

Ben Davis Ninth Grade Center Student Handbook



2020-2021

1150 N. Girls School Road, Indianapolis, IN 46214

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Ninth Grade Center Administrative Staff

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Ms. Andrea S. Wilson	Assistant Prin.	317-988-7610
Mr. John Clark	Athletic Director	317-988-7045
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Mr. Orlando Mason	Counselor	317-988-7607
Ms. Joni Nay	Counselor	317-988-7507

Principal's Message

We know that our previous school year concluded in a way we would have never imagined. Our parents and staff cooperated in amazing ways to make remote learning as successful as possible, and we are forever grateful for the support of the entire Wayne Township community. As we embark on the 2020-21 school year, we know that significant challenges related to COVID-19 lie ahead of us. Our commitment is to work within district level guidelines to provide everyone with the safest learning environment possible while also focusing on the academic, social, and emotional development of every student. Because of the uncertainty of COVID-19 and directives from health officials, please know that frequent adjustments to the details of this handbook will likely be necessary.

No matter what the upcoming school year looks like, we know that communication between home and school will be critical. Please monitor your ParentSquare account and watch the district website for updates. The deep partnerships that develop between home and school help to ensure the success of all of our students!

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



Andrea Wilson, Asst. Prin.



Marc Renaud, Asst. Prin.

Ninth Grade Center Mission Statement

The **mission** of the **Ben Davis Ninth Grade Center** is to ensure that all students, at the completion of the 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

MSD 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 MSD 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 HS) 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 HS for two years until the second high school was completed on the same site. That site is the home of the Wayne Township Education Center today.
1916	The second Ben Davis High School (also known as Wayne Township HS) 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 the farmland across the street on the northeast corner of Morris and High School Road. It has had numerous renovations and became BD 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 on November 7, 1965, at the present campus on North 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 HS 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, 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 an associate's degree.
2011	Achieve Virtual Education Academy was created as Indiana's only online high school run by an Indiana public school district providing a different pathway to a high school diploma.

NGC Daily Bell Schedule

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 Period			9:09	9:13	0:04
1st Block 1/2			9:13	10:33	1:20
Passing Period			10:33	10:37	0:04
2nd Block 3/4			10:37	12:32	1:55
Lunch Shifts	Sem 1	Sem 2			
Shift 1	Univ	Univ (PE)	10:30	10:57	0:27
Shift 2	VCA (PE)	VCA	10:33	11:00	0:27
Shift 3	Innov	Imag	10:59	11:26	0:27
Shift 4	Adren (PE)	Adren	11:03	11:30	0:27
Shift 5	WNGC	Key	11:28	11:55	0:27
Shift 6	Imag (PE)	Innov (PE)	11:32	11:59	0:27
Shift 7 PE Classes	PE	PE	12:02	12:32	0:30
Shift 8	Key (PE)	WNGC (PE)	12:05	12:32	0:27
Passing Period			12:32	12:36	0:04
3rd Block 5/6			12:36	1:56	1:20
Passing Period			1:56	2:00	0:04
4th Block 7/8			2:00	3:20	1:20
Dismissal/Supervision			3:20	3:30	0:10
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	1:25	1:56
Lunch Shifts	Sem 1	Sem 2			
Shift 1	Univ	Univ (PE)	11:22	11:49	0:27
Shift 2	VCA (PE)	VCA	11:27	11:54	0:27
Shift 3	Innov	Imag	11:52	12:19	0:27
Shift 4	Adren (PE)	Adren	11:56	12:23	0:27
Shift 5	WNGC	Key	12:21	12:48	0:27
Shift 6	Imag (PE)	Innov (PE)	12:24	12:51	0:27
Shift 7 PE Classes	PE	PE	12:55	1:25	0:30
Shift 8	Key (PE)	WNGC (PE)	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

