

# **Bloomfield Jr/Sr High School**

## **Student Handbook**

**2018-2019**

**“Intelligence plus character- that is the goal of true education.”  
– Dr. Martin Luther King, Jr.**

### **VISION STATEMENT**

Bloomfield School District prepares digital citizens to create, collaborate, communicate and critically think.

### **MISSION STATEMENT**

The school community of Bloomfield Jr./Sr. High School *engages* our students in learning, *educates* our students in academic and life skills, and *empowers* our students for the future.

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## SCHOOL DAY

Daily Schedule		Two-Hour Delay	
Period 1	8:15-9:01	Period 1	10:10-10:41
Period 2	9:05-9:51	<b>JH Lunch</b>	<b>10:41-11:11</b>
Period 3	9:55-10:41	JH Period 2	11:15-12:01
Period 4 HS	10:45-11:31	HS Period 2	10:45-11:31
<b>JH Lunch</b>	<b>10:41-11:11</b>	<b>HS Lunch</b>	<b>11:31-12:01</b>
Period 4 JH	11:15-12:01	Period 3	12:05-12:37
<b>HS Lunch</b>	<b>11:31-12:01</b>	Period 4	12:41-1:12
Homeroom	12:05-12:30	Period 5	1:16-1:47
Period 5	12:34-1:20	Period 6	1:51-2:22
Period 6	1:24-2:10	Period 7	2:28-3:00
Period 7	2:14-3:00		

### **Arrival/Breakfast**

Students should arrive to school no earlier than 7:45 a.m. Cafeteria doors (accessible from the bus parking lot) will open at 7:45 a.m. Students who are dropped off by parents/guardians should walk on the sidewalk around the building and enter the cafeteria. Students will not be allowed to congregate outside of doors prior to the school day. Students eating breakfast at school must stay in the cafeteria until the bell rings at 8:00 a.m. Students are not allowed to be wandering through the building prior to 8:00 a.m.

Students must be in their assigned classroom by 8:10 a.m. unless they are entering with a breakfast pass no later than 8:15 a.m.

### **Drop Off Procedure**

Students should be dropped off at the corner of Spring and Cleveland Streets and exit east on Spring Street to alleviate traffic congestion for the buses.

### **Passes**

Students are expected to be quiet and orderly in the halls. Students who must use the restroom during class time, go to the library, or run an errand for a teacher **must** have a hall pass. Restroom use during class time should be for emergencies ONLY. Time is allowed between classes for restroom use.

Bloomfield School District is a closed campus. Students may not leave the school building area after arrival at any time during the school day without approval of the Principal.

### **Signing In/Out of School**

Any student arriving or leaving school must sign in or out in the office. Students leaving school **must** have a note from a parent/guardian or the parent/guardian **must** call for them to be released.

### **Dismissal/After School Events**

School is dismissed at 3:00 p.m. **Students must have a faculty sponsor with them after this time.**

## **ATTENDANCE POLICY**

Please call our attendance line, 812-384-9545, by 10:00 a.m. if your student will be absent from school. Please state your name, a phone number where you can be reached, your student's name, and the reason for the absence. Students should not call this line; this is for parents/guardians only.

Greene County Schools, the Greene County Prosecutor, and the Greene County Probation Office have worked together to update the Greene County Attendance Policy. The following is the Greene County Attendance Policy.

### **Attendance Definitions**

**CERTIFIED**-These absences do not count toward the accumulation of days per semester/year. These days do count as a day of being absent from school. Students may make up all work and receive full credit for the work. Examples include: Doctor's visit with a statement, family funeral, emergencies approved by administration, and college visits with appropriate documentation.

**EXCUSED** - These absences are counted toward the accumulation per semester and per year. Students will be allowed to make up all work and receive full credit for the work. Examples include: Staying home sick without a doctor's visit and prearranged absences. Students are allowed six (6) absences with a parent/guardian note per school year.

**UNEXCUSED**-These absences are counted toward the accumulation per semester and per school year. Students will not receive credit for work missed during an unexcused absence. Examples include: Being truant from school and returning to school with no contact from a parent.

**IF A STUDENT REACHES SIX (6) ABSENCES WITHOUT A CERTIFIED STATEMENT IN ONE YEAR, ADDITIONAL ABSENCES THAT YEAR WILL BE UNEXCUSED WITHOUT A CERTIFIED STATEMENT.**

Doctor's notes may be faxed to 812-384-1422.

**EXEMPT**-As per state law the following do not count as a day missed from school and students may make up all missed work for full credit:

1. Prearranged permission to fulfill a State Fair obligation
2. Prearranged permission to serve as a Page in the State Legislature
3. School-sponsored activity
4. Prearranged permission to work for a candidate on Election Day
5. Court appearances deemed necessary by **subpoena**

**If a student reaches ten (10) non-certified absences in one school year, a report will be made to Child Protective Services and the Greene County Prosecutor.** Parents/guardians will receive a "Notification of Absence" letter following the fourth absence per school year, sixth absence per school year, per semester, and the seventh absence per school year. At ten (10) non-certified absences in one school year, parents/guardians will be notified by certified mail that the report will be made.

### **Attendance Guidelines**

Excused, Prearranged, and Unexcused absences DO count toward the accumulation of days for the semester.

### **Attendance Procedures:**

1. On the day a student is going to be absent, not prearranged, it is the responsibility of the parent/guardian to contact the school between 8:00 a.m. and 10:00 a.m. We are required by law to know where our students are and to know why they are not in school. If a parent/guardian does not call prior to 10:00 a.m., the student is assumed truant. Therefore, if we have not heard from the home, school personnel will make an effort to contact the parents/guardians at work.
2. Upon returning to school, students should report to the school office to check in.
3. A student may make up work missed during an excused absence. However, it is the responsibility of the student to ask each teacher the day he/she returns to school as to what work is to be made up. If the absence is unexcused, any work missed may not be made up for credit.
4. No student is permitted to leave the school grounds without permission from the office. A student leaving school grounds without permission will be considered truant.

5. To participate in any Extracurricular Activity (ECA) practice or event, the student must be at school ALL DAY. Exceptions will only be made for certified absences.
6. Students arriving after 8:35 am will be counted absent.

### **Perfect Attendance**

Bloomfield School District students wishing to be considered for perfect attendance must attend class all 180 school days for the entire school day. Exception: Students who miss less than one class period with a certified statement will be considered for perfect attendance.

### **Students Sent Home by the School Nurse**

The school nurse sending a student home is the same as a medical excuse from a licensed doctor. The school nurse sends students home for fever, vomiting, any communicable health related problems, or as deemed necessary by the school nurse and/or a Principal. If the school nurse sends a student home for any reason, the student will have a certified absence for one day. Students sent home by the school nurse or seen by a licensed doctor due to head lice infestation will receive a certified absence for that date. All further absences due to head lice will be unexcused.

Students attending Hoosier Hills Career Center are expected to follow the Bloomfield School District Attendance Policy. Hoosier Hills Career Center students missing days at Hoosier Hills Career Center but not missing classes at Bloomfield Jr./Sr. High School will face Thursday and Saturday Schools.

### **Prearranged Absences**

Prearranged absences must be completed 5 SCHOOL DAYS prior to the absence. Students must bring a note to the office requesting the absence. The student will complete a blue prearranged absence form and return it to the office to be presented for administrative approval. **PREARRANGED ABSENCES COUNT TOWARD THE ALLOTTED ACCUMULATION OF DAYS PER YEAR.**

### **Tardiness**

Students who are late to class any period 1 through 7 are considered tardy. Total tardies are counted for the accumulated tardy policy. Whether or not tardiness is excused or unexcused will be determined by the merits of the student's reason. There will be no penalty for an excused tardy. Students with an excessive pattern for being tardy may be penalized in a manner determined by the Principal to emphasize the importance of promptness. Excessive unexcused tardies will include parent/guardian notification. Thursday School, Saturday School and Alternative Educational Placement (AEP) or expulsion from school will be imposed as stated below. Depending on when the tardies occur, any of the consequences listed may be implemented without execution of prior consequences. Records of unexcused tardies are on a nine-week basis for grades 7-12.

**Second tardy** parent/guardian notification

**Third tardy** one lunch detention

**Fourth tardy** three lunch detentions

**Fifth tardy** one Thursday School

**Sixth tardy** one Saturday School

**Seventh tardy** combination of Thursday and Saturday Schools

**Eighth tardy** assigned to Alternative Educational Placement (AEP) , suspended, or expelled from school.

\* Seven tardies in one class will count as one day absent.

Each teacher will determine the definition of tardy for his or her class.

## QUICK REFERENCE DISCIPLINE POLICY

The consequences listed for each of the following violations are suggested guidelines that the administration may implement. Discipline may be initiated at any level, depending on the severity of the violation and previous disciplinary record. Alternative discipline measures may be administered when deemed necessary and appropriate for the violation.

Indiana Code 20-33-8-10 Disciplinary powers of Principals. Section 10 (a) A Principal may take action concerning the Principal's school or a school activity within the Principal's jurisdiction that is reasonably necessary to carry out or prevent interference with an educational function or school purposes.

