffton-Harrison M.S.D. property. All such personal property shall be subject to canine sniff search at any time, with or without individualized suspicion.
3. **Person**: The principal or his designee has the authority to test any student who at any time exhibits cause for reasonable suspicion of drug or alcohol usage or currently being under the influence of drugs or alcohol. "Reasonable Suspicion" includes observation of negative behaviors such as behavior, body odors or speech of a student; information received by the principal or designee from staff members, parents, or students; or other similar indicators of being under the influence.

4. **Refusal to Submit**: If any student refuses to consent to a search authorized pursuant to the Bluffton-Harrison M.S.D. Search and Seizure Policy, Bluffton-Harrison M.S.D. will presume that the search would have yielded evidence of a violation of school rules or law and shall proceed based upon that presumption to assess appropriate penalties.
5. **Reasonable Cause/Reasonable Suspicion**: Reasonable cause/reasonable suspicion shall be deemed to exist when from the inception, circumstances are determined to exist which would cause a reasonable person to believe that the search would lead to the discovery of evidence of a violation of the school rule or law. The alert of a trained search canine shall be deemed to create reasonable suspicion.

STUDENT WELFARE

(Reporting Child Abuse and Neglect)

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

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

School employees and officials will not contact the child's family to determine the cause of the suspected abuse or neglect.

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

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

TARDINESS

A student tardy to school must report to the main office to sign in. No student will be permitted to first period class without being announced by a staff member. A student is tardy to class when the student is not in the room when the bell rings. Each teacher has the right to expect students to be in their seats when the bell rings.

A student tardy to class after first period is to report directly to class and the teacher will assign the tardy. Students will be notified by the teacher when they have been marked tardy. Tardiness to 1st period and after 1st period will be handled in the following manner:

1st tardy-	No punishment
2nd tardy-	No Punishment
3rd tardy-	No Punishment
4th tardy-	1 detention assigned by the office
5th tardy-	2 detentions assigned by the office
6th tardy-	3 detentions assigned by the office
7th tardy-	4 detentions assigned by the office
8th tardy-	2 days in-school suspension assigned by the office and a step on the school discipline plan
9th tardy-	3 days in-school suspension assigned by the office and a step on the school discipline plan
10th tardy-	A recommendation for expulsion may be made for the remainder of the semester.

Tardies will start over at the beginning of each grading period. Being late to school for any reason other than medical appointments or funeral services will be counted as tardy.

TELEPHONES

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

TEXTBOOKS

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

TRANSPORTATION

Riding the bus to and from school is a privilege. Students are expected to display appropriate behavior at all times. Students who fail to display appropriate behavior may be referred to the office by a driver. Students referred to the office may receive anything from a verbal warning to suspension from the bus for the remainder of the school year. **Students are not to have food or drink on the buses**.

If a student is to go home after school in a way that is different from his/her normal routine, it is important that the parent send a note with specific instructions. No student will be allowed a change in dismissal routine without specific directions from the parent. Middle School students are not allowed to drive to school. **Students being picked up or dropped off should use door #1.**

TRUANCY

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

A regularly scheduled class as per student schedule.

Before or after school detention as assigned.

Study tables as assigned.

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

1st Offense	One detention will be assigned.
2nd Offense	One detention will be assigned.
3rd Offense	2 days in-school suspension and a Step on school discipline plan. Referral to the Wells County Probation Department for habitual truancy.
4th Offense	3 days in-school suspension and a Step on school discipline plan.
5th Offense	A recommendation for expulsion. In addition, if the student is under 15, a letter will be sent to the State declaring the student to be a habitual truant.

VISITORS

All adult visitors must check in at the Bluffton-Harrison Middle School office when they arrive at school. Visitors should enter the building through door #1. All other entrance doors are locked during school hours. Students are not permitted to bring visitors to school.

ATHLETIC REGULATIONS

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

All athletic competition coming under these guidelines shall be both subservient to and complementary to the academic function of the school and shall follow the guidelines recommended by the Indiana High School Athletic Association for Middle School competition.

These rules and regulations will determine guidelines for individual qualifications of students participating in the athletic programs, state the philosophy at these grade levels, and establish standards for eligibility, competition and sportsmanship. These rules and regulations are binding where applicable on all students involved in any capacity with the athletic programs of the school, including players, student managers, and cheerleaders.

GENERAL ELIGIBILITY RULES

Rule I. Rule Coverage

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

Rule II. Administrative Responsibility

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

B. The principal has the authority to designate a faculty member employed in the Bluffton-Harrison School District to act as athletic director of the teams representing the school.