Requirements for Graduation



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

English/Language Arts	8 credits - Including a balance of literature, composition and speech
Mathematics	6 credits (in grades 9-12)
	2 credits: Algebra 1
	2 credits: Geometry
	2 credits: Algebra 2
	<i>Or complete Integrated Math I, II, and III for 6 credits. Students must take a math or quantitative reasoning course each year in HS.</i>
Science	6 credits
	2 credits: Biology 1
	2 credits: Chemistry 1 or Physics 1 or Integrated Chem/Phys (ICP)
	2 credits: Any Core 40 science course
Social Studies	6 credits
	2 credits: US History
	1 credit: US Government
	1 credit: Economics
	2 credits: World History/Civilization or Geography/History of the World
Directed Electives	5 credits
	World Languages
	Fine Arts
	Career and Technical Education
Physical Education	2 credits
Health and Wellness	1 credit
Electives	6 credits (College and Career Pathway courses recommended)

All of the 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 of 47 credits)

For the Core 40 with Academic Honors designation, 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 "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 the corresponding AP exams
 - b. Earn 6 verifiable transcribed college credits in dual credit courses from priority course list
 - c. Earn two of the following:
 - A minimum of 3 verifiable transcribed college credits from the priority course list
 - 2 credits in AP courses and corresponding AP exams
 - 2 credits in IB standard level courses and corresponding IB exams
 - d. Earn a composite score of 1250 or higher on the SAT and a minimum of 560 on math and 590 on the evidence based reading and writing section.
 - 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 of 47 credits)

For the Core 40 with Technical Honors designation, students must:

- Complete all requirements for the 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 "B" or better
- Complete one of the following:
 - Any one of the options (a-f) of the Core 40 with Academic Honors
 - Earn the following scores or higher on WorkKeys: Workplace Documents - Level 6; Applied Mathematics - Level 6; and Graphic Literacy - Level 5
 - Earn the following minimum score(s) on Accuplacer: Writing - 80; Reading - 90; Math - 75
 - Earn the following minimum score(s) on Compass: Algebra - 66; Writing - 70; Reading - 80

INDIANA STATE BOARD OF EDUCATION GRADUATION PATHWAYS PANEL

(Updated 11/16/2018)

The purpose for this Panel is to establish graduation pathway recommendations for the State Board of Education that create an educated and talented workforce able not just to meet the needs of business and higher education, but able to succeed in all postsecondary endeavors. To account for the rapidly changing global economy, every K-12 student needs to be given the tools to succeed in some form of quality postsecondary education and training, including an industry recognized certificate program, an associate’s degree program, or a bachelor’s degree program.

These recommendations seek to ensure that every Hoosier student graduates from high school with 1) a broad **awareness** of an **engagement** with individual career interests and associated career options, 2) a strong foundation of **academic and technical skills**, and 3) **demonstrable employability skills** that lead directly to meaningful opportunities for postsecondary education, training, and gainful employment.

Students in the graduating class of 2023 must satisfy all three of the following Graduation Pathway Requirements by completing one of the associated Pathway Options:

Graduation Requirements	Graduation Pathway Options
1) High School Diploma	Meet the statutorily defined credit and curricular requirements.
2) Learn and Demonstrate Employability Skills (Students must complete <u>at least one</u> of the following.)	Learn employability skills standards through locally developed programs. Employability skills are demonstrated by <u>one</u> of the following: <ul style="list-style-type: none"> ● Project-Based Learning Experience; or ● Service-Based Learning Experience; or ● Work-Based Learning Experience
3) Postsecondary-Ready Competencies (Students must complete <u>at least one</u> of the following.)	<ul style="list-style-type: none"> ● Honors Diploma: Fulfill all requirements of either the Academic or Technical Honors diplomas; or ● ACT: College-ready benchmarks; or ● SAT: College-ready benchmarks; or ● ASVAB: Earn at least a minimum AFQT score to qualify for placement into one of the branches of the US military; or ● State- and Industry-recognized Credential or Certification; or ● Federally-recognized Apprenticeship; or ● Career-Technical Education Concentrator: Must earn a C <u>average</u> in at least two non-duplicative advanced courses (courses beyond an introductory course) within a particular program or program of study; or ● AP/IB/Dual Credit/Cambridge International courses or CLEP Exams: Must earn a C <u>average</u> or higher in at least three courses; or ● Locally created pathway that meets the framework from and earns the approval of the State Board of Education.

