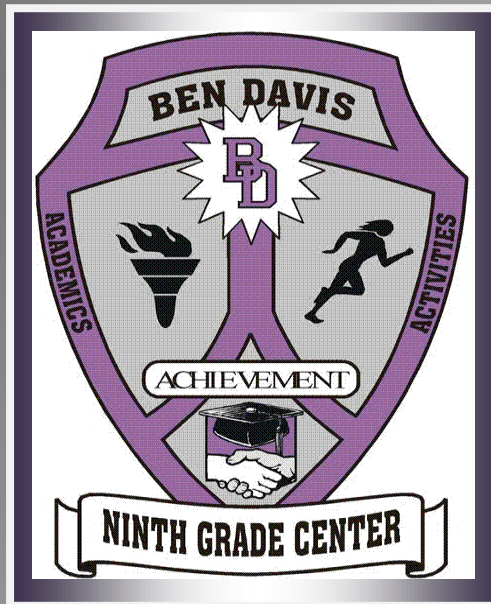


Ben Davis

Ninth Grade Center



2016-2017

1150 North Girls School Road Indianapolis, IN 46214

This agenda belongs to:

Table of Contents

Principal's Message and Mission Statement.....	3
Wayne Township Mission Statement..	4
History of Wayne Township High Schools.....	4
Bell Schedules.....	5
Ben Davis Core 40.....	6
Requirements for Academic Honors /Technical Honors	7
Wayne Township Calendar.....	8
Discipline Plan.....	9-10
Bullying/Drug Testing/Locker Search.....	11
Restroom Usage/Attendance.....	12-13
Withdrawal/Visitors	13
Transportation/Riding Home with a Friend/PDA.....	14
Health Service/Bookstore/Lost & Found.....	14
Emergency Drills/Report Cards/Honor Roll	14
Honor Society/Counseling Services/Work Permits.....	15
Dress Code.....	16
Electronic Devices /Acceptable Use Policy.....	17-18

Ben Davis Ninth Grade Center Administrative Staff

Main Switchboard.....988-7500
Fax Number.....988-7698
Website.....www.wayne.k12.in.us/bdfresh

Mr. Steve Samuel	Principal	988-7530
Mr. Kevin Britt	Asst. Principal	988-7512
Ms. Andrea Wilson	Asst. Principal	988-7610
Mr. John Clark	Athletic Director	988-7045
Ms. Anita Templeton	Guidance Director	988-7608
Mr. Orlando Mason	Counselor	988-7607
Ms. Joni Nay	Counselor	988-7507

Principal's Message

I want to welcome you to the Ben Davis Ninth Grade Center. Your freshman year is the most important year in high school. This is going to be a very exciting year for you. You will find the Ninth Grade Center to be both inspiring and challenging. Through our career-focused academies you will take a first look at what your options after high school look like and begin to plan for post-secondary education and training possibilities that match your potential career choice. The course work you complete will be both rigorous and meaningful to building a successful future for yourself. The goal of our staff is to have you and every other student at the Ninth Grade Center on-track to graduate by earning no less than 12 credits by the end of your freshman year.

Together we will work hard to help you achieve all of your goals. The staff at the Ninth Grade Center is creative, resourceful, and focused on your success. That success is also very dependent on the effort that you give. Do your very best at everything you do. Ask for help, put in the extra effort, and make sure that you take every opportunity to build a successful start to your high school career.

Have an outstanding year!

Steve Samuel
Principal
Ben Davis Ninth Grade Center



Steve Samuel
Principal



Kevin Britt
Assistant Principal



Andrea S. Wilson
Assistant Principal

Ben Davis Ninth Grade Center Mission Statement

The **Mission** of **Ben Davis Ninth Grade Center** is to ensure that all students at the completion of their ninth grade year will be on-track for at least a Core 40 Diploma by:

- Being prepared to pass the **Graduation Exams** from the state
- Earning a minimum of **12 credits**
- Being prepared for **rigorous courses** in the tenth grade

M.S.D. of Wayne Township Mission Statement

The mission of the Metropolitan School District of Wayne Township, a partnership of students, staff, families, and community, is to ensure all students acquire and apply knowledge, skills, processes and values, to become lifelong learners and contributors to society through a comprehensive program of outstanding quality which enables them to develop their potential.

Equal Educational Opportunity

The Metropolitan School District of Wayne Township does not discriminate, deny benefits to nor exclude anyone from participation on the basis of sex, race, national origin, religion, or disability.