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

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

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

Rule III. Contestant Eligibility

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

1. A student will be allowed to participate in a specific grade level sport no more than two semesters.
2. To be eligible scholastically, contestants, cheerleaders and managers must have received passing grades in all subjects for the previous nine week grading period.

   A student may gain or lose eligibility when grades are reported at the end of a grading period. A student may gain his/her eligibility by passing all of his/her classes at midterm if he/she was failing any subject at the nine-week grading period.
3. When a student is scholastically ineligible the student may practice, but will not be allowed to participate in interschool contests until they regain their eligibility.
4. In order to be eligible for athletic competition during any semester, a student must have been enrolled in an accredited middle school program within the first 15 school days of the semester in which the contest occurs.
5. Athletes, prior to their first practice, must have on file a completed physical form. Proof of insurance policy number must be included.
6. Students properly certified to participate in underscore athletic activities who are absent from school for five consecutive days or who are physically unable to practice for five consecutive days due to illness or injury must present to the Athletic Director a statement from a physician holding an unlimited license to practice medicine attesting that they are again physically fit to participate in interschool athletics.
7. A student must attend school the entire day to participate in a scheduled athletic practice or contest that day. Personal (with approval of the building principal), medical, and dental absences are excluded from this rule. Medical and dental absences must be accompanied by a doctor's note. Exceptions to this policy may be granted by the principal or assistant principal on an individual basis.
8. Any athlete or cheerleader who does not participate in physical education will not be permitted to participate in athletic events, either practice or game, on that particular day.
9. Students participating in athletic contests are eligible within the following guidelines:
   a. an 8th grade student is eligible to participate in athletics if he/she has not reached his/her 16th birthday before August 15.
   b. a 7th grade student is eligible to participate in athletics if he/she has not reached his/her 15th birthday before August 15.
   c. a 6th grade student is eligible to participate in athletics if he/she has not reached his/her 14th birthday before August 15.
10. Fifth grade students will not be permitted to participate in organized athletic programs of the seventh and eighth grades.
11. No student will be allowed to participate in scheduled athletic contests until he/she has completed ten (10) practices in the specific sport. This rule may be waived by the Athletic Director because of sport season overlapping.
12. Sixth grade students will be allowed to participate in individual sports (cross country, swimming, wrestling, track) only.

Rule IV. Amateurism

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

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

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

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

Rule V. Awards, Prizes, Gifts

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

B. Suitable awards may be accepted by the school and/or students from local organizations such as service clubs, patriotic organizations, civic groups, parent clubs, and the sports departments of newspapers and radio stations upon the approval of the administration.

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

Rule VI. Athletic Director

The Middle School Athletic Director is responsible for the operation of the interschool athletic program and is the first contact for members of the coaching staff.

Rule VII. Coaches

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

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

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

D. Coaches should never leave unattended students who are under their supervision either in a building or a dressing room, whether at home or away.

E. Students who are suspended from school (in or out-of-school suspension) will not participate in practices or contests during the days of the suspension.

F. Coaches should have the following goals for seventh and eighth competitions:

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

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

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

I. Coaches of cross country, football, swimming, wrestling, and track will abide by a no-cut rule for team members. Coaches of basketball and volleyball will keep a minimum of twelve players. Cheerleader coaches will keep a maximum of five cheerleaders from the 7th grade and five cheerleaders from the 8th grade.

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

Rule VIII. Conduct, Character, Discipline

Players, managers, and cheerleaders accept the responsibility of representing Bluffton-Harrison Middle School in the home community and at away athletic events. Therefore:

A. Responsible behavior that will reflect credit upon the school is expected at all times.

B. Violation of this high standard of conduct may result in a student being excluded and/or removed from competition for a period of time designated by the athletic council.

C. Suspension of players, managers, and cheerleaders from participation in interschool athletic activities may result for the following reasons:

   1. use of tobacco in any form
   2. drinking alcoholic beverages
   3. illegal use of, or any questionable involvement with, drugs
   4. any other behavior judged by coaches or school officials to be inappropriate for a representative of Bluffton-Harrison Middle School

D. Students found to have contributed to the vandalism or destruction of any school property may be excluded and/or removed from competition for a period of time designated by the athletic council.

E. Students who are suspended from school (in or out-of-school suspension) will not participate in practices or contests during the days of the suspension.

F. The decision to exclude a student from a sport and/or from future sport seasons will be determined by a board consisting of a coach, the athletic director, and the principal.

G. An athlete may be considered in violation of the code of conduct if she/he is in attendance where alcoholic beverages and or controlled substances are present. An athlete who finds himself/herself in such a situation should leave immediately.

