

BEECH GROVE MIDDLE SCHOOL



STUDENT HANDBOOK 2023-2024

CONTACT INFORMATION

1248 Buffalo Street
Beech Grove, IN 46107
(317) 784-6649
FAX: (317) 781-2926
rymorgan@bgcs.k12.in.us

School Colors:	Black and Orange
School Mascot:	Hornet
School Motto:	“Be The Difference”
School Song:	Beech Grove War Song

TITLE IX POLICIES FOLLOWED BY BEECH GROVE CITY SCHOOLS

It is the policy of the School City of Beech Grove not to discriminate on the basis of sex, color, race, national origin, or handicap in its educational programs, activities, or employment policies as required by federal law. Inquiries regarding compliance may be directed to Mr. Brian Garman at 5334 Hornet Avenue, Phone 788-4481, or to the Director of the Office for Civil Rights, Department of Health and Welfare, Washington, D.C.

Student Name: _____

CORPORATION MOTTO

“In Beech Grove City Schools, we do all things together, with LOVE.”

INTRODUCTION

Welcome to Beech Grove Middle School. This book is designed to serve many purposes. It will hopefully provide information on all aspects of life at Beech Grove Middle School, along with stating the rules and regulations that all students must adhere to in order to promote a safe and educationally fulfilling environment for all.

BGMS VISION STATEMENT

Beech Grove Middle School empowers students to make a difference in our ever changing world.

BGMS MISSION STATEMENT

We hold high expectations for every student by creating educational opportunities that promote:

- Student Growth
- Student Ownership
- Student Leadership
- Serving Others

HISTORY OF THE SCHOOL

Beech Grove Middle School came into existence on July 1, 1977. Prior to becoming a middle school, our building served Grades 7-12 from its construction in 1955 until 1960. From 1960 to 1964, the building was shared on a part time basis as a Grade 9-12 high school in the A.M. and Grades 7-8 junior high in the P.M. In 1964, the grade structure was altered to include Grade 9 in the junior high. On March 1, 1966, the high school students, faculty and administration moved into their new building at 5330 Pacific Avenue and the building at 1248 Buffalo Street became the home of Beech Grove Junior High School exclusively. In 1973, the 9th grade was moved to the high school, leaving our building as a junior high with Grades 7 and 8. During the summer of 1977, the building was refurbished and made ready for Grades 6-7-8 and was officially named Beech Grove Middle School.

Beech Grove Middle School experienced a massive renovation in 1995. The renovation included adding a second gymnasium, refurbishing many classrooms, construction of a media center, and adding extensive technology throughout the building. Beginning in 2002, the middle school grade alignment was changed to include only grades 7 and 8.

BEECH GROVE WAR SONG

We'll sing the Beech Grove War Song,
We'll give the fighting cry,
We'll fight the Beech Grove battles,
Black and orange will never die,
And in the gleam of the glowing fire light,
History will not deny,
We'll add a page or two for the
Beech Grove fighting crew
Beneath the Hoosier skies!

ROLES AND RESPONSIBILITIES

All school community members are responsible for assuring that the environment of the school is supportive to the educational program. The school community is defined as parents, students, faculty/staff, and administration.

Non Discrimination

Student/Parent Grievance Procedure

1. Submit in writing any complaints to the building principal, administrative assistant, or guidance director.
2. Complaints will be investigated within a reasonable amount of time.
3. A written decision will be issued within 15 days upon receipt of complaint.
4. A written appeal of the decision can be made within 5 school days to Steve Bair, Director of Instruction, 5334 Hornet Ave., Beech Grove, IN 46107.
5. The Director of Instruction will review all appeals and a resolution through mediation will be sought.
6. A hearing officer will be appointed if mediation is not successful.
7. The hearing officer will conduct an appeal hearing. The hearing officer's decision will be in writing and final.

Parent(s), Guardian(s), Legal Custodian(s) Responsibilities:

- To work with school personnel and community agencies to enforce appropriate student behavior
- To care for students' health and wellbeing
- To see that their student attends school regularly, on time, and with lessons prepared
- To understand each section of the student handbook as it relates to discipline and assure that their child understands the established standards, rules, and consequences of rule violations.

Email Communication:

Email is an efficient way to communicate with any Beech Grove City School employees. If you have any problems sending email to a Beech Grove City School employee, please contact the Beech Grove City School Technology Center at 317-780-5055.