School Calendar, MSD Wayne Township, 2020-2021

English

<https://district.wayne.k12.in.us/wp-content/uploads/sites/15/2019/06/2020-2021-Calendar.pdf>

Spanish

<https://district.wayne.k12.in.us/wp-content/uploads/sites/15/2019/06/2020-2021-Calendar-Spanish.pdf>

Ninth Grade Center Discipline Plan

The BD NGC discipline plan was developed to communicate the expectations of the school to parents and to students. A top priority is ensuring 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 administration-enforced violation resulting in a lunch 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		
1st - 4th Occurrence	5th Occurrence	10th Occurrence and Intervals of 5 (15, 20, 25, etc.)
Verbal Warning	Lunch Detention	At the 10th occurrence the parent will be notified and the student will be assigned to evening school. Every 5th tardy thereafter will result in another consequence, up to and including out of school suspension. Student may also losing 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. The student will receive a notice of this detention.

Categories of Violations

Minor Violations

Minor violations will be enforced by each academic academy with a progression to the administrative level for repeat offenders. These will usually result in the student receiving an after-school academy detention. The student will be notified of the detention by their Impact period teacher and the student will contact their parent/guardian to notify them of the detention during impact period. An academy teacher will contact the parent/guardian to schedule a conference after five academy detentions. Students that fail to serve an academy detention will receive a suspension. Progressive discipline will be used for repeat offenders, resulting in additional consequences. All after-school detentions will be documented in the student's disciplinary record. The chart below gives some examples:

Behavior/Violation	Consequence
Disruptive conduct	After School or Lunch Academy Detention
Failure to follow teacher instructions	After School or Lunch Academy Detention
Inappropriate language/behavior; display of affection	After School or Lunch Academy Detention
Minor disrespect	After School or Lunch Academy Detention

Failure to follow class policy/procedure	After School or Lunch Academy Detention
In unauthorized area	After School or Lunch Academy Detention
Food or drink in a classroom or hallway	After School or Lunch Academy Detention

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

Major Violations

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. Any time a student's manner of behavior disrupts the normal educational process, disciplinary action will be taken. 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 referrals. Students with first and/or second occurrences in multiple areas could receive up to ten days OSS (Out of School) and a recommendation for expulsion/alternative placement. In cases involving expulsion, the Student Due Process Regulations will be followed. The chart below gives some examples:

Offense/Violation	Possible Consequence(s)
Possession of lighter/matches/tobacco products	Administration will assign an appropriate consequence for these behaviors from the following list of consequences: <ul style="list-style-type: none"> ● Denial of Privileges (i.e., bus suspension, no passing period, no internet use, etc.) ● Detention ● Thursday School ● In-school suspension (ISS) ● Out-of-school suspension (OSS) ● Alternative placement ● P-16 Alternative to Expulsion ● Expulsion
Harassment & bullying/intimidation	
Fighting/scuffling	
Theft/Vandalism	
Possession/under the influence of drugs/alcohol	
Selling/distribution of controlled substance and/or substance look-alikes	
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	

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, vaping, juuling, alcohol or tobacco is prohibited. Students may be tested through voluntary testing, which requires parent/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 the 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 NGC is a smoke free campus 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 lockers, their bags, and their person. After the search has been completed, students will be given an opportunity to contact their parent/guardian.

Lockers

Students that would like to have a locker to use will be able to request one at Back to School Night, on the first day of school, and the first day of school in Impact class. **A student should not share lockers or tell others his/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/her locker before 8:15am or after 3:30pm. If a student has a problem with their locker they need to inform one of their teachers. 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/guardian conference so that an individualized restroom plan can be devised and implemented. (Teachers and academies may establish additional rules for restroom usage.)

Deliveries to Students

Gifts, flowers, balloons, food, etc., will not be delivered to students during the school day. Please do not make arrangements to have any such items delivered to the school.