Rule IX. Rules Applying to All Interschool Coaches

A. No games, meets, or tourneys will be scheduled by schools without the sanction of the principal; this means a written contract signed by the principal or designee.

B. Interschool athletic contests will follow the recommended IHSAA guidelines for that contest.

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

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

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

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

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

H. There will be no interschool athletic contests played or practices held on Sunday. Calling one or more team members together on Sunday for the purpose of studying scouting reports or viewing films of games will be considered a violation.

I. There will be no practices on Christmas Eve, Christmas, Easter, or between 12:00 and 3:00 PM on Good Friday. In case of an emergency school closing, games and practices will be canceled. In the case of a multiple day closing, the principal will decide if practice can be held starting on the second day.

J. Scheduling of events will be limited as follows:

Cross Country (12)	Football (8)	Volleyball (12)	Basketball (16)
Swimming (10)	Wrestling (10)	Track (10)	

Rule X. Transportation

Transportation to away athletic contests will be provided and all team members, managers, and cheerleaders are expected to ride school-provided transportation both to and from away contests. Exceptions may be made in an emergency or hardship, or other approved situations with written consent by parents approved by the athletic director or school administrator prior to the athletic event. Students may ride home from away contests with their parents or guardians only.

Rule XI. Contracts

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

Rule XII. Officials

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

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

Rule XIII. Participation

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

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

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

D. Middle school students will participate only in middle school sports.

E. Participation for boys and girls will be in designated sports only.

F. Any athlete quitting a team will not be eligible for an award, and will not be permitted to participate in another sport that particular sport season. Exceptions can be made by mutual consent of coaches and principal.

Designated Boys Sports:

Cross Country	Football	Boys Basketball	Wrestling	Track	Swimming

Designated Girls Sports:

Cross Country	Volleyball	Girls Basketball	Swimming	Track	Cheerleading

G. Cheerleaders will not be allowed to participate on athletic teams during their cheering assignment.

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

I. Cheerleaders may attend camp during the summer, however, the school will not pay any of the expenses, nor will the school require that all cheerleaders attend.

J. A boy or girl may participate in swimming and basketball, but only after the basketball season is completed.

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

Rule XIV. Undue Influence

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

Rule XV. Cheerleader Selections

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

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

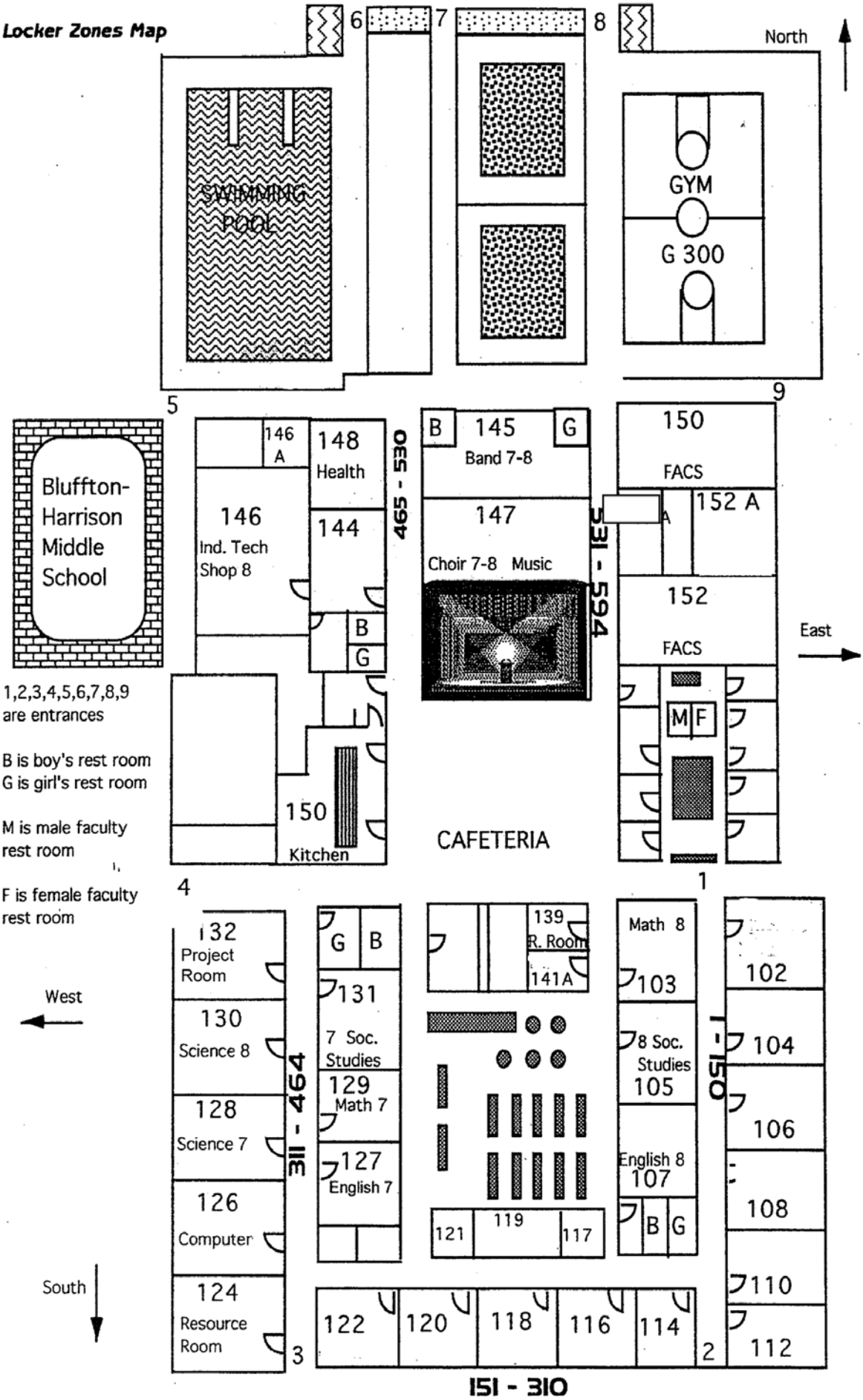
1. Cheerleaders should conduct themselves in a respectable manner.
2. Cheerleaders should work together as a squad to represent the school. Any conduct problems will be handled by the cheer sponsor.
3. Physical examinations are required. Each cheerleader must have a physical on file in the office.
4.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