HISTORY OF WAYNE TOWNSHIP HIGH SCHOOLS

1892	The first Ben Davis High School (known as Wayne Township High School) was built on the southwest corner of Morris Street and High School Road. Seven students were in the first graduation class of 1897. The building was demolished in 1914 and students were transferred to Plainfield High School for two years until the second high school was completed on the same site. That same site is the site of the Wayne Township Education Center today.
1916	The second Ben Davis High School (also Known as Wayne Township High School) was completed and considered one of the finest high schools in the state. When the third high school was erected, the second building served in several capacities until being demolished in 1985 for the present Education Center.
1936	The third Ben Davis High School was finished on farmland across the street on the northeast corner of Morris Street and High School Road. It has had numerous renovations and became Ben Davis Junior High School for a period of time. It is now Ben Davis University High School.
1965	The fourth and current Ben Davis High School was dedicated November 7, 1965, at the present campus on the northwest corner of 10 th Street and Girls School Road.
1975	Additions were completed to the west end of the building-F hall, the pool, band area, and vocational wing.
1984	Ben Davis High School was recognized with the National Excellence Award.
1989	Additions were completed to the north end of the building-K hall.
2001	Major renovations and additions were made to all parts of the building
2005	A new building which was attached to the south side of Ben Davis High School opens as the Ben Davis Ninth Grade Center.
2008	A partnership between the MSD of Wayne Township and Vincennes University created Ben Davis University High School. The focus is to provide rigorous, innovative educational programming designed for students who excel in a small academic environment, culminating in a high school diploma and associate's degree.
2011	Achieve Virtual Education Academy was created as Indiana's only online high school from an Indiana public school district providing a different pathway to a high school diploma.

BD Ninth Grade Center Daily Bell Schedule			
Period	Start Time	End Time	Duration
Staff PD	7:35	8:15	0:40
Arrival/Supervision/Breakfast	8:15	8:30	0:15
Impact/Announcements	8:30	9:09	0:39
Passing	9:09	9:13	0:04
1st Block 1/2	9:13	10:33	1:20
Passing	10:33	10:37	0:04
2nd Block 3/4	10:37	12:33	1:56
Lunch Shifts			
Shift 1	10:33	11:00	0:27
Shift 2	10:41	11:08	0:27
Shift 3	11:02	11:29	0:27
Shift 4	11:11	11:38	0:27
Shift 5	11:32	11:59	0:27
Shift 6	11:41	12:08	0:27
Shift 7 PE Classes	12:02	12:32	0:30
Shift 8	12:05	12:32	0:27
Passing	12:32	12:36	0:04
3rd Block 5/6	12:36	1:56	1:20
Passing	1:56	2:00	0:04
4th Block 7/8	2:00	3:20	1:20
Dismissal/Supervision	3:20	3:30	0:10

BD Ninth Grade Center 2 Hour Delay Bell Schedule			
Period	Start Time	End Time	Duration
Arrival/Supervision	10:15	10:30	0:15
1st Block 1/2	10:30	11:25	0:55
Passing Period	11:25	11:29	0:04
2nd Block 3/4	11:29	1:24	1:55
Lunch Shifts			
Shift 1	11:25	11:52	0:27
Shift 2	11:35	12:02	0:27
Shift 3	11:55	12:22	0:27
Shift 4	12:05	12:32	0:27
Shift 5	12:25	12:52	0:27
Shift 6	12:33	1:00	0:27
Shift 7 PE Classes	12:55	1:25	0:30
Shift 8	12:58	1:25	0:27
Passing Period	1:25	1:29	0:04
3rd Block 5/6	1:29	2:24	0:55
Passing Period	2:24	2:28	0:04
4th Block 7/8	2:28	3:20	0:52
Dismissal/Supervision	3:20	3:30	0:10



Effective beginning with students who enter high school in 2012-13 school year (class of 2016).