<b>Violation</b>	<b>1st offense</b>	<b>2nd offense</b>	<b>3rd offense</b>
<b>Disruption of the education function of the Classroom or School</b>	Teacher's removal and/or detention and/or Thursday school	Thursday School and/or Saturday School (multiple and/or combination) with parent/guardian notification.	One (1) to ten (10) days Alternative Educational Placement (AEP) with parent/guardian notification.
<b>Fighting at School or on School Property</b>	Five (5) days Alternative Educational Placement (AEP) with parent/guardian notification. *Possible Law Enforcement notification.	Ten (10) days Alternative Educational Placement (AEP) and parent/guardian notification. *Possible Law Enforcement notification.	
<b>Tardiness</b>		Parent/guardian notification	One (1) day lunch detention
<b>Inappropriate Clothing Attire worn at school</b>	The student will make the appropriate changes to meet the regulation. Use of class time will be unexcused.	Thursday School	Saturday School
<b>Pass Violation</b>	Warning	Thursday School	Loss of Pass privileges for the remainder of the school year
<b>Cheating</b>	Teachers shall not accept the work and shall give "0" credit. Alternative Educational Placement (AEP).	Teachers shall not accept the work and shall "0" credit. Additional Alternative Educational Placement (AEP).	Teachers shall not accept the work and shall "0" credit. Alternative Educational Placement (AEP)
<b>Possession/Use of Tobacco or Tobacco Innovation (E-cig) in any form at School or on School Property</b>	Thursday School and/or Saturday School (multiple and/or combination) with parent/guardian notification. *Law enforcement will be contacted for all offenses.	Five (5) days Alternative Educational Placement (AEP) with parent/guardian notification.	Ten (10) days Alternative Educational Placement (AEP) with recommendation to the superintendent for expulsion for the current and/or next semester, and parent/guardian notification.

<b>Disrespect toward a teacher/adult supervisor in school.</b>	Teacher's removal and/or lunch detention and/or Thursday school	Thursday School and/or Saturday School assigned (multiple and/or combination) with parent/guardian notification.	One (1) to ten (10) days Alternative Educational Placement (AEP) with parent/guardian notification.
<b>Failure to Comply and or Insubordination</b>	Teacher's removal and/or lunch detention and/or Thursday school	Thursday School and/or Saturday School assigned (multiple and/or combination) with parent/guardian notification.	One (1) to ten (10) days Alternative Educational Placement (AEP) with parent/guardian notification.
<b>Cell Phone</b>	Confiscated and turned in to office. Must be picked up by a parent/guardian or adult representative. *Failure to comply can result in phone privileges taken away.	Alternative Educational Placement (AEP)	Alternative Educational Placement (AEP)
<b>Use of inappropriate language</b>	Thursday School/Saturday School/Alternative Educational Placement (AEP)	Thursday School/Saturday School/ Alternative Educational Placement (AEP)	Thursday School/Saturday School/ Alternative Educational Placement (AEP)
<b>Vandalism/Stealing property or private property at School</b>	Alternative Educational Placement (AEP)*Possible Law Enforcement notification.	Alternative Educational Placement (AEP) *Possible Law Enforcement notification.	Recommendation for expulsion for the current and/or next semester, restitution, and parent/guardian notification.
<b>Threatening, Intimidating, "Bullying" another student or member of the School Staff</b>	Thursday School/Saturday School/Alternative Educational Placement (AEP)	Thursday School/Saturday School/Alternative Educational Placement (AEP)	Thursday School/Saturday School/Alternative Educational Placement (AEP)
<b>Possession, Use, Sale, and/or Representation of Illegal Drugs (including alcohol) at school or on school property</b>	Ten (10) days Alternative Educational Placement (AEP) with recommendation to the superintendent for expulsion for the current and/or next semester, and parent/guardian notification.	Recommendation for expulsion for the current and/or next semester, restitution, and parent/guardian notification.	
<b>Causing Bodily Harm to a member of the School Staff</b>	Ten (10) days Alternative Educational Placement (AEP) with recommendation to the superintendent for expulsion for the current and/or next semester, and parent/guardian notification.		
<b>Possession of Weapon and/or Firearm on any School Property</b>	Ten (10) days Alternative Educational Placement (AEP) with recommendation to the superintendent for expulsion for the current and/or next semester, and parent/guardian notification.		



## **DETAILED DISCIPLINE POLICY**

Creating a positive school atmosphere will enable students to reach their academic potential. When necessary, various disciplinary means will be utilized by the Principal or his/her designee. This can include but not be limited to: warning, parent/guardian conference, rearranging class schedule, restricting extracurricular activities, assignment to a special course of study, alternative education program or alternative school, detention, denial of extracurricular activities, Thursday School, Saturday School, suspension from school, and exclusion or expulsion from school for the semester or school year.

The following discipline policy shall be in effect for the 2018-2019 school year:

**Minor offenses** include, but are not necessarily limited to, the following types of student behavior:

1. Disruptive behavior (1st offense)
2. Display of affection with physical touching of another student
3. Failure to bring required materials to class
4. Violation of the dress code (1st offense)
5. Sleeping/appearance of sleeping in class

Discipline given by the teacher may include one or more of the following actions:

1. Warning by teacher
2. Notify parents/guardians
3. Conference with student, teacher, counselor
4. Write report on type of violation
5. Suspend from class up to 1 day per offense
6. Suspend from class for 2 to 5 days per offense, with permission of Principal

**Major offenses** include, but are not necessarily limited to, the following types of behavior:

1. Disruptive behavior leading to removal from class or school activities (2 or more offenses)
2. Possessing, using, distributing, purchasing, or selling tobacco or nicotine-containing products of any kind or in any form. Tobacco includes, but is not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, nicotine delivering devices, chemicals or devices that produce the same flavor or physical effect of nicotine substances; and any other tobacco or nicotine innovations.
3. Fighting or provoking a fight
4. Use of inappropriate language
5. Failure to report to school or leaving school grounds during the school day without parent/guardian and school administration permission
6. Forging or alteration of school forms or notes from parents/guardians
7. Cutting class
8. Obscene or vulgar gestures or writing, possessing vulgar or obscene material, or engaging in explicit sexual conduct or vulgar conduct, sexting
9. Insubordination

10. Theft or possession of stolen goods
11. Inappropriate behavior at a convocation or any school-sponsored event
12. Excessive tardies; see tardy policy
13. Being under the influence and/or possession of alcohol or drugs
14. Possession of fireworks or any type of deadly firearm or weapon
15. Vandalism of an employee's, student's or the school's property
16. Continual violation of the dress code
17. Intimidation of other students, teachers, or administrators
18. False fire alarm or bomb threat
19. Cheating
20. Gambling
21. Being in the school building before or after school hours without authorized school supervision
22. Violation of the student driving policy
23. Driving in faculty or staff parking lot or bus parking lot
24. Violation of I.C.20-33-8-14 (Indiana Student Due Process Code) or other school rules

Discipline will be administered to a student by the administration of Bloomfield School District when a school regulation or policy is violated. Discipline will include one or more of the following actions: (Parent/guardian will be notified of each major offense.)

1. Conference with student and/or possibly with teacher and parents/guardians
2. Conference with student and/or possibly with teacher, parents/guardians, and Principal
3. Removal from class for one (1) to five (5) days
4. Lunch detention/detention with Principal and/or his/her designee
5. Thursday School
6. Saturday School
7. Bloomfield Alternative Education Placement (AEP)

When a student in grades 7-12 is suspended, he or she will be placed in Bloomfield's Alternative Educational Placement (AEP) for the entire dates of suspension. Students will be supervised by a Bloomfield Staff member and will be expected to complete assigned coursework, read during designated times, and be involved in physical activity. Students will receive 100% credit for their work completed. Work is expected to be turned in when the student returns to regular classes. Bloomfield AEP is housed at Bloomfield Jr/Sr High School.

**STUDENTS ASSIGNED TO BLOOMFIELD'S AEP WILL NOT BE ALLOWED TO PARTICIPATE IN ANY SCHOOL ACTIVITY OR PRACTICE DURING THE DAYS ASSIGNED.**

If a student is suspended and does not attend Bloomfield AEP, the student and parent(s) will be required to appear in court before Judge Erik Allen.

8. Students may be placed on a probationary status. This could include any of the following:
  - a. Restricted to the cafeteria during lunchtime
  - b. Riding the bus to and from school or transported to and from school by parents/guardians only
  - c. Students suspended for more than one day or suspended multiple times may be on Social Probation and not allowed to participate in school special events for nine weeks.
9. Expulsion from school for up to one year
10. Other discipline deemed by the administration to be fair and appropriate under the circumstances.

**Other Grounds For Suspension and Expulsion: IC 20-33-8-14**

The following types of student conduct constitute grounds for expulsion or suspension under Indiana law and this policy:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is illustrative of the type of conduct prohibited by this subdivision:
  - 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 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 educational function, or of any lawful meeting or assembly on school property.
  - e. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the educational function under his/her supervision.
  - f. Hazing of any kind will not be tolerated.

This subdivision shall not, however, be construed to make any particular student conduct a ground for expulsion where such conduct is constitutionally protected as an exercise of free speech or assembly or other right under the Constitution of Indiana or the United States.

2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
3. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
4. Intentionally causing or attempting to cause physical injury or intentionally 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, however, constitute a violation of this provision.

5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.
6. Knowingly possessing, handling, or transmitting a knife or any other object that can reasonably be considered a weapon. Possessing a knife on school property or a school bus is a Class B misdemeanor. If the offender has a previous unrelated conviction, the offense increases to a Class A misdemeanor, and a Class D felony if the offense results in a bodily injury to another person.
7. Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. Use of a drug authorized by a medical prescription from a physician is not a violation of this subdivision.
8. Knowingly 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.
9. Possessing, using, transmitting, or being under the influence of caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.
10. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
11. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
12. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
13. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted in accordance with Indiana law, including, but not limited to:
  - a. engaging in school misbehavior on school property
  - b. disobedience of administrative or staff authority
  - c. sexual harassment
  - d. "bullying"
14. Possessing a firearm, deadly weapon, bomb, rocket, explosive or incendiary device, or any type of gun on or in school property, on a school bus, or at a school function. (The penalty is expulsion as per Indiana Code.)