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 any absence at 317-988-7500 before 11:00am daily.
- Parents/guardians of absent students not accounted for by 11:00am will be called by the automated attendance dialer.
- 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 8:30am 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 student, 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 consequences for students with an excessive amount of unexcused AM tardies or absences are as follows:

- Restriction of work permit or invalidation of work permit
- Restriction from gaining a driver's license or invalidation of a driver's license
- Lunch detention
- In-School suspension
- Restriction from participating in or attendance at extracurricular events
- Truancy office sent to home with a legal notice
- Referral to Truancy Court
- Referral of parent/guardian to court for educational neglect
- Removal from regular school setting and placement in alternative school setting

School-Wide Attendance Team (SWAT) Attendance Line 317-988-7600	Academy Assignments
Steve Samuel	Innovation
Andrea Wilson	Imagination
Orlando Mason	Key
Marc Renaud	WNGC
Anita Swaner-Templeton	University
Terrie Knight (Attendance Secretary)	Adrenaline
Joni Nay	VCA

AM Tardy Policy (Late arrival to School, Impact Period)

- 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 or calls the office prior to arrival
 - The student provides medical documentation that excuses the late arrival
- Four unexcused AM tardies are permissible for illness, missing the bus, or extreme circumstances. Anything over FOUR is considered excessive.
- After FIVE (5) unexcused AM tardies students will be assigned a lunch detention
- After TEN (10) unexcused AM tardies students will be assigned another lunch detention
- At FIFTEEN (15) unexcused AM tardies, and every fifth tardy thereafter, students will receive consequences including evening school or In-School suspensions, parents will be notified
- Once a student has reached TWENTY (20) AM tardies a probationary attendance contract will be in effect with the potential for removal of work permit and/or invalidation of the driving license, and could eventually lead to placement in an alternative school program - **see attendance procedures for students with excessive absences above.**

Withdrawal from School

Before withdrawing from school, a parent/guardian will need to see the student services secretary so that your transcripts and records can 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.

Visitor Guidelines

For safety reasons, students are not permitted 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/guardians to make an appointment to see a specific teacher, administrator or 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 the transportation services for a period of time.

Bicycles and Non Licensed Motor Vehicles

Students may ride bicycles to school. Students must comply with state law (IC 9-21-11) that governs operating a bicycle. Students are to use the designated roadways as stipulated by law. Students may not ride their bicycles in the bus parking lot. Students are to use the bike racks located at the southeast corner of BDHS to secure their bikes. The school is not responsible for lost or stolen bikes. Students may not ride skateboards or electric scooters on campus and must gain administrative approval for all other non licensed motor vehicle forms of transportation.

Riding Home with a Friend

Riding on the school bus with a friend is not permitted. Parents that have a need for alternate transportation on a regular basis should speak with an administrator.

Car Riders

Students should be picked up during and after school by a parent/guardian or member of the student's emergency contact list. All other car rider arrangements should be pre approved by an administrator. Any parent/guardian must show government issued ID if they are picking up their student during the school day. Third party car services such as ridesharing services (Uber, Lyft, etc.) are not permitted to pick students up from school.

Student Driving/Parking Regulations

Freshman students are prohibited from driving to campus.

Public Displays 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 arrangements. The parent/guardian will report to the main office in order to sign the student out of school.

Bookstore

All fees, book rental charges, and extra-curricular payments are made to the Bookstore. Pencils, pens and other supplies are available for purchase. 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 but will be 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 first floor main office desk.

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 will 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 printed every nine weeks to notify parents/guardians of student progress. Report cards will be distributed to the students at school to take home to their parent/guardian with the exception of the last report card of each semester

which will be posted directly to Skyward for parent/guardian access. *Progress reports will be issued four times per year, at the mid point of each grading period.*

Honor Roll

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

Straight A's - all A's on the grade report

High Honor Roll - 3.75-3.99

Honor Roll - 3.00-3.74

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 specified 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 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 at a later time.