Tim Resler, Technology Supervisor
317-780-5055

Student Responsibilities:

- To understand the established standards, rules, and consequences of rule violations as outlined in the student handbook as they relate to discipline
- To demonstrate fully the expectations for students outlined in the student handbook
- To **attend school regularly**, attend classes on time, and be prepared for lessons
- To demonstrate respect for the rights and feelings of other students, school personnel, and visitors or guests at school

Faculty/Staff Responsibilities:

- To provide an inviting environment for learning
- To understand and consistently encourage the established standards and rules at all times
- To confer with parents, school personnel, and students to assist in correcting unsatisfactory behavior
- To use the student handbook discipline section to help teach students to understand the established standards and rules

Guidance Counselor Responsibilities:

- To counsel students with problems
- To counsel with staff on effective ways to help students
- To confer with parents concerning unacceptable behavior
- To understand and consistently enforce the established standards and rules

Administrator (Principal or designee) Responsibilities:

- To plan, organize, and direct the school to assure that all the standards are implemented and understood
- To monitor the standards to assure that the schools are a safe learning environment
- To confer with students, parents, and staff concerning the standards and rules
- To counsel with staff on effective ways to improve behavior within the school
- To establish programs for staff so that all persons understand the established standards

TRANSPORTATION TO SCHOOL

STUDENTS WALKING TO SCHOOL:

Students walking to school should not arrive at school before 8:20 A.M. Students are expected to respect the property of others when walking to and from school. Students should walk to and from school via sidewalks. Students must arrive and leave the building by way of Buffalo Street or the sidewalk from Albany Street to the school. All walkers must enter the door that is directly in front of the Buffalo Street entrance. **NO WALKER IS ALLOWED TO ENTER OR LEAVE THROUGH THE CLEVELAND STREET ENTRANCE.**

STUDENTS RIDING TO SCHOOL ON BICYCLES:

Students riding their bicycles or non-motorized scooters to school should not arrive before **8:20 A.M.** ***Doors will remain locked until that time.*** All students' bicycles and the like should be placed in the bicycle rack located on the west side of the building. **NO ONE IS ALLOWED TO RIDE A BIKE OR SCOOTER ON SCHOOL PROPERTY.** In addition, no bikes or scooters may be ridden on the sidewalk from Albany Street to the school. All bicycles and scooters should be locked. **Students are to enter and leave school grounds at Buffalo Street.**

The school cannot be responsible for lost or stolen bicycles or scooters. Bicycles, scooters, rollerblades, skateboards, or other coaster devices are not allowed in the school building at any time.

STUDENTS RIDING IN CARS TO SCHOOL:

***Students are not to be dropped off before 8:20 a.m.**

Students are not allowed to bring motorcycles, mini-bikes, skateboards, rollerblades, or mopeds on school grounds. Morning drop off by parent or guardian should enter off of Albany Street and drop students off at door 1W. Drivers will then exit via Buffalo Street. Parents picking up students should also enter via Albany and line up against the curb until reaching the north parking lot. Parents are to make sure students exit and enter the vehicle on the passenger side only so there is no possibility of stepping out into traffic.

BUS SERVICE

[Beech Grove City Schools Transportation Policy](#)

TELEPHONES

Students who have an urgent need to communicate via telephone will be allowed to do so from room 207 after having signed the phone log. Student calls will be monitored to ensure students are calling a responsible adult for a legitimate reason. **STUDENT CELL PHONE USE IS PROHIBITED. If cell phones are brought to school, they should be turned off and placed in the student's locker. This policy includes smartwatches and other electronic devices used for communication. Excessive violations of this rule may result in disciplinary consequences and/or parents/guardian coming to the school to pick up the electronic device.**

PARTIES AND DANCES

All school sponsored parties and dances will be restricted to Beech Grove Middle School students. Older siblings or visitors from another school will not be admitted. Parents, on the other hand, are always welcome and have a standing invitation to come and observe. Parents should make sure that transportation for their child is available in the north parking lot at the conclusion of the dance. Students who are not picked up within 15 minutes of the ending of the dance will not be permitted to attend the next scheduled 9- week reward event. A 9-week "no dance/no event" list will be established and extend from the first day of school to the first dance and from reward activity to activity thereafter. A student earning a consequence from a behavioral action may be placed on the "no dance/no event list."

ACADEMICS

PARENT AND SCHOOL RESPONSIBILITIES:

Beech Grove Middle School expects each parent to accept his/her responsibility to contact the school immediately each time report cards are issued if there are any unsatisfactory or failing marks. Parents should also call the school if they have any questions regarding their child's daily attendance, effort, or discipline performance.