15. Committing a criminal gang activity or criminal gang intimidation on or in school property, on a school bus, or at a school function.
16. Use of an electronic device on school grounds during school hours, on a school bus, or at a school function, **in a situation not related to a school purpose or an educational function, or such possession without administrative approval.**

### **Additional Discipline Policies**

1. Students may **ONLY** use cell phones during lunch. Cell phones must be put away in student's lockers at all other times unless directed by a teacher for classroom use. If a cell phone is confiscated it must be picked up by a parent/guardian or adult designee.
  - a. First Offense: Warning
  - b. Further offenses: Bloomfield AEP.
2. Students are not to bring drinks other than water, or food into the classroom area without administrative approval.
3. Skateboards, roller blades, scooters, laser pointers, cameras, and camcorders are not permitted in the school building. **The school is not responsible for non-essential items brought to school.**
4. Students are not allowed to take pictures/video during school hours with any device unless specific permission is given from faculty or staff.
5. **Visitors' passes will be issued at the discretion of the building Principal.** Visitors must make prior arrangements with **all** teachers they will be visiting.
6. No student on school property or at school events may exhibit items or participate in activities in a manner identifying with a gang.
7. Unauthorized student use of the elevator is not permitted.
8. Students may bring bags such as book bags, gym bags, backpacks, purses, etc. to and from school but may not carry the bags throughout the day. Bags should be left in student lockers during the day.
9. Students are allowed to bring water to class. Students are allowed to use reusable water bottles.
10. Student driving is not permitted in the faculty/staff parking lot. Violation is a major offense.
11. Playing cards, dice or anything with which does or might promote gambling are only allowed in the classroom with teacher permission.
12. Students making threats to staff members via the internet will be reported to the police, suspended a minimum of ten (10) days, and face possible expulsion.
13. Sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of sexual nature in electronic or any other form, including the contents of a cell phone or other electronic device, may be considered as grounds for suspension or expulsion.
14. Sexual Harassment: unwelcome attention and behavior of a sexual nature. Banned forms of sexual harassment include unwanted sexual touching; making sexual comments or jokes; making sexual gestures; drawing and/or displaying troubling, disturbing, or explicit drawings, photographs, or written materials; calling others sexually explicit names; spreading rumors about

another that are sexual in nature; rating, evaluating, or assessing others on sexual performance or activity; creating, sharing, or showing social media posts, text messages, emails, or websites of a sexual nature; cat calling or whistling; staring or leering with sexual overtones.

Teen Dating Violence: pattern of actual or threatened behavior used by a person to harm, threaten, intimidate or control another person. Usually these relationships are romantic or intimate in nature. This behavior may happen during the relationship, or after it has ended. Teen dating violence can include all or some of the following forms of abuse; physical, emotional, sexual, technological, and stalking.

## **Bullying**

### Prohibition of Harassment, Intimidation, and Bullying

Bloomfield School District is committed to a safe and civil educational environment for all students, employees, volunteers, and visitors free from harassment, intimidation, or bullying.

There are four types of bullying defined by the State of Indiana:

1. Physical - Hurting a person's body or possessions. Physical bullying includes hitting, kicking, or punching; spitting, tripping, or pushing; taking or breaking someone's thing; and making mean or rude hand gestures.
2. Verbal - Saying mean things. Verbal bullying can include teasing, name-calling, inappropriate sexual comments, taunting, or threatening to cause harm.
3. Social/Relational - Hurting someone's reputation or relationships. Social bullying involves telling other children not to be friends with someone, leaving someone out on purpose, spreading rumors about someone, or embarrassing someone in public.
4. Electronic or Written Communication – Electronic or written communication bullying can involve cyber-bullying, collective or group note writing, any bullying undertaken through the use of electronic devices (computer, cell phones).

The State of Indiana has determined that school officials will be investigating claims of bullying when:

1. The individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within a school corporation; and
2. Disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment

School Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator and remediate the impact on the victim. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation, or bullying also constitute violations of this policy.

Reporting—if you experience or witness harassment, intimidation, or bullying, immediately notify the nearest staff member. Fill out a Report of Harassment/Bullying Form, which are available in the school office. All reports will be handled confidentially to protect the identity of those reporting.

Considerations in determining if the behavior meets the definition of bullying:

- The history between the individuals: Have there been past conflicts? Have these individuals had a dating relationship? (This may not be considered bullying.)
- Power differential: Is there an imbalance of power? Power imbalance is not limited to physical strength.
- Repetition: Has this or a similar incident happened before? Is the individual worried that it may happen again?
- Are any of the individuals involved with a gang? This may result in interventions different from bullying.

Just because something does not fit the definition of bullying does not mean it will not be addressed.

### **Dress Code**

As students mature and become adults, they will be required to meet certain dress standards for many occupational obligations and social functions. Bloomfield Jr/Sr High School students are expected to wear their clothing and to manage their appearance in a proper, modest and responsible manner. Appropriateness is monitored by all staff members and final decisions regarding appropriateness will be made by a school administrator. Wearing clothing, jewelry or a hairstyle that is dangerous to the student or others is prohibited. Wearing clothing or jewelry with vulgar, profane or suggestive slogans or clothing that advertises or promotes alcohol, tobacco, drugs, and illegal products or presents a message that is not consistent with the educational mission of the school is prohibited. Also, clothing and/or accessories, that present a clear and present likelihood to cause a material and substantial disruption of school or school activities is prohibited. If a student is in doubt, he/she should not wear the item of clothing. Students will be afforded the opportunity to correct improper attire on their first offense. Violations of the dress code following the first offense will result in the following disciplinary actions: If a student is in violation of dress code, they will be given a t-shirt and/or scrubs. Students refusing to change will be sent home and assigned a Thursday School.

Dress code is subject to administrative discretion.

### **Driver's License Invalidation**

In accordance with Indiana Code 9-24-2-1, any student under the age of 18 who receives a second out-of-school suspension within one school year, an expulsion, an exclusion for disciplinary reasons, or is a habitual truant, may have his/her name sent to the Indiana Bureau of Motor Vehicles, thereby invalidating the student's license or permit until the earliest of the following events:

1. The person becomes eighteen (18) years of age.
2. One hundred twenty (120) days have passed after the person is suspended.
3. The suspension/expulsion is reversed.

### **Work Permit Invalidation**

Bloomfield Jr./Sr. High School may refuse to issue work permits due to poor grades and/or attendance, and once issued, work permits may be revoked for the same reason. Employers shall be notified immediately.

### **When Rules Apply**

The grounds for expulsion or suspension set forth above apply when a student is

1. On school grounds immediately before, during, and immediately after school hours and at any other time when a school group is using the school
2. Off school grounds at a school activity, function, or event
3. Traveling to or from school or a school activity, function, or event
4. Attending summer school

### **Thursday and Saturday School**

**Students not attending Thursday or Saturday School on the assigned day will be assigned to Bloomfield AEP.**

1. Thursday School for students in Grades 5-12 is from 3:05 until 5:00 p.m. Saturday school is from 8:00 a.m. until 12:00 p.m.
2. Each student is expected to bring schoolwork and/or appropriate study and reading materials to keep busy for the assigned time of Thursday School or Saturday School.
3. Students who are disruptive, fail to keep busy on appropriate tasks, disobey the supervisor, sleep, or give the appearance of sleeping, may be dismissed at the discretion of the supervisor. Dismissed students are subject to suspension or expulsion from school.
4. Students will not be allowed to leave the room or use the telephone during the session except in an emergency situation.
5. Students will be assigned to specific seats.
6. Excuses with regard to athletic events, practices, work, etc. will NOT be permitted.
7. All policies for a regular school day are followed. No food, candy, or beverages except for water may be brought and/or consumed. Thursday School and Saturday School are in place of in-school detention. Thursday School and Saturday School allow a student to continue his/her education without interruption and afford extra time for important studies. Hopefully, this time will be a learning experience and one that will encourage a positive change in behavior, attendance, and punctuality. Not attending Thursday School or Saturday School is considered being truant, just as a student is truant if he/she skips school during the regular school day.

The administration reserves the right to add or cancel Saturday School based upon the need or having too few students assigned on a given Saturday.

### **STUDENT DRIVING POLICY**

Student parking is permitted only in the lot west of the gym by the tennis courts and on the hillside lot west of the intersection of Sunset Drive and Spring Street. The school reserves the right to assign parking locations and spaces. In order to drive and park at school, students must obey the following regulations:

1. Students will park and immediately leave vehicles in the designated parking spot or area.



Students are not to return to their vehicles until dismissal at the end of the day. Exceptions will be made for students signing out in the office.

2. Students should enter their respective parking lots via the Spring Street entrance by the baseball lot to alleviate traffic congestion with the buses.
3. All students must display a school parking permit in the vehicle window by the end of the first week of school or within one week of registering in the Bloomfield School District. The cost of the parking permit is \$3.00. Parking forms may be obtained in the office.
4. Blocking of other vehicles is not permitted.
5. The administration reserves the right to search any vehicle that a student drives to school.

Violations of driving and parking rules may result in loss of driving privileges, suspension, expulsion from school, or other discipline. The penalty for not abiding by unauthorized student driving will be as follows:

- First Offense:** Disciplinary notice sent home to parent/guardian and Thursday School.
- Second Offense:** Saturday School.
- Third Offense:** Suspension from school for three days and loss of driving privileges for remainder of the semester. Any subsequent offense shall subject the student to further suspension or expulsion from school.

Students are reminded that a driver's license or a learner's permit may be invalidated if suspension, expulsion, or withdrawal from school occurs.