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, he/she should complete a request form and turn it into the office on the appropriate 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/she must have a work permit to obtain a job. Work permits may be secured in the school's office at the 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:

1. Proof of age (birth certificate, driver's license, passport, etc.)
2. Completed "intent to employ" form that must be signed by a parent/guardian, prospective employer, and the student

Social Media Guidelines

Social media is user-created online content designed in a collaborative environment where users share opinions, knowledge, and information with each other. Tools include, but are not limited to:

- Blogs
- Wikis (wikispaces, google sites, etc.)
- Social Networking Sites (Facebook, Twitter, Instagram, etc.)
- Photo and Video sharing sites (YouTube, Snap Chat, etc.)
- Social Bookmarking
- Podcasting and Vodcasting
- Interactive Online games

Students with personal online presence should be mindful of the information that they post. Online behavior should reflect the same standards of honesty, respect, and consideration that is used face-to-face. Even if information is deleted, it still may be stored on a site's server for a longer period of time. Students should know that content generated by them

could reflect positively or negatively on the School District or themselves. Students are responsible for familiarizing themselves with the appropriate security settings for any social media that they use.

It is also important to keep in mind that even if one's privacy settings are set properly, it is still possible for anyone to see the student's online content, regardless of whether the student intended for content to be seen. For example, if one enables settings such as Facebook's ability to allow "friends of friends" to view one's content, it is extremely likely that unintended viewers will have access to photos and other personal content.

Intentional, knowing, and reckless or negligent violations of the personal responsibility policy (outlined above) may result in denial of further access to school-issued technology (or personal technology use on campus), suspension or expulsion of students or other disciplinary actions. You are responsible for your account. Anyone else posting under your name is your responsibility.

A user observing or learning of a violation of this policy is required to report the violation of the Policy to the school administration, counselor, security officer, or a teacher.

Cell Phones and Mobile Devices (Devices not issued by the School)

Ben Davis Ninth Grade Center recognizes the importance of students being productive and attentive in the classroom. We also recognize the importance of communication and collaboration, and the Township provides chromebooks to help our students learn these skills. To maintain focus on our core mission of earning credits and to reduce unnecessary distractions, the school enforces the following:

- Cell phones and other mobile devices must be TURNED OFF before entering the school building and must remain off during the entire school day.
- Cell phones and other mobile devices must be left at home or secured in a student's backpack/bag or locker.
- Cell phones and other mobile devices are not permitted to be used during passing periods or between classes.
- Cell phones and other mobile devices are not permitted to be used in any classroom, common area, restroom or the media center.
- Corded headphones may be used with chromebooks, but wireless earbuds, headphones, and airpods should be secured with mobile devices in a backpack/bag or locker.
- Cell phones and other mobile devices can be powered on at the school dismissal bell and used to communicate directly with parents/friends who are assisting in transportation.
- Cell phones that are visible or disruptive during the school will result in the following consequences:
 - First week of school - warning and direction to secure the phone in a locker or backpack/bag.
 - First offense - confiscation and phone held in the office for pick up at the end of the day.
 - Second and later offenses - confiscation and phone held in the office for parent/guardian pick up.

Failure to comply with a staff directive with regard to any cell phone policy will result in a disciplinary referral.

Parent Communication During the School Day

Any student who needs to make a call during the day can do so in the office or with the permission of a teacher, on a classroom phone. Parents/guardians may call the office, 317-988-7500, if they wish to get a message to their student. The message will be delivered as soon as possible, at an appropriate time.

MSD of Wayne Township Student Conduct Rules

The student conduct rules listed below apply to students:

- A. During school activities on or off of school property.
- B. On school property at any time.
- C. While traveling to or from school or a school activity.

In addition, a student committing an act that violates Indiana or Federal law at any time or place may be suspended or expelled if the unlawful act is directed toward a school employee, student or Board member; arises out of a school relationship; or has caused or can be predicted to cause in-school consequences. The following rules define misconduct for which a student may be suspended or expelled from school attendance and denied credit for all activities occurring during the period of suspension or expulsion;