Course and Credit Requirements	
English/ Language Arts	8 credits
	2 credits: English 9 2 credits: English 10 2 credits: English 11 2 credits: English 12
Mathematics	6 credits (in grades 9-12)
	2 credits: Algebra I 2 credits: Geometry 2 credits: Algebra II <small>Or complete Integrated Math I, II, and III for 6 credits. Students must take a math or quantitative reasoning course each year in high school</small>
Science	6 credits
	2 credits: Biology I 2 credits: Chemistry I or Physics I or Integrated Chemistry-Physics (ICP) 2 credits: any Core 40 science course
Social Studies	6 credits
	2 credits: World History/Civilization or Geography/History of the World 2 credits: U.S. History 1 credit: U.S. Government 1 credit: Economics
Directed Electives	5 credits
	2 credits: Computer/Technology World Languages Fine Arts
Physical Education	2 credits
	2 credits: PE I and PE II (2 courses)
Health and Wellness	1 credit
Electives*	6 credits <small>(College and Career Pathway courses recommended)</small>
40 Total State Credits Required	

All of above courses must be in the Student Curriculum handbook as Core 40 or Academic honors Diploma approved and may be from regular, honors or AP level courses.

CORE40 with Academic Honors*(minimum 47 credits)*

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

- Complete all requirements for Core 40.
- Earn 2 additional Core 40 math credits.
- Earn 6-8 Core 40 world language credits (6 credits in one language or 4 credits each in two languages).
- Earn 2 Core 40 fine arts credits.
- Earn a grade of a “C” or better in courses that will count toward the diploma.
- Have a grade point average of a “B” or better.
- Complete one of the following:
 - A. Earn 4 credits in 2 or more AP courses and take corresponding AP exams
 - B. Earn 6 verifiable transcribed college credits in dual credit courses from priority course list
 - C. Earn two of the following:
 1. A minimum of 3 verifiable transcribed college credits from the priority course list,
 2. 2 credits in AP courses and corresponding AP exams,
 3. 2 credits in IB standard level courses and corresponding IB exams.
 - D. Earn a combined score of 1750 or higher on the SAT critical reading, mathematics and writing sections and a minimum score of 530 on each
 - E. Earn an ACT composite score of 26 or higher and complete written section
 - F. Earn 4 credits in IB courses and take corresponding IB exams.

CORE40 with Technical Honors*(minimum 47 credits)*

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

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

MSD of Wayne Township 2016-17 School Calendar

Tuesday, July 26	Teacher Workday (District Staff Development, No students)
Wednesday, July 27	Teacher Workday (District Staff Development, No students)
Thursday, July 28	Pre-K, Preschool, Grades K-12 Students Full Day
Monday, September 5	Labor Day (No School)
Friday, September 30	END OF FIRST GRADING PERIOD
Monday, October 3	BEGINNING OF SECOND GRADING PERIOD
Week of Oct. 3 – Oct. 7	Parent/Teacher Conferences
Mon., Oct. 10 – Fri., Oct. 21	Pre-K, Preschool, Grades K-12 Fall Recess (No School)
Tuesday, November 8	Staff Development Day (No Students)
Wed.-Fri., Nov. 23-25	Thanksgiving Recess (No School)
Friday, December 23	END OF FIRST SEMESTER
Mon., Dec. 26 – Fri., Jan. 6	Winter Recess (No School)
Monday, January 9	Staff Development Day, No Students
Tuesday, January 10	SECOND SEMESTER BEGINS – All Students Return
Monday, January 16	Dr. Martin Luther King, Jr. Day (No School)
Monday, February 20	Great Americans' Day (No School)
Friday, March 10	END OF THIRD GRADING PERIOD
Monday, March 13	BEGINNING OF FOURTH GRADING PERIOD
Mon., Mar. 20 – Fri., Mar. 31	Spring Recess (No School)
Monday, May 29	Memorial Day (No School)
Thursday, June 1	END OF SEMESTER TWO (Pre-K - Grade 11 Last Day)
Friday, June 2	Teacher Workday, No Students

NOTE: Possible make-up days will occur in the following order if cancellation of school occurs 5 or more days prior to the possible make-up day:

January 16 – Martin Luther King, Jr. Holiday
June 2 – Teacher Workday

February 20 – Great Americans' Day
29 - Memorial Day

Board Approved 2/9/15

Ben Davis Ninth Grade Center Discipline Plan

The Ben Davis Ninth Grade Center discipline plan was developed to communicate the expectations of the school to parents and to students. A top priority is insuring a school atmosphere which is conducive to student learning. Positive student behavior is critical to the overall academic and social development of the student as well as promoting an academic learning environment. Students subjected to disciplinary actions by either the school administration or the academic academies will be addressed according to this plan. The staff of the Ninth Grade Center reserves the right to deal with each student's case according to individual situations before considering appropriate consequences. This plan is not intended to be the "last word" or "all-inclusive" concerning misbehaviors or penalties, but it is a conscientious attempt to deal fairly and consistently with students. In cases involving expulsion, the Student Due Process Regulation will be followed.