## **BUS INFORMATION**

**In accordance with Indiana Law, it is a privilege to ride a bus. Violation of the rules and regulations noted may result in suspension of transportation privileges. School attendance is a state law and students suspended from the bus still must attend school.**

Students must be waiting at the pick-up point when the school bus arrives. If a student is late, the driver is required to wait no longer than 30 seconds. The driver should sound the horn. If the driver is three minutes late, he/she need not wait. If the student is in sight, the student should be picked up.

### **Conduct on the Bus**

General Rules:

1. Follow the direction of the driver at all times.
2. Find assigned seat.
3. Do not stand or move around while the bus is in motion.
4. Talk quietly so the driver can hear traffic sounds.
5. Keep arms, feet, book bags, etc. out of the aisles.
6. Loud or profane language, or physical, or verbal harassment is not permitted.
7. Do not deface any part of the bus.

8. Do not litter on the bus.
9. Courteous behavior is expected at all times.

Disciplinary Action for General Rules #1-9 above:

**First offense:** Driver calls the parent(s) and completes a misconduct report. A conference will be held with student, parent, Principal, and bus driver.

**Second offense:** Bus riding privileges will be revoked.

**Third offense:** Bus riding privileges will be revoked for an extended time.

**Major Infractions:**

1. Alcohol, tobacco and/or drugs
2. Fighting
3. Stealing
4. Interfering and/or distracting the bus driver

Disciplinary Action for Major Infractions #1-4 above:

Student has bus riding privileges revoked for the remainder of the school year. In addition to losing bus riding privileges, student may be suspended from school for up to ten (10) days and recommended for expulsion.

**Please Note:** Bus drivers may suspend a student from riding the bus for (1) day pending bus driver notifying parents/guardians. Additional offenses will be handled by the Principal based on the severity of the offense and may result in suspension from the bus for remainder of semester or school year.

**Occasional Student Riders**

Students wanting to ride a bus other than their assigned bus (going to babysitter/grandparents, spending night with friend, etc.) must have WRITTEN permission from parent/guardian.

**CAFETERIA**

Lunch for Grades K-5 is \$2.65 daily; Grades 6-12 is \$2.85 daily; Teachers/Adults is \$3.45 daily; breakfast for Grades K-12 is \$1.50 daily; Teachers/Adults is \$1.85 daily. A student receiving free/reduced benefits must take a NSLP-recognized meal to receive free milk. Milk alone is 50¢ and students must have cash or a positive account balance to purchase. Students who qualify for free/reduced lunch also qualify for free/reduced breakfast. Each student has a cafeteria account. **Please note this is not a charge account.** At mealtime, the student will enter his/her account number and the amount will be deducted from the account balance. Students must have a positive account balance or cash to purchase extra meal or snack items. Payments can be made by cash, check, or online at [www.myschoolbucks.com](http://www.myschoolbucks.com). Even if you do not wish to pay online, setting up an account with My School Bucks is encouraged, as you can see what your child is eating and check his/her account balance. Payments must be received by 8:30 a.m. to be credited on the same day. Money should be sent **in an envelope marked with the student's first and last name and be turned in to the office.**

Parents/guardians will be notified when the account balance is low. In the event of insufficient funds, an alternate entree will be provided.

**Bloomfield School Cafeteria Pre-Pay/Debit Account Policy** – A student or adult account is a pre-pay/debit account, not a charge account. We do allow meal purchases when an account happens to drop negative at time of checkout. If an account drops below negative \$10.00, a meal will still be provided and charged to the account, but no extras will be served. Emails are sent out when an account is \$5.00 or below, as a courtesy. We may reach out by email, phone, or letter for negative accounts. We automatically transfer funds from graduating student cafeteria accounts to a younger sibling's account. Refunds due to withdrawal or graduation must be requested, in writing, within 30 days of the last day of attendance.

## **STUDENT RESPONSIBILITIES REGARDING SCHOOL WORK**

### **Homework**

It is not intended that students will finish all work during the school day. Students should plan to do work at home each night or as necessary. For best results, set aside a time and place where students can study. Make it a habit. If a student never has homework, he/she may not be getting his/her work done.

### **LATE ASSIGNMENTS WILL NOT BE ACCEPTED!**

### **Make-Up Work**

Make-up work is the responsibility of the student. Once contacted by the student or parent/guardian of the student, the teacher will make arrangements to make up missed work. The teacher and student will cooperate jointly regarding student opportunity to complete missed work. Students will be granted one school day to make up work for every day of **excused** absence, up to a maximum of three (3) days. Students are required to contact ALL teachers THE DAY THEY RETURN TO SCHOOL to make arrangements for make-up work. All grading period and semester INCOMPLETE GRADES must be made up within two weeks (ten (10) school days) after the distribution of grade reports. Failure to complete make-up work will result in a zero (0) for the missing assignments and the student's grade calculated with a zero (0) for these assignments. Failure to comply with the make-up work policy may result in academic penalty.

**The Harmony Daily Homework Agenda should be utilized for missing assignments. Parents/guardians may request assignments for a student after three (3) consecutive days absent. The parent/guardian should call the school office before 9:00 a.m. to request homework assignments. Students are encouraged to make up as much work as possible before returning to school.**

## **HARMONY ONLINE INFORMATION FOR PARENTS/GUARDIANS**

Harmony is the online system that allows parents/guardians to check on a student's progress (or lack thereof). Parents/Guardians can obtain a username and password from the Jr./Sr. High School office to access Harmony. Parents/Guardians may check on attendance, tardies, discipline, and homework assignments. Teachers post assignments online, thus allowing a parent/guardian to see what is happening on any given day in the classroom. Parents/Guardians may also utilize "Push Notifications",

enabling a daily or weekly email to be sent with information requested, such as grades, attendance, etc.

## **SEARCH AND SEIZURE**

Students who bring vehicles onto school property do so with the understanding that a school administrator may search these vehicles. Grounds for a vehicular search may occur when administration has reasonable suspicion that students are violating state law or a school rule. The Bloomfield School District retains the rights to inspect student lockers, which are considered school property.

### **Desks and Other Storage Areas**

A desk or any storage area in the school provided for student use, as well as the contents therein, may be searched when the administration has reasonable suspicion for a search.

### **Vehicles**

Any vehicle driven to school by a student may be searched when the administration has reasonable suspicion to justify the search.

### **Student**

The personal search of a student may be conducted by the administration when there is reasonable suspicion for a search of that student. Authorized searches may include:

1. Pockets
2. Purses, backpacks, electronic devices, or any other object in the student's possession
3. "Pat down" of the exterior of the student's clothing and the removal of any item identified
4. Removal of an article of exterior clothing, such as a jacket.

### **Lockers**

1. Each student is responsible for the locker assigned to him/her and must account for its cleanliness, damage, etc.
2. Students are not to switch lockers or share without permission from the administration.
3. The locker is the property of the school and is subject to inspection at any time. (Search and Seizure Law)
4. Loss of items from the locker should be reported to the office.
5. Keep lockers locked at all times, and do not give the combination to anyone. You are responsible for everything in your locker.

Failure to comply with these guidelines could result in consequences as outlined in the Detailed Discipline Policy (Page 6).

## **POSTERS**

Activities, elections, and school spirit will necessitate the use of posters. The following policy is to be followed before posters are put up:

1. All signs and posters must be approved by the administration.
2. Students will be instructed concerning the placement of signs and posters.
3. Only the use of masking tape is acceptable for placing posters on the walls.
4. Use thumbtacks when placing posters on bulletin boards (no staples).

## **DELIVERY OF MESSAGES/ARTICLES POLICY**

1. Emergency messages from parents/guardians ONLY will be delivered. Please avoid unnecessary messages during the school day.
2. Articles of priority (glasses, medicine, etc.) will be delivered as soon as reasonably possible.
3. When flowers and gifts are delivered to school for students, a pass will be sent to the student notifying him/her that he/she may pick the items at the conclusion of the school day.

## **Bloomfield School District**

### **Responsible Use Policy**

The Bloomfield School District (BSD) recognizes that access to technology in school provides students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life and citizenship. We are committed to developing 21st century technology and communication skills that will allow students to be successful beyond the classroom.

This Responsible Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies or personally owned devices on the school campus.

- The Bloomfield School District network is intended for educational purposes.
- All activity over the network or using district technologies may be monitored and retained indefinitely.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources may result in disciplinary action.
- BSD makes a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
- Students are held accountable for actions on educational platforms used within the classroom *even* in cases that students are using a personal device at home.
- Users of the district network or other technologies are expected to alert administrators and/or staff immediately of any concerns for safety or security.

**Usage:** All technologies provided by the district are intended for education purposes. All users are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful and kind; don't try to get around technological protection measures; use good

sense; and ask if you don't know.

### **Examples of Responsible Use**

I will:

- Use school technologies for school-related activities.
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat school resources carefully, and alert staff if to any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.
- Use school technology at appropriate times, in approved places, for educational pursuits.
- Cite sources when using online sites and resources for research.
- Recognize that use of school technologies is a privilege and treat it as such.
- Be cautious to protect the safety of myself and others.
- Help to protect the security of school resources.

This is not an exhaustive list. Users should use good judgment when using school technologies.

### **Examples of Unacceptable Use**

I will not:

- Violate any local, state or federal statute.
- Use district technology in a way that could be personally or physically harmful.
- Use district technology to access, create, store or distribute inappropriate images or content including but not limited to pornographic, obscene, abusive, illegal or sexually explicit content.
- Use district technology to access dating or gambling sites.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- Take pictures, video or audio of other people without their permission.
- Try to find ways to circumvent the school's safety measures and filtering tools.
- Use school technologies to send spam or chain mail.
- Plagiarize content.
- Post personally-identifying information about myself or others.
- Agree to meet someone I meet online in real life.
- Use language online that would be unacceptable in the classroom.
- Use school technology for illegal activities or to pursue information on such activities.
- Attempt to hack or access sites, servers, or content that isn't intended for my use.