It is the responsibility of the staff to provide each parent an explanation of the grades and also to meet with the parent at a mutually agreed upon time if a conference is desired.

GRADING SYSTEMS AND REPORT CARDS:

Report cards are issued to students every nine weeks. Grades are based on the following percentages:

%	Grade
90-100	A
80-89	B
70-79	C
60-69	D
0-59	F

Grade Reporting Periods 2023-2024

Each grading period ends on the following dates:

Friday, September 29
Friday, December 22
Friday, March 8
Thursday, May 23

Progress Reports: Teacher's gradebooks are updated every week and are accessible to both parents and students.

PROMOTION/RETENTION POLICY:

Students will receive 1 credit for each semester they receive a passing grade in a required course. In order for a student to be promoted he/she must receive at least 9/12 credits for the school year, and have passed Math or English. Any student not passing Math or English, and receiving less than 6 credits in core classes (Math, Language Arts, Science, and Social Studies) will be considered for retention in the same grade the next year. **The principal has the right to waive the retention if it is in the best interest of the child. Waivers will be used with great discretion.**

Grade 7		Grade 8	
<i>Class</i>	<i>Sem</i>	<i>Class</i>	<i>Sem</i>
Math	2	Math	2
Lang. Arts	2	Lang. Arts	2
Geography	2	US History	2
Science	2	Science	2
Electives (Agriculture, Art, Band, Choir, Health, Weight Training, Wellness, and Computer Science)	4	Electives (Agriculture, Art, Band, Choir, Health, Weight Training, Wellness, and Computer Science)	4
Total	12	Total	12

Required Courses:

HONOR ROLL:

The Honor Roll at Beech Grove Middle School recognizes those students who have achieved academic excellence. Honor roll may be attained by receiving no letter grade lower than a "B" in any subject for that grading period.

An honor award will be given at Honor Day ceremonies to any student who has received all A's and B's in each quarter.

In addition, Beech Grove Middle School also honors those students who have had perfect attendance. Certificates are awarded to those students who have had perfect attendance all year, and plaques are awarded to those students who have not missed any school during both their seventh and eighth grade years.

HOMEWORK POLICY

Beech Grove City Schools is committed to a quality educational program. As a part of this commitment, it is recognized that homework is an integral part of instruction. The board recognizes that homework is one vehicle to assist schools in emphasizing the partnership needed between the home and school. Homework that reinforces, enriches, and enhances instruction encourages families to become more involved with education; causes students to work independently and become more responsible for their own achievements.

Homework Defined:

The term "homework" refers to an assignment to be completed during a period of supervised study time in class, outside of class or which requires individual work at home.

Teacher's Role:

1. Teachers should incorporate a program for homework assignments, review, and recognition into their instruction and grading scheme.
2. Homework will boost achievement significantly especially when teachers give comments or take cognizance of it.
3. Clearly communicate to parents, students and counselors the level of homework expected for the class.
4. Assign homework that reinforces, enriches, and enhances instruction.
5. Consider individual needs and differences.
6. Homework may include repetitive, reinforcing drill lessons, but penalizing busy work should be avoided.
7. Teacher, parent, and student accountability are important if homework is to be educationally productive.
8. Take time to teach your homework assignment. Plan carefully before making homework assignments, which have never been taught.
9. When possible, make assignments that use materials commonly found in the home.
10. Consider homework assignments by other teachers.
11. Interdepartmental planning of homework schedules should be accomplished in middle and high school.
12. Consider the student's need to have time for themselves and family responsibilities.
13. If problems arise the teacher shall be responsible for involving parent and student in the recognition and solution of the problem.
14. Allow initiative in the student's approach to his assignments.
15. Encourage learning that is meaningful to the student.

Student's Role:

1. Clarify with the teacher any questions pertaining to the assignments before leaving class. For example, its purpose, when it is due, and how it should be done.
2. Take home any material and information needed to complete the assignment.
3. Learn to budget time. When study time is provided during the day, the student should take advantage of it. Long-term assignments should be planned so they do not have to be done all at once.
4. Analyze study habits and take advantage of available study helps.
5. With the aid of a parent:
 - a. Set aside a special time in which to do the assignments.
 - b. Find a special place free from excessive noise and other distractions in which to do work.
 - c. Organize time so assignments can be completed in a reasonable length of time.
 - d. Check carefully the completed assignments.
6. Return all work completed to the teacher by the date requested.
7. Make up work missed during an illness or excused absence.