Class Tardy Violations

In order to maximize instructional time, students are expected to arrive to all classes before the bell rings. If a student is not in the classroom when the bell rings, they will be counted late/tardy by their teacher. Tardies are an academy-enforced violation resulting in a detention. **Tardies will accumulate on a semester basis** – the number of tardies that a student accumulates during the first semester will not carry over to the second semester.

TARDY VIOLATION – Student is late to class.			
1 st OCCURRENCE	2 nd OCCURRENCE	3 rd OCCURRENCE	4 th OCCURRENCE and Upwards
Verbal Warning & Teacher Documentation	Verbal Warning & Teacher Documentation	Detention	Parent Contact & Academy-Assigned Detention for <u>each subsequent tardy</u> At the 6 th tardy student will be given a tardy contract and detention. At the 8 th tardy the student will be assigned Friday School and again every third tardy thereafter. Students may also lose passing period privileges.

Hall Freezes

Throughout the year, administrators will do periodic building-wide checks to ensure that all students are in class on time. Any student not in class by the time the bell rings will be sent to the main office and immediately assigned a detention during the hall freeze. The student will receive a notice of this detention.

Behavior violations will go into one of two categories.

- I. **Minor Violations** will be enforced by each academic academy with a progression to the administrative level for repeat offenders.
- II. **Major Violations** will be enforced by the school's administrators and documented on a referral form and are also progressive for repeat offenders resulting in alternative placement.

I. **Minor Violations:**

These will usually result in the student receiving an **after-school academy detention**. The student will be notified of the detention by their academy teacher and the student will contact their parents to notify them of the detention during their academy period. Students that fail to serve an academy detention will receive a suspension. Progressive discipline will be used on repeat offenders resulting in additional consequences. All after-school detentions will be documented in the student's disciplinary record.

Academy-Enforced Violations: To be enforced by each academy.

BEHAVIOR/VIOLATION	CONSEQUENCE
Disruptive conduct	After-School or Academy Detention
Failure to follow teacher directions	After-School or Academy Detention
Inappropriate language/behavior; displays of affection	After-School or Academy Detention
Minor disrespect	After-School or Academy Detention
Failure to follow class policy/procedure	After-School or Academy Detention
In unauthorized area	After-School or Academy Detention

***The academy will contact the parent to schedule a mandatory parent conference after 5 academy detentions.

II. Major Violations

Administrative-Enforced Violations (Major)

Anytime a student's manner of behavior disrupts the normal educational process, disciplinary action will be taken to correct the situation. Administrators consider each incident on an individual basis when assigning school consequences. Ultimately, consequences will depend on the nature of the offense and the circumstances surrounding the offense as well as the student. **Progressive discipline is used as students accumulate consequences.** Students with 1st and/or 2nd occurrences in multiple areas could receive up to 10 days OSS and a recommendation for expulsion/alternative placement. In cases involving expulsion, the Student Due Process Regulation will be followed.

OFFENSE/VIOLATION	POSSIBLE CONSEQUENCE
Possession of lighter/matches/tobacco products	Administration will assign an <i>appropriate</i> consequence for these behaviors from the following list of possible consequences: <ul style="list-style-type: none"> • In-School Suspension (ISS) • Out-of-School Suspension (OSS) • Alternative Placement • Expulsion • P-16 Alternative to Expulsion • Work Detail • Detention • Denial of Privileges (ex – bus suspension, no pass list, no internet list, etc.) • Friday School
Harassment & bullying/intimidation	
Fighting/scuffling	
Theft/Vandalism	
Possession/under the influence of drugs/alcohol	
Selling/distribution of controlled substance and/or substance look-a-likes	
Possession or use of firecrackers, smoke bombs, or other explosive devices	
Possession of a weapon	
Horseplay/Behaving in a manner that can cause injury	
Inappropriate bus behavior	
Unauthorized use of electronic devices	
Profanity directed towards students or staff	
Illegal behavior	
Throwing Food/Trash	
Cutting class or confirmed truancy	
Falsifying notes, passes, etc.	
Significant disrespect of staff	
Failure to serve assigned consequence (detention, etc.)	
Insubordination/defiance	
Leaving school without permission/truancy	
Off-Limits or out of assigned area	

- **Academy After-School Detentions** – are located in one of their academy teacher's classrooms on Tuesdays after-school from 3:30 – 4:30pm.