This is not an exhaustive list. Users should use good judgment when using school technologies.

**Violations of the Responsible Use Policy:** Violations of this policy may have disciplinary repercussions, including but not limited to:

- Restriction or suspension of network, technology, or device privileges
- Notification to parents

- Detention or suspension from school and school-related activities
- Other actions as deemed appropriate by school administration
- Legal action and/or prosecution

**Internet Access:** BSD provides users with access to the Internet, including web sites, resources, content, and online tools. Access will be restricted in compliance with CIPA regulations and school policies. Internet browsing may be monitored and web activity records may be retained indefinitely.

Users are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the internet. If a site is blocked and a user believes it shouldn't be, the user should submit the site for review.

**Mobile Devices:** BSD may provide users with devices. Users should abide by the same acceptable use policies when using district-issued devices off the school network as on the school network. Use of district-issued devices off the school network may be monitored.

**Personally-Owned Devices:** Students should keep personally-owned devices (including laptops, tablets, smartphones, and cell phones) put away during school hours—unless in the event of an emergency or as instructed by a teacher or staff for educational purposes.

Because of security concerns, when personally-owned mobile devices are used on campus, they should not be used over the school network without express permission from IT staff. In some cases, a separate network may be provided for personally-owned devices.

**Email:** BSD may provide users with email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies. Students may not access personal email accounts on district devices.

If users are provided with email accounts, they should be used with care. Users should not send personal information; should not attempt to open files or follow links from unknown or untrusted origin; should use appropriate language; and should only communicate with other people as allowed by the district policy. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

**Social / Web 2.0 / Collaborative Content:** Recognizing the benefits of collaboration brings to education, BSD may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally-identifying information online. When using social platforms for the classroom, the same rules apply regardless of using a school device in the classroom or a personal device outside the classroom.

**Security:** Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. If a computer or mobile device is believed to

be infected with a virus, please alert IT. Do not attempt to remove the virus or download any programs to help remove it.

**Downloads:** Users should not download or attempt to download or run .exe programs over the school network or onto school resources without express permission from IT staff. Users may be able to download other file types, such as images or videos. For the security of our network, download such files only from reputable sites, and only for educational purposes.

**Digital Citizenship:** Users should always use the Internet, network resources, and online sites in a courteous and respectful manner. Users should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Use trusted sources when conducting research via the Internet.

As a point of emphasis, users should also remember not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it's out there—and can sometimes be shared and spread in ways that were never intended.

**Plagiarism:** Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author. Consequences for those who plagiarize is outlined in the student handbook.

**Personal Safety:** Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. In addition, users should recognize that communicating over the Internet contains risks, and should carefully safeguard the personal information of themselves and others. Users should never agree to meet someone they meet online in real life without parental permission.

If a message, comment, image, or anything else online causes you concern for personal safety, bring it to the attention of an adult (teacher or staff if at school; parent if at home) immediately.

**Cyberbullying:** Cyberbullying is bullying and will not be tolerated. See handbook for more specific guidelines. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in disciplinary action and potential loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.

**Limitation of Liability:** BSD will not be responsible for damage or harm to persons, files, data, or hardware. While BSD employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.

BSD will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.



## **DANCE POLICY**

1. All Bloomfield Jr./Sr. High School students may attend dances provided they are in good standing (academic, discipline, and attendance).
2. Students **MUST** register at the door.
3. Any violation of school policies while at the dance will result in disciplinary action.
4. Once a student leaves a dance, the student will not be readmitted.
5. **Students in grades 9-12** may be allowed to bring dates from other schools. However, they **MUST** complete a form that is available in the office. This form **MUST** be returned to the Principal at least five (5) days in advance of the dance. Further, the student cannot be in elementary or junior high school.
6. **Students in grades 7 and 8** are **NOT** allowed to bring dates from other schools. Further, the student cannot be in elementary or high school. Junior High dances are for **ONLY** Junior High students.

## **PROM**

1. Eligible Bloomfield juniors and seniors may attend the prom and bring a guest.
2. No guest 21 years of age or older will be admitted to prom.
3. In order to attend prom, all Bloomfield juniors and seniors must have all fees paid before the date set by advisors.
4. Once a student leaves a dance, the student will not be readmitted.
5. Guests cannot be freshman in high school or younger, suspended, expelled, or withdrawn from school.
6. Any student bringing a guest that does not attend Bloomfield Jr./Sr. High School must pick up a form from the office and return to the Principal by the set deadline.
7. Any violation of school policies while at prom will result in disciplinary action.
8. All eligible juniors and seniors must sign up by the deadline to go to the prom. Junior sponsors will review the signup sheets to determine that all students and guests are eligible.
9. Formalwear is required. If there are any questions about dress, see the Principal or class sponsors for clarification.
10. Prom will take place at Bloomfield Jr./Sr. High School.

## **NURSE'S OFFICE POLICY**

Students should never call home to be picked up at school for illness until they have checked with the nurse's office or the Principal's office. **Students will be unexcused if they are not sent home by the nurse.**

Parents/guardians may be contacted in the event there is an excessive number of passes to the nurse.

Excessiveness will generally be defined as more than three (3) passes per semester.

### **Procedures For Going to the Nurse**

1. Students must sign out in the office to go to the nurse and sign in when returning from the nurse.
2. Teachers will fill out passbook to the office. (Emergency Exempt)
3. Pass may be written by the teacher to the office for the teacher's class time only. This does not cover the student's next period class. Passes will not be written at the end of class.
4. If the above procedure is not followed, students will receive an unexcused absence. If this procedure continues, Thursday School or Saturday School may be assigned, and the student may be subject to further discipline.
5. Band-Aids are available in the school office. It is not necessary for students to go to the nurse for this item.

### **Medication Administered at School**

School personnel cannot give medication to any student unless certain procedures are followed. Parents/guardians must sign the Over-the-Counter Consent Form before the nurse can administer medications at school. If a student needs a prescription medication administered at school, a parent/guardian must contact the nurse for information regarding consent and prescription medication policy information. Medication permission forms may be obtained in the office or from the school nurse.

### **Immunizations - 2018-2019 School Year**

Indiana State Department of Health School Immunization Requirements

#### **3 to 5 Years Old**

- 3 Hepatitis B
- 4 DTaP
- 3 Polio
- 1 MMR
- 1 Varicella

#### **Kindergarten- 3rd Grade**

- 3 Hepatitis B
- 5 DTaP
- 4 Polio
- 2 MMR
- 2 Varicella
- 2 Hepatitis A

#### **Grades 4 to 5**

- 3 Hepatitis B
- 5 DTaP
- 4 Polio
- 2 MMR
- 2 Varicella

### **Grades 6 to 11**

- 3 Hepatitis B
- 5 DTaP
- 4 Polio
- 2 MMR
- 2 Varicella
- 2 Hepatitis A
- 1 TDaP (Tetanus & Pertussis)
- 1 MCV4 (Meningococcal)

### **Grade 12**

- 3 Hepatitis B
- 5 DTaP
- 4 Polio
- 2 MMR
- 2 Hepatitis A
- 2 Varicella
- 1 TDaP (Tetanus & Pertussis)
- 2 MCV4 (Meningococcal)

When a student enrolls in a school corporation for the first time or any subsequent time and at any level, the parents/guardians must show either that the student has been immunized or that a current religious or medical objection is on file. **Religious objection waivers must be signed annually.** Parents/guardians must provide the Bloomfield School District with complete immunization records prior to the beginning of the school year.

Parents/guardians must provide a current immunization record or have a doctor's statement explaining any delay, including a schedule for the completion of required immunizations.

# STUDENT EVALUATION

## Grades and Report Cards

Jr./Sr. High School Grading Scale is as follows, with 4.0 GPA:

A	93-100%
A-	90-92%
B+	87-89%
B	83-68%
B-	80-82%
C+	77-79%
C	73-76%
C-	70-72%
D+	67-69%
D	63-66%
D-	60-62%
F	0-59%

Semester grades are tabulated on a 100% scale. Each nine weeks is set at 40% (total of 80%) and the final exam is worth 20% of the semester grade.

It should also be noted that the previously-mentioned grading scale is used for all Bloomfield Jr./Sr. High School classes. Classes that are taken via Vincennes, Ivy Tech, etc., are subject to the respective university rules and policies.

## Class Rank – Grades 9-12

Weighted Point Value	Point Scale	Courses
.25	A = 4.25 A- = 3.91 B+ = 3.58 B = 3.25 B- = 2.91 C+ = 2.58 C = 2.25 C- = 1.91	Dual credit classes without admission requirements

	D+ = 1.58 D = 1.25 D- = .910 F = 0.00	
.5	A = 4.50 A- = 4.16 B+ = 3.83 B = 3.50 B- = 3.16 C+ = 2.83 C = 2.50 C- = 2.16 D+ = 1.83 D = 1.50 D- = 1.16 F = 0.00	100-level dual credit courses with an admission requirement
1.0	A = 5.00 A- = 4.66 B+ = 4.33 B = 4.00 B- = 3.66 C+ = 3.33 C = 3.00 C- = 2.66 D+ = 2.33 D = 2.00 D- = 1.66 F = 0.00	200-level dual credit courses with an admission requirement or an AP Course

Adding the points and dividing them by the number of courses the student is taking will determine the class standing.