Parent's Role:

Cooperation by parents is a necessary factor in a meaningful homework experience. Parents can encourage their children by showing interest and exhibiting helpful attitudes toward homework. As a parent, you should:

1. Provide a quiet place for your son or daughter to study.
2. Establish a regular "homework time" in the home and have a special place free from distractions where your child can work.
3. Encourage and support your child's efforts. Be available for questions, but remember, homework is the child's responsibility, not the parent's.
4. Communicate with the teacher whenever your child has consistent difficulty with homework assignments.
5. Encourage your child to seek help and ask questions of the teacher when in doubt about an assignment.
6. Help your child organize adequate time for homework completion.

(Students should be responsible for deciding when to begin, but parents should decide when to call time.)

ATTENDANCE POLICY:

State law requires all students between the ages of seven (7) and eighteen (18) to attend school regularly. Regular attendance is important if students are to experience success in school. In addition, regular and punctual attendance are also important in helping students develop habits necessary for life following the educational experience. Therefore, the following attendance policy has been established.

ABSENCE FROM SCHOOL – EXCUSED/UNEXCUSED:

Beech Grove Middle School in compliance with Indiana Law (I.C. 20-8.1-3-17) requires regular school attendance. For an absence to be legally excused, it must be for the following reasons:

1. Student illness
2. Death in the immediate family
3. Emergency of unavoidable medical and dental appointments
4. A student will be counted present at school serving as a page for the State Legislature, helper to a political party, or to a precinct election board on the date of an election. This must be arranged in advance with the office of the student's home school and administration.
5. Court Appearance
6. Verified religious activities
7. Individual or family counseling
8. An unavoidable situation (not to include vacations) that is pre-arranged with the **Principal or Assistant**.

PROCEDURE WHEN A STUDENT IS ABSENT

When a child is absent from school, it is the parent's responsibility to contact the school. If a student is ill and/or must miss school, we ask that parents call the Middle School attendance line at 784-6649 and press option 1. This absence line is available 24 hours a day; please call prior to 9:00 A.M. to report the absence. If calling the school is not possible, a parent note explaining the student's absence must be presented to the office upon returning to school. If the student does not have a note from the doctor, the student will be charged with an unexcused absence. If the student's illness or absence is to be longer than two (2) days, the student is encouraged to check Canvas for all assignments. Work missed during an absence may be made up; however, it is the student's responsibility to check with his/her teachers to secure missed work. The school will make an effort to contact the homes of students who are absent and who have not notified the school. **Take your child-to-work day is not an excused absence from BGMS. STUDENTS MAY NOT ATTEND ANY SCHOOL RELATED EVENT BEFORE, DURING, OR AFTER SCHOOL WHEN THEY HAVE NOT BEEN IN ATTENDANCE DURING THE SCHOOL DAY. THIS INCLUDES SPECTATOR PARTICIPATION SUCH AS SPORTING EVENTS AND/OR ANY EXTRA CURRICULAR ACTIVITIES.**

RECORDS:

Both custodial and non-custodial parents have access to student records upon request unless otherwise stated by a presented court order to the school. Parents shall be notified in the event of a subpoena for records unless otherwise ordered by the requesting court. Parents may have a copy of the records and be charged a per page rate deemed appropriate by the State Board of Accounts.

TRUANT STUDENTS:

Truancy is defined as an absence from school without the knowledge or consent of the parent or guardian. Repeated truanancies from school will require the school to contact the proper authorities and report the student as truant. Truancy subjects students to serious school disciplinary consequences that may result in suspension or expulsion from school.

EXCESSIVE ABSENCES:

When a student accumulates more than **five (5) days** of absences in a nine-week grading period, no credit will be given in any subject unless an alternate method of delivering instruction has been arranged. **Anything above 5 days requires a doctor's note or other documentation approved by the administration.** Educational neglect or truancy forms may be filed with the Marion County Prosecutor's Office on any student that accumulates over 10 (ten) days of unexcused absences. Individual teachers may issue an "NC" for no credit to students who have exceeded the same requirement as above to their individual classes. If a student is absent from school for more than two (2) hours in a school day, but less than five (5) hours, that student will be marked absent for one-half (1/2) day from school.