- **Administrative Detentions** – will occur on Tuesdays and Thursdays. Detentions are assigned primarily for accumulation of class tardies, AM tardies, or hall freezes.

Bullying

According to Indiana's bullying legislation, "bullying" means overt, repeated acts or gestures, including: verbal or written communications transmitted; physical acts committed; any behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.

Bullying is not accepted or tolerated at NGC. This applies when the student is: a) on school grounds immediately before or during school hours, immediately after school hours, or at any other time when the school is being used by a school group, b) off school grounds at a school activity, function, or event c) traveling to or from school or a school activity, function, or event; or d) using property or equipment provided by the school. It is our expectation that bullying should be reported immediately to teachers, counselors, and/or administrators. If parents are aware of bullying, they should contact an administrator immediately. Consequences for bullying will include the full range of disciplinary actions up to and including expulsion.

Drug Testing

The use of illegal drugs, alcohol and tobacco is prohibited. Students may be tested through voluntary testing, which requires parental/guardian permission, or required testing based on individualized, reasonable suspicion. Voluntary testing may be requested when a student violates certain rules or if the student is having significant trouble with grades or attendance. "Individualized reasonable suspicion" exists when specific and articulable facts, give rise to a reasonable belief that, at the time the drug test would be administered, the test would show that the student had used drug(s), alcohol or tobacco in violation of Indiana or Federal Law or MSD of Wayne Township Student Conduct Rules.

Substances for which students may be tested include illegal drugs, prescription drugs, alcohol, tobacco and substances that mask the presence of or block the detection of another substance. The use of a "blocking agent" is an expellable offense. **The refusal to provide a specimen is a violation and will have the same consequences as a positive test.** The results of voluntary testing will be reported to the district testing coordinator who will notify the parent/guardian of the results. If the test results are positive, the testing coordinator will work with parent/guardian to find appropriate assistance for the student. The consequences of a confirmed, positive, required test shall be consistent with the Student Code of Conduct. The Ben Davis Ninth Grade Center is a smoke free campus as well for both adults and students.

Locker Searches

Throughout the school year police dogs will be brought in periodically to search all of the student lockers for narcotics. During the search, the students will be secured in the classrooms. When the narcotics dog identifies a bank of lockers (usually three at a time) the administrators present will get all three students out of class and search their locker, their bags, and their person. After they have completed this search, they will be given an opportunity to contact their parent.

Lockers

Each student will be assigned a locker with a combination. A change may not be made without permission. **A student should not share lockers or tell others his or her locker combination; this prevents items from being taken or stolen.** For safety reasons, a student must have permission from a staff member or be accompanied by an adult to use his or her locker before 7:10 a.m. or after 3:15 p.m. If

a student has a problem with their locker they need to inform one of their teachers or complete a locker problem form in the 1st or 2nd floor office. Lockers will be checked and cleaned periodically. There should be no food or beverages left in a locker.

Restroom Usage

It is the procedure of NGC that students should use the restroom during their passing periods. However, we acknowledge that emergencies arise and students will be allowed to go to the restroom in the case of a stated emergency. Excessive use of the restroom will require a parent conference so that an individualized restroom plan can be devised and implemented. (Teachers and academics may establish additional rules for restroom usage.)

Attendance

Students attending Ben Davis Ninth Grade Center are expected to meet the following guidelines in reference to their daily attendance.

All students will sign a general attendance contract containing the expectations, procedures, and consequences for accumulated absences and/or AM tardies.

- Students with a previous history of poor attendance will meet with SWAT members during the first two weeks of school to discuss their attendance and sign an individual attendance contract that has been prepared to address their specific areas of needed improvement.
- The parent/guardian must call in the absence at 988-7600 between 9:00 and 12:00 p.m.
- Parents of absent students not accounted for by 11:00 a.m. will be called by the attendance secretary, if possible.
- Where no contact is made by either party, the student must have a written excuse when reporting back to school.
- Any student that arrives after 8:40 a.m. with no written documentation will be counted tardy and must sign-in at the 1st floor main office before reporting to class. **If a parent/guardian signs in the child, their AM tardy is excused.** Students will be assigned disciplinary consequences for excessive AM tardies to school when a parent does not sign them in.
- All written documentation (medical or otherwise) to excuse absences must be submitted to the attendance secretary in the main office. If no documentation is received, the absence will remain unexcused. **Documentation for absences can be turned in at any time throughout the school year.**