**National Beta Club**

Sr. Beta Club

Students recommended for membership shall have greater than a 3.5 GPA on a 4.0 scale and must be

in good standing. Recommended students will be notified during the first semester. Students must be Freshman or above to be considered. Students nominated for Sr Beta as a Freshmen must have been in Jr Beta, completed all requirements for Jr Beta, been in good standing at the conclusion of 8th grade, and had a cumulative GPA greater than or equal to 3.500 at the end of 8th grade.

#### Jr. Beta Club

Students recommended for membership shall have greater than a 3.5 GPA on a 4.0 scale and must be in good standing. Recommended students will be notified during the first semester.

#### **Possible Loss of Credit(s)**

Students who have exceeded a total of six (6) absences without a certified statement in one semester may be required to make up classes missed by attending Thursday and/or Saturday School. Those not completing the assigned makeup times will be in jeopardy of losing class credits. Students in this circumstance may appeal to the Attendance Appeal Committee. The members of the Attendance Appeal Committee shall remain anonymous, and the student will not appear before the committee. In order to file for an appeal, the following conditions must be met:

1. Attendance after exceeding the semester limit of absences has been satisfactory.
2. All class work has been satisfactorily completed.
3. All class objectives have been accomplished.
4. The student is academically passing the class.
5. The student understands that the appeal may or may not be granted by the Attendance Appeal Committee.
6. The student agrees to adhere to the following appeal procedures.

The procedure to appeal for credit shall be as follows:

1. Written notice will be given to any student who has reached the semester limit of absences, and his/her parent. The deadline for appeals shall be submitted by the date designated by the Principal or designee.
2. The student will have the opportunity to explain and/or validate his/her attendance record in writing. This record must be signed by his/her parent/guardian.
3. The Attendance Appeal Committee will review all student appeals for credit.

***Following a favorable review of the appealing student's attendance by the Attendance Appeal Committee, the decision to grant credit rests with the classroom teacher and the building administrator.***

#### **Student and Class Retention Policy for Grades 7 and 8**

If retention is warranted, an administrative decision will be made following a parent/guardian conference.

#### **Final Exam Policy**

If a student does not take a final exam, he/she will receive NO credit. The course will be considered incomplete.

#### **Credit Recovery**

Credit recovery options are available. Placement will be made through the guidance department with administrative input.

## **SCHEDULING**

Scheduling for a school year will be done in the spring semester preceding that school year. Due to the number of classes offered only once a day, there may be conflicts. An effort will be made to grant student requests, but there are no guarantees that a student will get every course he/she requests, or the period he/she requests it. Schedule changes may only be made twice a year: in early May for the following year, and in early December for the spring semester. Students must have a written request explaining the reason for the change. A parent/guardian must sign the request. The school counselor and the administration must approve the request. A student may withdraw from a course only at the end of a semester.

At the discretion of the administration, a student may be moved to a different course level during a semester.

Under certain circumstances, students may repeat a class. Credit will be given for the class only once. If the student retakes a course, the previous course cannot be dropped from the calculations for the Grade Point Average (GPA).

Earning a grade of less than C- in a course will eliminate that course for credit from the Academic Honors Diploma. If a student chooses to retake a course in order to qualify for the Academic Honors Diploma, the student should understand that the course will only count for credit one time. Both grades will figure in the GPA, but the grade of C- or better will be used to qualify the student for the Academic Honors Diploma. A student may only re-take one course for this purpose.

### **Testing out of classes**

In certain instances students may wish to show proficiency in a content area by testing out of an academic class. Bloomfield Jr-Sr High School will administer Indiana Course-Aligned Assessments (INCAA) for this purpose. A student score of 80% or better indicates course proficiency.

Information on the Indiana Course-Aligned Assessments is available on the Indiana Department of Education website. (<http://www.doe.in.gov/assessment/indiana-course-aligned-assessments>)

The procedure is as follows:

- Student petitions principal to test out of a subject and a contract will be signed.
- Students wishing to test out of a subject resulting in placement into a dual credit class requiring the student to be program ready must show program readiness through Accuplacer, PSAT, PSAT, or ACT scores.

- Students must score 80% or higher on the INCAA to show course proficiency. A score of 80% or higher is binding and will be on the transcript.
- The grade placed on the transcript for first and second semester will follow the school's standard grading scale matching the grade achieved on the assessment.
- Students are only allowed to test out of one course in each core content area: mathematics, language arts, social studies, and science. Students are only allowed to take each assessment one time.
- There will be a one time fee per assessment of \$25 to cover the scoring of the assessment.

The request to test out must be made by April 1 of the current school year and the assessment must be completed by May 1 of the current school year.

## **Bloomfield Jr/Sr High School**

### **Alternative Physical Education I and II Credits (PE Waiver)**

The Indiana State Board of Education has provided flexibility to adapt the high school physical education requirements for students who demonstrate proficiency through other means.

#### **PROGRAM AND REQUIREMENTS:**

- One (1) PE credit will be given for a complete season of a BHS sponsored IHSAA sanctioned sport, competition cheerleading, or dance team. All of these activities are within the framework of lifetime physical activities and fitness.
- Retroactive credits will not be awarded.
- A complete season is defined as: **first practice to final event**. The student must remain on the active roster the entire season or the duration of the activity.
- Disciplinary suspensions from the team or activity may result in forfeiture of credit as determined by the coach, director, or sponsor.
- A grade of "A" will be granted to all students who meet the requirements for the alternative credit.

#### **THINGS YOU MUST DO:**

- The alternative physical education credit contract must be completed, signed, and returned to the guidance office no later than August 14th of each year.
- At the conclusion of the season or activity, you must submit a typed one-page written reflection of your participation in the sport or activity to the guidance office by the first day of finals for the semester in which you will earn the alternative PE credit.



- At the conclusion of the season or activity, you must return the signed statement from your coach, director, or sponsor indicating that you successfully completed the season. The school counselor will confirm successful participation and place the credit on the student's transcript as a semester grade.

## **TEXTBOOK RENTAL POLICY, CHARGES, AND REFUNDS**

Textbook rental fees are due upon enrollment on the first day of school. All unpaid accounts will be turned over to the Small Claims Court. If a student enrolls during the school year, the amount of the fee will be based on the number of grading periods remaining at the time the student is enrolled. If a student withdraws from school, the amount of refund will be based on number of grading periods remaining in the school year.

Parents/guardians of students are financially responsible for damaged, lost, or mutilated textbooks. Financial assistance is available for textbook rental. Income guidelines and application forms are available in the office. Families who qualify for free or reduced lunches also qualify for textbook assistance.

## **COMMENCEMENT**

In order to participate in commencement exercises, a student must meet or surpass the minimum requirements for graduation set forth by the State of Indiana and Bloomfield Jr./Sr. High School.

A student failing one or more subjects necessary for the completion of graduation requirements **WILL NOT GRADUATE**, nor be eligible for participation in commencement exercises.

A student who has completed all requirements but has not passed the End-of-Course Assessment may be eligible for a waiver according to state standards. If ineligible for a waiver, the student will receive a Certificate of Course Completion and may participate in commencement exercises.

In order to graduate and take part in commencement exercises, all requirements must be met. There is no unsigned diploma.

In order to participate in commencement exercises without receiving a diploma or certificate from Bloomfield Jr./Sr. High School, a student must have attended Bloomfield Jr./Sr. High School full-time and be in good academic standing for the entire school year immediately preceding graduation. In addition, the student must be eligible to receive a Home School Diploma, or in the case of a foreign exchange student, a diploma from the student's home country.

Students who choose to participate in commencement exercises shall conduct themselves in a quiet and orderly manner at all times during commencement exercises. Students shall also comply with all administrative directives governing commencement exercises. Students participating in commencement exercises should wear proper attire. Students participating in commencement exercises are prohibited from wearing shorts, cut-off jeans, and/or dirty tennis shoes or boots. Shoes must be kept on all students' feet throughout the entire graduation ceremony. Failure to comply with these directives will result in the withholding and permanent denial of the diploma that the student would have otherwise received. Such denial may be without prior notice.

## VISITATION

Parents/guardians are welcome to visit the school. Parents/guardians are to contact the office or the teacher to make certain that the time of the visit will not disturb a classroom activity or interrupt testing. The time of the visit must be agreeable to all teachers involved. Parents/guardians are required to report to the office when entering the building, to receive a hall pass; this will ensure the safety of all students. No person may visit a classroom without first reporting to the office. An adult shall always accompany preschool-age children who visit the school. No preschool-age child may be at school under the supervision of a minor for liability reasons. **Friends of students in the Jr./Sr. High School are not permitted to visit during the school day, including at lunch.**

## SCHOOL CLOSING INFORMATION

Bloomfield School District utilizes School Messenger to provide parents with up to the minute notification about school delays or closings, emergency situations and event cancellations.

School Messenger is programmed to notify the primary phone number of parents, the guardian cell phone number, guardian email and the alert numbers families provided during student registration. At any time, you may login to your student's Harmony account in order to add or make changes to your contact information. All changes in contact information (phone, email, etc.) must be completed in Harmony. The School Messenger database syncs with Harmony and updates each evening. If you have any questions please contact the Bloomfield Elementary or Bloomfield Jr.-Sr. High School office.

Families should make advance arrangements for childcare and transportation (if applicable) in the event school is delayed or cancelled. Whenever possible, the decision regarding school closing or delay will be made by 6:30 AM. When weather conditions are already severe the evening before, announcements concerning school closing or delay may be made the evening before. Whenever school is delayed or cancelled, the School Messenger system will be activated.