1. **Behavior that injures or presents a risk of injury to the student or another person, or provoking or attempting to provoke or cause another person to fight.** Examples: Fighting with another person; throwing an object at a person; pushing, hitting, striking or tripping another person; driving a vehicle in a dangerous manner; handling dangerous materials such as chemicals in chemistry class in a dangerous way; calling a person a derogatory name, or encouraging a person to fight.
2. **Damaging or stealing school property or the property of another person or organization.** Examples: taking a student's textbooks and hiding them from the student responsible for the books; removing property without permission from a locked or unlocked desk, car, or locker.
3. **Disrupting a class or school activity.** Examples: distracting other students while a teacher is lecturing; or disrupting a student convocation with noise.
4. **Harassing, bullying, threatening, hazing, or intimidating another person.** "Harassing" or bullying behavior is unwelcome behavior that interferes with a victim's ability to learn or derive benefit from a school activity that is directed toward the victim after the victim (or another person on the victim's behalf) has stated or shown that the behavior is unwelcome. "Hazing" behavior is behavior directed toward a student with that student's consent that is nevertheless abusive, demeaning, or dangerous. Examples: picking on a student who is distracted or intimidated by the behavior; bullying or pushing another student around; hazing a student as a part of joining a club or group.
5. **Possessing a knife, firearm, bullets, a dangerous device, fireworks, or other item that is or appears to be a dangerous device.** "Dangerous device" means an item that is readily capable of causing injury to a person and is not essential in performing a task that must be performed by a student for school purposes. The term includes all weapons, including firearm ammunition, fireworks, a smoke or noise bomb, a handgun, a rifle, a shotgun, a stun gun, chemical mace, pepper gas, a laser pointer or other laser light device, and all personal protection devices such as a tear or CS gas dispenser, including personal protection devices that emit only sound. Examples: bringing any weapon on school property or to a school activity such as a ball game or a play.
6. **Consuming, possessing, offering, providing, accepting, or being under the influence of alcohol or an alcoholic beverage, an illegal drug, a prescription drug (except as authorized in a prescription by a licensed health care provider), an over-the-counter medication containing a stimulant such as preparations containing caffeine, ephedrine, pseudoephedrine, or phenylpropanolamine as an ingredient (except as authorized in a prescription by a licensed health care provider), or any substance represented to be or thought by the intended recipient to be an illegal or prescription drug.** Examples: bringing any medicine not prescribed for the student possessing the medicine to school. Possession of any illegal drug such as marijuana, or a tablet or pill represented to be an illegal or prescription drug.
7. **Consuming, possessing, offering, providing, accepting, or being under the influence of an inhalant, a solvent, or other volatile substance or combination of volatile substances contrary to safety instructions provided on the product's labeling, or the direction of school personnel.** Example: intentionally inhaling glue or acetone fumes.
8. **Possessing drug preparation or drug consumption paraphernalia such a rolling papers, clips, or displaying materials that promote or encourage alcohol or drug use.** Example: wearing a t-shirt with a commercial beer logo or a marijuana leaf visible to other students.
9. **Possessing cigarettes, smokeless tobacco, snuff, or other tabasco product or a device such as a lighter designed primarily for use in consuming tobacco.** Examples: carrying cigarettes, cigar, snuff, chewing tobacco, cigarette papers, or a light.
10. **Engaging in consensual sexual behavior such as kissing, fondling, or sexual relations.** Example: kissing or fondling another student without objection by the other student.
11. **Wearing clothing, jewelry or a hairstyle that is dangerous to the student, indecent, vulgar, profane, indicative of gang activity or affiliation, or presents a message that is inconsistent with the educational mission of the School District, or results in disruption of an educational function.** Examples: wearing clothing with an alcoholic beverage logo or slogan, or a message that encourages and/or depicts the use of alcohol or illegal drugs, wearing or displaying gang insignia or gang identification items.
12. **Cheating, plagiarizing, submitting the work of another person for academic credit, allowing another student to cheat, or violating a building level student honor code, or the honor code of an extracurricular activity.** Examples: using notes or other memory aides when not permitted by the teacher giving the test or exercise; Submitting a theme or assignment found on the internet as an original work by the student; allowing another

student to copy answers during a test; consuming an alcoholic beverage during a weekend while a member of an athletic team.