The attendance procedures for students with an excessive amount of unexcused AM tardies or absences are as follows:

- Restriction of Work Permit/ Invalidation of Work Permit
- Restriction from gaining Driver's License/Invalidation of Driver's License
- Lunch Detentions (with sack lunch)
- In-School Suspension
- Restriction from participating in or attendance at extracurricular events
- Truancy officer sent to home with legal notice
- Referral to Truancy Court
- Referral of Parent to court for Educational Neglect
- Removal from regular school setting and placement in alternative school setting

School-Wide Attendance Team (SWAT) Academy Assignments	
Attendance Line 988-7600	
Steve Samuel	Innovation
Kevin Britt	VCA
Andrea Wilson	Imagination
Orlando Mason	Key
Anita Swaner-Templeton	University
Terrie Knight	Adrenaline/Attendance Secretary
Joni Nay	WNGC
Marion Crawford	Discipline Secretary

AM TARDY POLICY

~ Late AM Arrival to School (Impact Period) ~

The attendance procedures for students with an excessive amount of unexcused AM tardies are as follows:

- All AM tardies when a student signs in late in the main office are considered unexcused UNLESS:
 - A parent/guardian comes in and signs them in.
 - The student submits medical documentation that excuses their AM tardy.
- **4 unexcused AM tardies** are permissible for illness, missing the bus, or extreme circumstances. However, anything over four is considered excessive.
- **5 unexcused AM tardies**, students will be assigned a detention.
- **8 AM tardies**, students will be assigned a detention.
- **10 AM tardies**, students will be assigned a detention.
- **15 AM tardies**, every 3rd tardy thereafter will result in at least 1 day of in-school suspension and the parents will be notified.
- **Additional AM tardies** - Once a student has reached 15 AM tardies, the attendance procedures take effect starting with a probationary attendance contract, removal of work permit and driving license/permit privileges, and eventually could lead to placement in an alternative program – **see attendance procedures for students with an excessive amount of absences above.**

Withdrawal from School

Before withdrawing from school, you need to see the student services secretary so that your transcripts and records may be completed for your next school. All materials and books must be returned and all fees paid before records are forwarded to the next school. Additionally, the transferring school will be required to confirm your student's attendance within two weeks. If this does not occur your child will be reported to the missing and exploited children's bureau.

Visitors Guidelines

For safety reasons, students are not allowed to bring visitors to school. Parents/guardians are always welcome and will need to check in at the main office to receive their visitor guidelines if they want to observe their child in class. We strongly encourage parents to make an appointment to see a specific teacher, the principal, and other school staff.

Bus Transportation

Transportation by school buses to and from school is a privilege. Students who ride on the bus are under the supervision of the driver. If you fail to conduct yourself in an appropriate manner, you can be denied transportation services for a period of time.

Riding Home with a Friend

A student who wishes to ride a different bus to or from school with a friend must provide a written note from parent/guardian granting permission for this to occur. A note from the friend's parent/guardian is also required. Both notes are to be signed and/or stamped by an office staff member before 2:00 p.m. Notes will be given back to students to present to the bus driver when boarding the bus. If a bus is too crowded, then the bus driver can deny the request.

Public Display of Affection

Students are not permitted to hold hands, kiss or hug at the Ben Davis Ninth Grade Center. Staff members will warn you when this occurs and you will receive disciplinary consequences if you continue despite staff warnings.

Health Services

The school nurse is on duty in the clinic during the school day. If the student becomes ill, the student should ask for permission to visit the nurse. If the nurse recommends the student should go home then the nurse will contact the parent/guardian to make the arrangements. The parent/guardian will report to the main office to sign the student out of school.

Bookstore

All fees, book rental charges, and extra-curricular payments are made to the Bookstore. Pencils, pens, paper and other supplies are for sale. The Bookstore will be open each day during the passing periods and before and after school. The bookstore will also be open Monday – Thursday during lunches and is closed during lunch on Friday.

Lost and Found

Any items that you bring to school are at your own risk. The school does not ensure or replace items that are lost, broken, or stolen. If you have had an item lost or stolen, you should report this to the main office and complete a statement so that an administrator is aware and can investigate situations as needed. The main Lost and Found is located in the cafeteria. Items are also turned in to the 1st floor main office desk when found.