****A parent conference may be requested once a student reaches 4 absences during a nine week period.****

TARDIES

STUDENTS TARDY TO CLASS:

A student is considered tardy to class if he/she is not in the classroom and in his/her assigned seat when the classroom teacher addresses the class. **If a student is tardy to class, he/she should go directly to his/her class, be unexcused, and make every effort not to disrupt the class.** When another teacher causes the tardiness, it is the responsibility of the student to obtain an excused pass from that teacher by the end of the day and return the excuse to the class in which the tardy was received. If it is necessary that a student take more time than usual (restroom, locker problem, etc.) between classes, the student should report to their next period teacher and get permission in order to avoid a tardy.

Tardy Consequences:

If a student is tardy to class, the teacher will inform the student of the tardy and each teacher will record individual tardies. Tardies to class can result in discipline consequences including loss of locker privileges, lunch detention, and after-school detention and will be issued at the discretion of the attendance officer. Failure to report to after-school detention may result in a discipline referral and one day of ISS or 5 or more days of lunch detention.

TARDIES TO SCHOOL (8:50-10:30 AM.):

A student who is tardy to school between the hours of 8:50 A.M. and 10:30 A.M. should report to the office and sign-in on the computer located in the main office. When a student arrives at school after 10:30, the child should report to the office to sign in and receive a pass to class. When a student is tardy 3 times to school during a semester, a conference will take place with the student and a written warning will be given. When a student is tardy 4 times to school during a semester, a letter of notification will be mailed to the parent. When a student is tardy 6 times, a referral will be written and the student will serve one day in ISS. For every 3rd tardy after number 6, a referral will be written and the administration will use various disciplinary consequences and parental intervention to help the student become more successful at school. This policy starts over after each **semester**. Students who have accumulated 6 or more tardies to school are ineligible to receive perfect attendance honors. A certified letter explaining the excessive tardy violations will be sent when a student reaches 9 tardies in a semester. The student and or parent could then be referred to outside agencies for intervention.

LEAVING SCHOOL DURING THE SCHOOL DAY

After arriving at school, the student is expected to remain in school the entire day unless previous arrangements have been made with the school office. It is extremely helpful if we know in advance of appointments made during the school day. Students who need to leave school to keep dental or medical appointments, etc. should bring a note from home. When a student is excused during school hours, the parent must come to the school office to secure the release of the student by signing the release form. Students returning to school after an appointment must sign-in at the office.

Students leaving the school premises without permission will be considered "truant" and will not be readmitted until the parent has been contacted.

CAFETERIA/FOOD SERVICE

Every full day of school, lunch and breakfast will be available for students to purchase in the cafeteria. Students may also bring lunches from home and purchase milk from our cafeteria. Beech Grove Middle School students are not permitted to leave the school for lunch except with a parent. However, parents should be aware that students are not to leave prior to the student's designated lunch time and should return within the allotted lunch time. Failure to return on time will result in a tardy violation. Students may not charge lunches. **Students are not permitted to bring soft drinks from home or have lunches delivered from outside restaurants. Extras are only available for those students that purchase a regular lunch or have brought their lunch from home.**

Breakfast: Free

Lunch: Free

DEPOSIT MONEY FOR CAFETERIA ACCOUNTS ONLINE

Beech Grove City Schools is excited to announce that we have chosen myschoolbucks.com for you to use to prepay for your child's school breakfast or lunch using your Visa or Mastercard (credit or debit card).

Benefits of using myschoolbucks.com

Easy: Enrolling and funding is simple and completed online or by phone.

Convenient: Once your account is established, you can check balances and fund the account from your computer, or phone..

Great Features: Check Balances, See Meal/Purchases History, Receive Low Balance Email Notification, Set-up Automatic Deposits, Receive Expired Credit Card Notification, Control Daily Spending Limits, and more

Updated Quickly: Deposits are put in student's accounts within the hour of deposit

Secure: Your personal and payment card information is protected by the most advanced Internet security.

CAFETERIA RULES:

The following rules have been established for students during their lunch period:

1. Show respect to yourself, others and school property.
2. Seats may be assigned at the discretion of the supervisors at each 9 weeks.
3. Depending on the day, one row will automatically go directly to the lunch line; the other row will wait at their table until they are dismissed to get in the lunch line.
4. Do not move chairs. If you need one, contact a supervisor.
5. You may go through the lunch line one time only.
6. Do not cut in line.
7. Do not purchase at school or bring from home any soft drink.
8. No shouting or loud talking.
9. No running, pushing, or fighting.
10. No coats, jackets, or unrelated school items are to be worn or brought to the cafeteria.
11. No throwing of any object or food.
12. No touching of others' food or drink.
13. You must wait at your table until you are dismissed to return your tray.
14. When you are finished, your table must be clean, trash off the floor, and chairs pushed in.
15. Before final dismissal, supervisors will dismiss tables to exit the cafeteria once your area has been inspected.
16. **NO COMPUTER/TABLETS ARE ALLOWED DURING LUNCH!**