Information will also be announced via the BSD website and the outlets listed below. Television Stations Newspapers WTWO (Channel 2) Herald Times Newspaper - Bloomington WTHI (Channel 10) Greene County Daily World - Linton WTHR (Channel 13) Twitter @Jeff\_Gibboney

One of the following plans is possible, during inclement weather:

1. CLOSE school entirely: all media notified by 6:30 AM.
2. DELAY the start of school for two hours: a. buses will run two hours late b. students will arrive on the regular schedule and breakfast will NOT be served
3. DELAY the start of school for one hour: a. buses will run one hour late b. students will arrive on the regular schedule and breakfast will NOT be served
4. DELAY the start of school, but HOLDING, for possible close of the School for the entire day (this would be when the weather conditions causing a delay worsen).
5. EARLY RELEASE: weather conditions have changed to the point that, without an early dismissal, vehicle travel will be unsafe. The School Messenger system will be activated and the media notified on the times of early release. These plans could be altered should the situation warrant a change

## **EXTRACURRICULAR ACTIVITY (ECA) PARTICIPATION**

Students having more than two Fs will not be allowed to represent the school in any public capacity in extracurricular activities unless participation is a class requirement. Students may practice but not participate in a performance.

Sponsors and coaches may have individual, stricter policies.

## **DRUG TESTING**

The Board of School Trustees of the Bloomfield School District recognizes that the misuse of drugs and/or alcohol is a serious problem with legal, physical, and social implications for the entire community. As the educational institution of this community, the school should strive to prevent substance abuse and help substance abusers with education, rather than punitive means.

This policy and program is intended for students who participate in extracurricular activities, student drivers, students volunteering to participate in the program, and those students exhibiting behavior causing reasonable suspicion. This policy will not affect the policies, practices, or rights of the Bloomfield School District in dealing with drug and/or alcohol handling, possession, or use where reasonable suspicion is obtained by means other than the random sampling provided herein. Bloomfield School District also reserves the right to test any student who exhibits cause for reasonable suspicion of drug and/or alcohol usage and follow current practices as outlined in the Due Process Procedures in the Student Handbook.

Bloomfield School District prohibits the use, possession, concealment, handling, or distribution of any drug or drug paraphernalia at any time on school property or at any school-related event.

The testing program serves several purposes:

1. Intended as an integral component of the overall physical and mental educational program of the Bloomfield School District.
2. Intended as a medical diagnostic aid in disclosing possible drug-related problems and providing opportunities for early intervention.
3. To prevent students from participating in activities and driving to school while they have drug residues in their body.
4. To undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use drugs detrimental to health.

This policy applies to all students in grades 7-12 in the Bloomfield School District who wish to participate in extracurricular activities, including all school-sponsored clubs and athletic teams, student drivers, and/or those students who volunteer for the program.

### **Consent Form**

**Each student shall be provided with the consent form, which must be dated and signed by the student and a custodial parent/guardian before such student shall be eligible to practice or participate in an ECA or drive to school. By signing the consent form, the student agrees to provide, at any time requested, a urine sample to be tested for drugs, alcohol, and tobacco. The**

**custodial parent/guardian gives consent for his/her child to provide the urine sample by signing the form.**

In addition to those students who choose to participate in extracurricular activities or drive to school, the school will also test any student who volunteers to participate in the drug testing program, as well as any student under the age of 18 whose parent/guardian wishes to have him/her included in the drug testing program. Said parents/guardians must provide the school with written consent for participation.

Once consent is given for testing, it shall be in effect for the remainder of the student's tenure in the Bloomfield School District.

**Financial Responsibility**

The Bloomfield School District will pay for the initial random drug tests. A request on appeal for another test of a positive urine specimen is the financial responsibility of the student or his/her parent/guardian. If a parent/guardian requests his/her child to be tested during a specific test time, the parent/guardian is financially responsible for that test. Parents/guardians are financially responsible for follow-up tests to permit the student to return to normal activities.

**Testing Procedures**

Each student will be assigned a number. The Principal or his/her designee will maintain one cross-referenced list of names and numbers. The selection of students to be tested will be done randomly throughout the school year by the drug testing company.

All students will remain under school supervision until they have produced an adequate, acceptable urine specimen. If a student is unable to produce a specimen, the student will be given a glass of water or a soft drink. If, by the end of two hours, the student cannot produce a specimen, the student will be treated as if the test was given and the results were positive for drugs and/or alcohol.

If it is suspected that tampering or cheating has occurred during the collection, the student will become ineligible for extracurricular activities and driving privileges will be revoked for the remainder of the school year.

When a student's test results are complete, the laboratory will report to the Principal the results of each test by the identification numbers on the samples. The specific test results of any test shall not be made known to anyone else other than the student, the student's parents/guardians, and the Principal and/or his/her designee. The fact of testing and the results of testing of any student shall not be made known to any school official other than those stated above. The coach, sponsor, and Athletic Director will be notified of any suspension resulting from a positive test.

If the results of the test are positive, that is, if the results show drug and/or alcohol residue, the Principal will advise the student and the student's parents/guardians. At notification either by phone call, letter, or personal contact, the student and his/her custodial parents/guardians may submit any prescription or other explanation or information which will be considered in determining whether a positive test can be satisfactorily explained. If not, the parent/guardian will be given names of agencies that can be of help to the child. The Principal will also notify the student of any consequences, based on the policies/procedures as outlined.

Once a student is found to have a positive urine test, a follow-up test of that student will be conducted after the time that the identified substance would normally have been eliminated from the body. If a second positive result is obtained from the follow-up test or any later test of that student, the student will

be subject to the terms of this policy's second consequence level. In addition, the student may be required to continue testing at the discretion of school authorities to determine the student's ability to maintain a drug- and/or alcohol-free lifestyle. Parents/guardians are financially responsible for follow-up tests to permit the student to return to normal activities.

The certified laboratory will provide training and direction to those who supervise the testing program, set up the collection environment, guarantee specimens, and supervise the chain of custody.

### **Included Activities**

Any student who participates in extracurricular activities, including all school-sponsored clubs and athletic teams, and any student who drives to school is included in this policy.

### **Reasonable Suspicion**

Reasonable suspicion shall include but is not limited to:

1. The observation by a staff member of a student showing objective signs of impairment, which gives the staff member reason to suspect the student is engaged in substance abuse. This observation shall be reported in writing to the Principal or his/her designee and, if the Principal or his/her designee agrees, the student will be tested.
2. The observation by a staff member of activities of a student which give rise to suspicion that the student is engaged in the sale of drugs. This observation shall be reported in writing to the Principal or his/her designee and, if the Principal or his/her designee agrees, the student will be tested.

### **Report of Suspicion**

The basis for the reasonable suspicion will be reported in writing to the Principal or his/her designee. The report will include a short, summary statement of the primary basis for the reasonable suspicion.

### **Consequences**

The occurrences listed below are cumulative throughout the enrollment in the Bloomfield School District.

Students having a positive test for drugs and/or alcohol will be suspended from participation in extracurricular activities and/or have his/her ability to drive to school revoked according to the following guidelines:

**For each and every occurrence for any substance, the parents/guardians, participant's coach/sponsor, and the probation office will be notified. The student must enroll in a substance abuse program and provide written documentation of this enrollment to the Principal or his/her designee. If a student's drug test is positive and the student fails to provide documentation from an approved program, the student will face a ten (10)-day suspension.**

**If a student refuses to be evaluated, he/she will face disciplinary action.**

### **First Offense:**

ALCOHOL/DRUGS

Participation in 50% of the season events will be prohibited; there will be no participation in ECA

events and no driving to school for nine weeks. When the student is enrolled in a substance abuse program, the penalty is reduced to 25%. If the program is not completed, the full penalty will be completed.

#### TOBACCO

Participation in 25% of the season events will be prohibited. When the student is enrolled in a substance abuse program, the penalty is reduced to 0%. If the program is not completed, the full penalty will be completed.

#### **Second Offense:**

#### ALCOHOL/DRUGS

Participation in 100% of the season events will be prohibited; there will be no participation in ECA events and no driving to school for 18 weeks.

#### TOBACCO

Participation in 50% of the season events will be prohibited; there will be no participation in ECA events and no driving to school for nine weeks. When the student is enrolled in a substance abuse program, the penalty is reduced to 25%. If the program is not completed, the full penalty will be completed.

#### **Third Offense:**

#### ALCOHOL/DRUGS

Participation in all ECA events and driving to school will be prohibited for 365 days.

#### TOBACCO

Participation in 100% of the season events will be prohibited; there will be no participation in ECA events and no driving to school for 18 weeks

If a student is serving the consequences and the athletic season or school year ends during the time period of the consequences, the consequences will be carried over to the next athletic season or school year.

#### **Fourth Offense:**

#### ALCOHOL/DRUGS/TOBACCO

Participation in all ECA events and driving to school will be prohibited for the remainder of the student's enrollment in the Bloomfield School District.

If a student is serving the consequences and the athletic season or school year ends during the time period of the consequences, the consequences will be carried over to the next athletic season or school year.

#### **Important Notes and Situations Explained**

Students suspended from ECA participation due to the drug testing policy will not participate in events/games but will be allowed to practice.

Tourneys or double headers held on the same day will count as the number of games/matches played.

Jamborees or scrimmages will NOT be considered a contest for suspension purposes. An athlete will not be allowed to participate in a jamboree or scrimmage while under suspension.

## **EXTRACURRICULAR ACTIVITIES ON CANCELLED OR DELAYED SCHOOL DAYS POLICY**

The following is a policy for ECA practices/events when school is delayed, canceled or under snow/weather emergency:

**Out-of-Season Sports:** When school is delayed, released early, or canceled due to inclement weather, all out-of-season sports activities shall be canceled.

**School Delay:** In the event of a delayed start time for school due to weather conditions, morning practices and rehearsals shall be canceled. They may be scheduled at the end of that school day.