Emergency Drills

Fire, tornado, intruder, and earthquake drills are held regularly throughout the school year. These develop safety practices that will help you move quickly and orderly to safe areas during an emergency. Rules are posted in each classroom and teachers review the procedures with students prior to each drill. It is important that students behave and follow all staff instructions during any drill. The school takes the safety of students very seriously and any disruptions that occur during this time will result in consequences up to and including arrest and expulsion.

Report Cards

Report cards are given out every nine weeks to notify parents/guardians of your progress. Report cards will be distributed to the student at school to take home to their parent/guardian with the exception of the last report card of each semester which will be mailed home. *Progress reports will be issued four times per year.*

Honor Roll

Wayne Township Ben Davis Ninth Grade Center has a three tier-academic honor program. The following GPA criteria will be used:

Honor Roll	3.00-3.74	4.0 Honor Roll	4.00
Principal's Honor Roll	3.75-3.99		

Honor Society

Membership in Ben Davis Ninth Grade Center's Honor Society is an honor bestowed upon selected students. To be eligible for membership the candidates must have a cumulative **unweighted** grade point average of 3.5 or above. Candidates will also be evaluated on the basis of leadership, citizenship and character. The selection of each member will be initially decided by the academy teachers with final determinations being made by the honor society sponsor and the principal. Once the students have been notified of their nomination, they must complete 6 hours of community service by the due date provided to them in order to be officially inducted into the NGC Honor Society which occurs at a special ceremony. Once selected, members have the responsibility to continue to demonstrate outstanding scholarship, citizenship, character and leadership qualities. Please note that the NGC Honor Society is not a part of the National Honor Society whose rules only allow students in grades 10-12 to retain membership. The opportunity to be a part of the National Honor Society will not be provided to students until their sophomore year of high school. Failure to be in the NGC Honor Society does not inhibit a student's ability to be in the National Honor Society.

Counseling Services

Counseling services are available and offered to all students. Counselors will assist with academic, behavioral, career, personal and social needs. If a student needs to see a counselor, then he/she should complete a request form and turn it into the office on that floor. If it is an emergency, the student needs to make the office staff aware and the student may wait to see his/her assigned counselor or an available counselor. Wayne Township has contracted with Cummins Mental Health Services. A mental health therapist will be stationed at the Ben Davis Ninth Grade Center for students and families who have appropriate means to obtain those services.

Work Permits

If a student is under the age of 16, he or she must have a work permit to obtain a job. Work permits may be secured in the Guidance Office from Ben Davis Ninth Grade Center. Work permits will only be granted if a student is passing all of their classes and has good or improved attendance and behavior. In order to obtain a work permit you must provide:

- proof of age (birth certificate, driver's license or passport)
- completed "intent to employ" form that must be signed by a parent/guardian, prospective employer and the student.

M.S.D. of Wayne Township Student Dress Guidelines

The Metropolitan School District of Wayne Township is committed to providing an environment that is the most beneficial for student's safety and learning. A broad-based committee of parents, teachers, students and administrators developed the following guidelines which were approved by the Wayne Township School Board. They were designed to reflect Wayne Township's Community values. These guidelines are consistent with the Student Conduct Rules for the MSD of Wayne Township.

No article of clothing, tattoo or accessory may contain language or graphic representations depicting or promoting the use of drugs, alcohol, tobacco, showing gang affiliation or encouraging gang activity, violence, or sexual activity. These guidelines are provided to assist students and their families in recognizing what is acceptable in the Wayne Township schools. Please contact your student's principal for further clarification and requests for special circumstance exemptions.

Shirts/Tops

All shirts or tops must "cover" the underarm, chest, shoulders (no spaghetti straps), stomach, and back.

Pants, Skirts, Shorts

All articles of clothing on the lower torso must rest naturally at the top of the hip to ensure that undergarments are not visible in the standing or sitting position. Shorts and skirts must be mid-thigh/fingertip in length when a student's arms are comfortably at his/her side. Clothing which is primarily constructed of spandex, spandex type or other excessively tight material is not permitted as an outer garment, unless it is covered by acceptable clothing at the mid-thigh/fingertip length. Pajamas are not permitted. Any holes in the clothing above fingertip length must be covered with tape or other materials.

Shoes

Footwear must be worn in school at all times. House shoes and house slippers are not permitted. At the elementary level, shoes should be appropriate for recess and student safety should be a consideration. Excessively loose shoes or shoes that pose a tripping hazard should be avoided.