13. **Creating or distributing information including information distributed via email or through a website that results in or is likely to result in the disruption of an educational function, advocates a violation of law or a student conduct rule, is sexually explicit or obscene, is libelous, slanderous or defamatory, or invades the privacy of an identified or identifiable person. Web sites maintained on servers other than the School District servers are covered by this conduct rule where the content of the communication is in violation of this rule.** Example: sharing copies of material about how to build a "stink bomb."
14. **Possessing and/or using any personal electronic device such as a cell phone or a laptop in a manner that violates District Policy A200, Responsible Use of Technology.**
15. **Refusing or failing to follow a directive from a school employee with responsibility for student supervision (including Instructional Assistants, Bus Drivers and Bus Aides), including direction to respond truthfully and completely when questioned about a school related matter.** Example: responding with a known lie about another student's misconduct when questioned by a teacher or administrator.
16. **Violating a building level student conduct rule, a Transportation Department student conduct rule, or violating a rule established for a special event.** Examples: violation of any rules developed for a building or a class; violation of a rule established for an athletic contest or graduation ceremony.
17. **Violating the School District's policy on acceptable use of the internet, computers, email or voice mail, facsimile machines, or another School District communications resource.** Examples: signing on to a school computer network as another person or sending harassing or threatening messages to another person in school or outside of school.
18. **Violating Indiana or Federal law.** Example: bringing a handgun, rifle, shotgun, or firecrackers onto school property.
19. **Not having legal settlement in the School District or attending without Out-of-District Transfer approval.**
20. **Attempting to commit an act which is a violation of these student conduct rules.** Example: attempting to punch another student but missing.
21. **Refusing to cooperate in the search of a vehicle, locker, or other place where the search is based upon reasonable suspicion of a teacher or administrator or is conducted pursuant to the consent to search given in the student parking agreement.** Example: refusing to unlock a car brought on to school property when directed to unlock the vehicle by an administrator or school security officer.
22. **Aiding, assisting, or conspiring with another person to violate these student conduct rules or state or federal law.** Example: guarding the entrance to a restroom while other students smoke in the restroom.
23. **Failing to report the actions or plans for action of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to a person or persons or damage to property.** Example: failing to report seeing a student in possession of a handgun on the bus on the way home from school.
24. **Invading the privacy of a person by photographing the person or recording another person's word or actions without that person's permission, or displaying a photograph or recording made with permission to persons not authorized by the subject to have access to the recorded image or words.** Example: taking a photograph of another student or posting a photo or video clip on a web site.

Definition of "In Possession"

Students are required to inspect their possessions and vehicle for the presence of items that may not be possessed on school property, before coming on to school property. Students are "in possession" of an item for purposes of these rules when the item is on their person, in their immediate possession such as in their hand, a pocket, a purse, or a backpack, it is in a place under their exclusive control, or the student is aware that the item is in a place to which the student has access, such as a shared locker or vehicle. More than one student may have "constructive possession" of a single item and be responsible for possession of the item. Possession of an item on a direct route to the main office of the school from the place on school property where an item was first found shall not be a violation of these student conduct rules.

Assistance in interpreting school rules.

The examples of violation of the rules provided with each rule are provided for purposes of illustrating what student conduct would violate each rule. The examples given are not the only possible violation of the rule. Students, parents, or

school employees unsure as to whether a particular act would be a ground for suspension or expulsion are encouraged to consult with the building principal for guidance before the student engages in the act.

MSD of Wayne Township Student Dress Guidelines

The MSD of Wayne Township is committed to providing an environment that is the most beneficial for students' 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 her/his 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 material.

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 to be worn during the instructional day.

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.

Ben Davis Ninth Grade Center Personal Electronic Devices Guidelines

Bring Your Own Device (BYOD)

The Wayne Township High Schools offer a **filtered** wi-fi network on campus. Students may bring a laptop 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 traditional classroom.
- Students may bring their own laptop to school to be utilized in the classroom at the discretion of the teacher.
- By connecting to the schools' wi-fi, users accepts the terms of the MSD of Wayne Township's Responsible Use Policy (RUP) located on the district 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 while using personal or district-owned devices.
- 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 laptop 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. Audible use of devices is not permissible unless authorized by a staff member.
7. Students are expected to arrive on campus with fully charged devices.
8. 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).

Assessment Practices

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

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 corded headphones to use with devices.
6. Record the serial number and model information at home.
7. Follow direct instructions from staff regarding usage.