**School Cancellation:** In the event of school being canceled due to weather conditions, normal practices/rehearsals may be canceled at the discretion of the superintendent. Student participation may be voluntary.

**Snow Emergency:** In the event of a snow emergency for Greene County, all practices/rehearsals/performances shall be canceled. Should circumstances change during the snow emergency period, participation may take place at the discretion of the superintendent but on a voluntary basis for the participants.

**NOTE:** Final decision may be at the discretion of the superintendent for athletic events. Decisions on other performances or activities may be at the discretion of the superintendent.

## **ATHLETIC INFORMATION**

### **Academics**

In accordance with IHSAA policy, students in grades 9-12 must be passing five classes to participate. Grades will only be checked at the end of a nine weeks or a semester. If a student is not eligible at one of these times, he/she will not participate in any contests until he/she is eligible at the next nine weeks or semester.

Students in grades 7-8 will have bi-weekly grades checks. If a student has an F, the student will have a one-week warning period. If the grade does not improve the next week, the student will not participate in practices or contests.

Coaches may have stricter guidelines with approval of the Athletic Director and Principal.

**A student not completing the current season will not be permitted to begin activities for another sport until released by the coach of the current sport.**

### **Transportation**

1. Athletes must travel to and from away events in the transportation provided by the school.
2. No athlete is allowed to transport themselves or another student to any away athletic contest.
3. Athletes must show proper behavior and respect when riding in any school vehicle. Vehicles

are to be picked up and clean when returned.

4. Athletes are allowed to travel to and from off campus facilities including South Complex located on State Road 231 South and the Northside Diamonds for practices and athletic events.

Exceptions:

1. Injury which might require alternate transportation.
2. Prior arrangement between the coach, Athletic Director, and parent/guardian of the participant, along with a transportation waiver.
3. A travel release form is to be filled out and filed with the Athletic Office for athletes to travel to and from off campus facilities for practices and athletic events which includes the South Complex located on State Road 231 South and the Northside Diamonds with another driver other than a coach or school personnel. \* Transportation will be furnished for athletes to the South Complex.

**Practice/Attendance**

**To participate in any ECA practice or event, the student must be at school ALL DAY. Exception will only be made for certified absences.**

1. Athletes who miss five (5) consecutive days of school must present a doctor's clearance before practice or participation can be resumed. Dates must be stipulated for re-entry into participation by the physician. The dates must be followed exactly as they are written.
2. No athlete will be permitted to begin practice for another season until said athlete is free and clear of any athletic equipment that is missing or owing money for such.
3. Participation in more than one athletic activity during the same season will be allowed only by agreement of the coaches/sponsors involved, and approval by the Athletic Director and Principal.
4. All practices, events, and workouts shall be properly supervised by a coach at all times.

**Insurance**

It is the responsibility of the parents/guardians to have some type of accident or health insurance coverage for their participating son or daughter. The parent/guardian must complete verification of such coverage on the physical form.

**Tryouts and "Cutting"**

Students that try out and do not make the squad or team have the right to see their scores and understand what areas in which they can improve. Meetings to see scores or raise concerns with the coach/sponsor must be made through the Athletic Director.

**Awards Banquet**

All student athletes are required to be in attendance at athletic awards banquets when held. Otherwise, any letters, points, or awards may be revoked. If there are justified reasons for not being able to attend, it should be cleared with the coach of that sport and the Athletic Director. Proper school attire is required.



## **NCAA Clearinghouse Information**

Athletes and parents/guardians may contact the head coach, Athletic Director, or school counselor for the newly-published NCAA guidelines. This information contains a detailed description of requirements for collegiate participation. Student-athletes who wish to participate in collegiate athletics must meet NCAA athletic eligibility requirements. Student-athletes and parents/guardians should meet with the school counselor during freshman year to map out a four-year plan that meets NCAA academic requirements. It is a must that the student registers with the NCAA through the clearinghouse at [www.naaclearinghouse.com](http://www.naaclearinghouse.com).

## **Code of Conduct**

A student will be suspended for consecutive games or face dismissal for the following reasons:

1. Use of intoxicating beverages/illegal drugs – the use or possession of an intoxicating beverage and/or the use or possession of illegal drugs (drugs not prescribed by a physician).
2. Use of tobacco – the use or possession of tobacco in any form or quantity is prohibited.

### Penalties of conduct:

#### **First Offense:**

##### ALCOHOL/DRUGS

Participation in 50% of the season events will be prohibited; there will be no participation in ECA events and no driving to school for nine (9) weeks. When the student is enrolled in a substance abuse program, the penalty is reduced to 25%. If the program is not completed, the full suspension will be completed.

##### TOBACCO

Participation in 25% of the season events will be prohibited. When the student is enrolled in a substance abuse program, the penalty is reduced to 0%. If the program is not completed, the full penalty will be completed.

1. A drug or alcohol evaluation will take place with an approved agency. The athlete is responsible for arranging appointments with the agency. The results of the evaluation must be submitted to the Athletic Director.
2. The athlete will participate in the program prescribed by the agency. The cost of the program will be paid for by the family of the athlete. If the program is not completed before reinstatement to the team, the athlete will continue the program until completion. If the athlete fails to complete the prescribed program after reinstatement, he or she will be suspended for an additional 25% of their athletic contests.

#### **Second Offense:**

##### ALCOHOL/DRUGS

Participation in 100% of the season events will be prohibited.

##### TOBACCO

Participation in 50% of the season events will be prohibited. When the student is enrolled in a substance abuse program, the penalty is reduced to 25%. If the program is not completed, the

full penalty will be completed.

**Third Offense:**

**ALCOHOL/DRUGS**

Participation in all ECA sport and club activities and driving to school will be prohibited for 365 days.

**TOBACCO**

Participation in 100% of the season events will be prohibited; there will be no participation in ECA events and no driving to school for 18 weeks

If a student is serving his/her consequences and the athletic season or school year ends during the time period of the consequences, the consequences will be carried over to the next athletic season or school year.

**Fourth Offense:**

Participation in all ECA sport and club activities and driving to school will be prohibited for the remainder of the student's enrollment in the Bloomfield School District.

A student will be suspended or face dismissal for the following reasons:

3. Engaging in any unlawful activity – inside or outside of school, on or off school premises.

**Penalties of conduct:**

**First Offense:** Participation in 25% of the season events will be prohibited.

**Second Offense:** Participation in 100% of the season events will be prohibited.

**Third Offense:** No more participation in athletics for the remainder of the student's enrollment at Bloomfield Jr./Sr. High School.

A student will be suspended or face dismissal for the following reasons:

4. Any other acts which prove to be detrimental to the school and/or athletic program, including but not limited to fighting, inappropriate sexual misconduct, hazing, bullying, and acts of poor sportsmanship.

**Penalties of conduct:**

**First Offense:** Participation in 25% of the season events will be prohibited.

**Second Offense:** Participation in 50% of the season events will be prohibited.

**Third Offense:** Participation in 100% of the season events will be prohibited.

**Fourth Offense:** No more participation in athletics for the remainder of the student's enrollment at Bloomfield Jr./Sr. High School.

Penalties are cumulative for junior high (grades 7-8) and then start over for high school (grades 9-12).

Any suspension that is not completed in its entirety within a season will carry over to the next sport in which the athlete participates.

An athlete is an athlete 365 days a year. Therefore, the Code of Conduct is in effect at all times.

Athletes who have been suspended or expelled from the regular school setting or is attending Greene County ATS will not be permitted to attend or participate in athletic contests or practices. Students serving Thursday/Saturday School will not be permitted to attend or participate in athletic contests or practices during the time of the punishment.

A contestant's conduct, in and out of school, shall be such as (1) not to reflect discredit upon their school or the IHSAA, and/or (2) not to create a disruptive influence on the discipline, good order, and moral or educational environment in the school.

NOTE: It is recognized that Principals, by the administrative authority vested in them by their school corporation, may exclude such contestants from representing their school.

### **Procedure for Suspension (Due Process)**

The coach will inform the director of athletics of any alleged violation. The director of athletics will notify the athlete of the alleged violation and the penalty which will be imposed. Any athlete may appeal the decision by attending a hearing before the Athletic Council.

This hearing should take place within seventy-two (72) hours (or if school is not in session, within three (3) school days) after the notice to the athlete. The athlete may bring parents/guardians, other students, or anyone who might support his/her case.

The athlete will be temporarily suspended from competition by the director of athletics until the Athletic Council can meet and make a ruling on the appeal. If the ruling goes in favor of the suspension, the days of "temporary suspension" will be included in the penalty.

Any athlete may appeal the decision of the Athletic Council by attending a hearing before the Bloomfield School District School Board. This hearing should take place within seventy-two (72) hours (or if school is not in session, within three (3) school days) after notification of the decision by the Athletic Council. The athlete may bring parents/guardians, other students, or anyone who might support his/her case. The appeal should go through the Superintendent who, in turn, will make contact with the Bloomfield School District School Board.

The athlete will be temporarily suspended from competition by the director of athletics until the Bloomfield School District School Board can meet and make a ruling on the appeal. If the ruling goes in favor of the suspension, the days of "temporary suspension" will be included in the penalty.

The decision of the Bloomfield School District School Board will be final.

### **Athletic Council**

#### **PURPOSE**

1. The Athletic Council shall have responsibilities in the areas of approving athletic policy, deciding special awards, acting upon an appeal made by an athlete concerning the Code of Conduct, and taking care of any unusual circumstances that may arise.

#### **MEMBERS**

2. Membership of the Athletic Council will consist of the Principal or assistant Principal, the director of athletics, and all head coaches. A majority of members present will constitute a quorum. A two-thirds vote of those present is needed to have a decision. All voting will be done by secret ballot.