Jackets/Coats

Jackets are permitted to be worn in the school during the instructional day. Heavy coats designed for frigid temperatures and/or excessively large coats are not permitted.

Headwear and Glasses

Sunglasses shall not be worn in the buildings. Head coverings will not be permitted during the school day. Students may appropriately use articles (barrettes, bandanas, headbands, scarves) designed to pull or hold hair.

Hair/Facial Jewelry

Student's hair, jewelry, or other accessories should not interfere with the educational environment of the school or safety of each student.

Book bags/Backpacks

Book bags and backpacks are permitted in school. Excessively large bags and bags with rollers may be restricted during the school day.

Undergarments/See Through Materials

Undergarments are not to be visible at any time. Outer garments are to be worn in a manner which will cover up all undergarments. See through materials do not constitute "cover."

This list is not intended to be an exhaustive list of prohibited items. Clothing, accessories, and other items deemed disruptive, offensive, or contrary to the school's mission by the school administration may be prohibited.

M.S.D. of Wayne Township Electronic Device Guidelines

Bring Your Own Device (BYOD)

The Wayne Township High Schools offer a **filtered** Wi-Fi network on campus. Students may bring a personal device to school to use for educational purposes. Students are expected to connect to the filtered Wi-Fi network to ensure access to quality online resources.

Important Facts

- Users of the Wi-Fi network have **filtered** Internet access just as they would on a district-owned device.
- Wayne Township High Schools offer many educational resources via the Internet. These resources can be accessed anytime and anywhere students have access to the Internet; therefore, learning is extended beyond the classroom.
- Students may bring their own technology device (laptop, netbook, cell phone, tablet, etc.) to school to be utilized in the classroom at the discretion of the teacher.
- By connecting to the schools' Wi-Fi, users accept the terms of the MSD of Wayne Township's Responsible Use Policy (RUP) located on the MSD of Wayne Township website at <http://www.wayne.k12.in.us/itservices/pdf/IJND.pdf>
- Students are expected to exhibit digital responsibility/citizenship and follow the Responsible Use Policy (RUP) while using personal or district-owned technology.
- Students will log onto the Wi-Fi network by using their district-provided username and password.

Device Responsibility

1. Students are expected to connect to the filtered Wi-Fi while on campus.
2. The technology devices students bring to school are their sole responsibility.
3. The district assumes no responsibility for personal devices if they are lost, loaned, damaged, or stolen. Only limited time or resources will be spent trying to locate stolen or lost items.
4. Personal devices may be subject to investigation in accordance with district policy.
5. Students are to keep their devices secure at all times and not loan them to others.
6. Students must keep devices on silent mode during the school day.
7. Audible use of devices is not permissible unless authorized by a staff member.
8. Students are expected to arrive on campus with fully charged devices.
9. Students must follow school procedures for reporting illness, early dismissal, and other forms of communication home.

Appropriate Student Use

As with any tool, there are appropriate places and times for the use of devices while at school.

Staff members have the right to prohibit use of devices at certain times or during designated activities (i.e. testing, campus presentations, theatrical performances, or guest speakers).

Usage	Allowed	Prohibited
When designated by staff for educational purposes (classrooms, offices, and media centers)	✓	
Commons	✓	
Halls during passing periods	✓	
Cafeterias	✓	
Restrooms		✓
Locker rooms		✓

Common Practices

Students should understand the common practices below which may be required at certain times.

Screens at 45 degrees



Screens down on desk



Devices on silent



Assessment Practices

Students are prohibited from having a personal electronic device during standardized assessments.

Assessment Type	Allowed	Prohibited
PSAT		✓
ECA		✓
ASVAB		✓
ACT		✓
SAT		✓
AP		✓
NAEP		✓
Acuity		✓
IB		✓

Access & Grading

Students who do not have access to personal devices may be provided with a comparable district-owned device during school where appropriate. Students not using technology devices will be provided with a similar assignment that does not require the use of a device to complete. Learning and grading will not be affected.

Tips for Success

1. Clearly label all devices and power cords with student's name.
2. Set a password or passcode on the device.
3. Bring devices to school fully charged and in good working order.
4. Silence devices during the school day.
5. Bring headphones to use with devices.
6. Record the serial number and model information at home.
7. Follow direct instruction from staff regarding usage.