BLUFFTON-HARRISON MIDDLE SCHOOL CALENDAR
2011 – 2012

Aug. 10	Orientation for all grades 5 – 8 12:00 noon – 6:00pm
	Student Pictures
Aug. 12	First Student Day
Aug. 19	Reading Plus Study Trip – Camp Lutherwald 6:30am – 3:30pm
Aug. 31	PTO Fund Raiser Kick-off
Sept. 5	Labor Day - No School
Sept. 6	Picture Retake Day
Sept. 14	Mid Terms
Sept. 23	Fall Break - No School
Sept. 28	FB / CC / VB / CHEER Pictures after school
Oct. 14	End of First Grading Period
	Gr. 5 & 6 Costume Party 5:30 – 6:30pm
	Gr. 7 & 8 Dance 7:00 – 9:00pm
Oct. 20	Professional Development - No School for Students
	Parent/Teacher Conferences
Oct. 21	Gr. 5 Sauder Farm Study Trip
Oct. 26	Gr. 7, 8 + H.S. Fall Choir Concert @ High School 6:00pm
Nov. 3	Picture Retake Day
Nov. 11	Veterans Day Program @ 7:45am sponsored by Student Council
Nov. 16	Mid Terms
Nov. 16	Band, Choir, Student Council Pictures (during school day)
	GBB / BBB / Cheerleading Pictures after school
Nov. 24	Thanksgiving - No School
Nov. 25	Thanksgiving Break - No School
Dec. 9	Gr. 6, 7, 8 Dance – sponsored by Student Council 7:00 – 9:00pm
Dec. 14	Gr. 7, 8 + H.S. Christmas Choir Concert @ High School 6:00pm
Dec. 19	Band Concert @ H.S. (Middle School students @ 6:30pm) (H.S. @ 7:30pm)
Dec. 21	Dismiss end of day for Christmas Break
	End of 1st Semester
Dec. 22 - Jan. 3	Christmas Break - No School
Jan. 4	School Reopens
Jan. 16	Martin Luther King, Jr. Day - No School (possible make-up day)
Feb. 8	Mid Terms
Feb. 10	Gr. 6, 7, & 8 Dance - sponsored by Student Council 7:00 – 9:00pm
Feb. 20	President's Day - No School (possible make-up day)
Feb. 22	Gr. 5 Study Trip to McMillen Health Center
Feb. 27 - Mar. 7	ISTEP testing window
Mar. 9	End of Third Grading Period
Mar. 15	Professional Development - No School for Students
	Parent/Teacher Conferences
Mar. 20	Band Concert @ H.S. (Middle School @ 6:30pm) (H.S. @ 7:30pm)
Mar. 26 - Mar. 30	Spring Break - No School
Apr. 2	School Reopens
Apr. 6	Good Friday - No School
April 13	Gr. 6, 7, & 8 Dance - sponsored by Student Council 7:00 – 9:00pm
April 18	Mid Terms
May 11	Gr. 8 Dinner Celebration 5:30 – 6:30pm & Dance 7:00 – 9:00pm
May 15	Band Concert – Pizza & Pops @ H.S. (pizza @ 6:00pm – concert @ 6:30pm)
May 18	Gr. 7, 8 + H.S. Spring Choir Concert @ High School 6:00pm
May 22	Last Student Day - (subject to change)
May 28	Memorial Day

* calendar subject to change

Locker Zones Map



1,2,3,4,5,6,7,8,9 are entrances

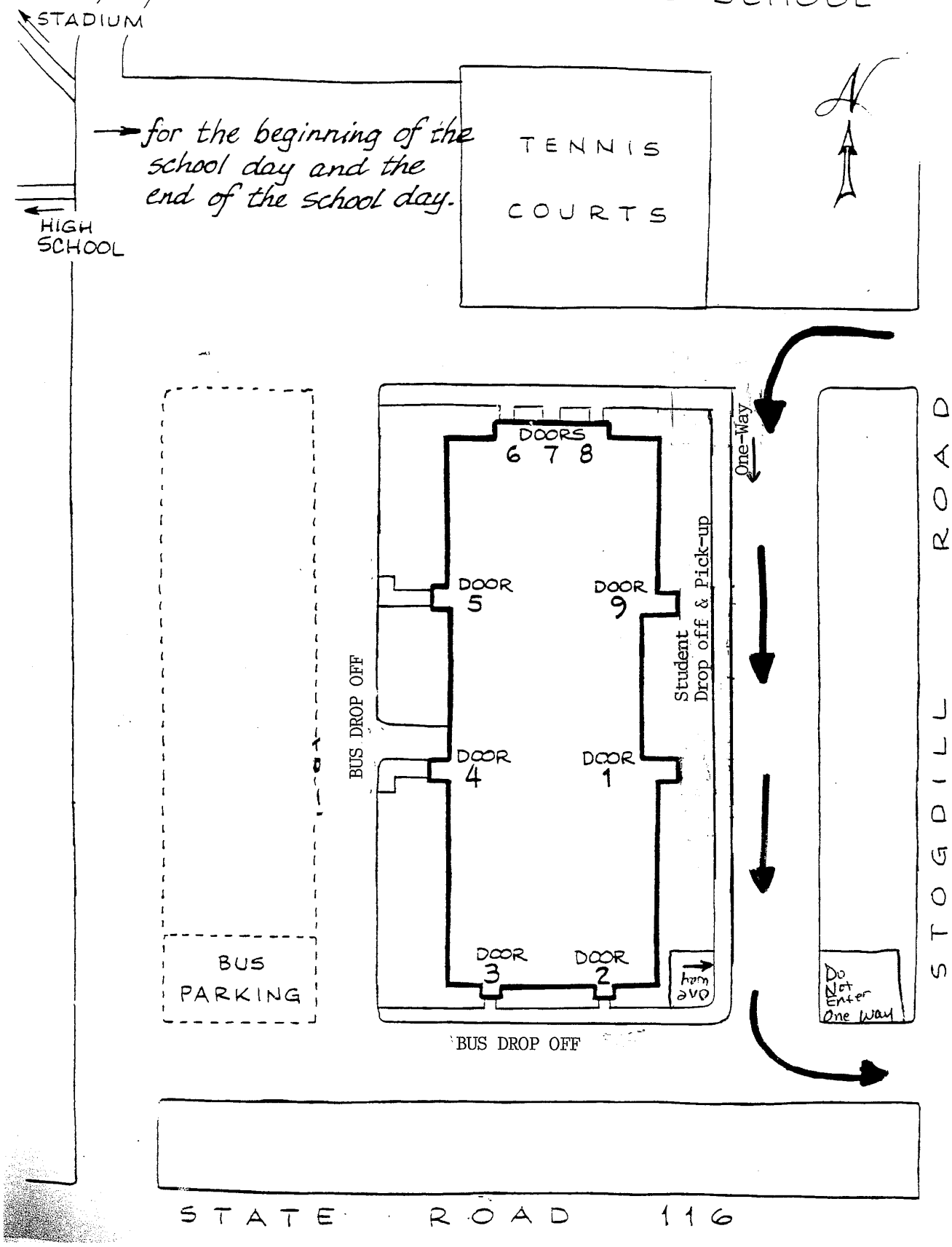
B is boy's rest room
G is girl's rest room

M is male faculty rest room

F is female faculty rest room

CAR-RIDER DROP-OFF & PICK-UP

BLUFFTON MIDDLE SCHOOL



CALENDAR YEARS

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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				