IF A STUDENT CHOOSES TO BREAK A CAFETERIA RULE:

Supervisors will use any one or more of the following consequences:

-Verbal Warning, Isolation Table at the Front of the Cafeteria, Lunch in ISS, Referral

DISCIPLINE AND SCHOOL RULES

Every group of individuals in our society must abide by some set of rules. The purpose of establishing guidelines for student conduct shall be the promotion of learning and knowledge in an orderly and efficient educational environment. In order to achieve this goal, it is important that each student reads and understands the rules that have been established.

BULLYING:

Beech Grove Middle School will not tolerate bullying. Students should promptly report bullying to any adult at Beech Grove Middle School! Appropriate consequences will occur as outlined in the student code of conduct. Indiana Code defines bullying as:

Bullying/Harassment /Verbal Threat – Any overt, repeated acts or gestures, including verbal, written, or electronic communications transmitted; physical act committed; or any other behaviors committed by a student or a group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student. This type of behavior has the purpose or effect of unreasonably interfering with the student's ability to benefit from their education or of creating an intimidating, hostile or offensive environment. Students or parents should contact the school administration immediately if they feel a student is being bullied, harassed or threatened in any way.

NO DANCE/NO EVENT LIST:

A list of students will be compiled prior to any 9-week reward activity that indicates the students who are ineligible to attend the activity due to conduct reports. A new list will be compiled prior to each dance or event. The "No Dance/No Event List" extends from the beginning of school to the first dance or event and from activity to activity thereafter.

OUT OF CLASS CONDUCT:

Students are expected to behave appropriately out of class as well as during class time. Rules for students in the halls, on school grounds, or any area of the building are:

***Follow directions given by staff members**

- *Avoid littering on school property
- *Avoid inappropriate, rowdy behavior, and horseplay
- *No running, pushing, or shoving on school grounds
- *No yelling while in the hallways
- *No public displays of affection (ie: hugging, kissing)
- *No fidget spinners
- *No blankets from home

Students who continually violate out-of-class rules will be issued a written warning followed by other appropriate consequences such as in-school suspension if the problem persists. Out-of-school suspension and/or expulsion may result from serious or excessive out-of-class misconduct. These violations will be recorded and dealt with through the Principal and/or Assistant Principal.

When a student reaches 3 out-of-class misconduct violations, he/she will be issued a written warning. A 4th violation may require a one-day in-school-suspension and conduct report will be written. Each three (3) subsequent out-of-class violations will result in a one-day ISS and another conduct report.

STUDENT INSPECTIONS AND SEARCHES:

Student inspections and searches may be conducted in accordance with the school corporation's Student Inspections and Search Policy. Copies of this policy may be obtained at the main office.

LOCKERS:

All lockers made available for student use are the property of the school. These lockers are made available solely for student use in storing school supplies and personal items necessary for use at school. Your locker is on loan to you. You are the only student provided the combination. **Protect your security by not sharing the combination with anyone!** The student's use of a locker does not diminish the school's ownership or control of the locker. The school reserves the right to search a student's locker, and the items contained in it at any time in order to maintain the integrity of the school environment and to protect other students.

1. Do not leave valuables or money in your locker.
2. Lockers should not be slammed, kicked, or marked on.
3. **Stickers should not be placed in or on your locker.**
4. Any item and/or decoration on the outside of a locker may be removed by staff for any reason at any time.
5. Students should not bother or attempt to open a locker other than his/her own.

*Violations will be dealt with as necessary under the Student Code of Conduct.

USE OF METAL DETECTORS:

In appropriate circumstances, metal detectors may be used to assist in student inspections and searches for weapons to ensure school safety. A copy of the school corporation's Use of Metal Detectors Policy is posted in the main office. Copies of the policy may be obtained at the main office.

FIGHTING POLICY:

Fighting in school will not be tolerated. A fight is defined as a student physically striking another student with any portion of their body or an object. The following procedure will be followed for such violations of school policy:

- a) The individuals involved in the fight will be brought to the office.
- b) When a student is found to have been involved in a fight, a school official and/or the Beech Grove Police Department will attempt to call the student's parent(s)/guardian(s) to inform them that their child has been involved in a fight.
- c) If the school official cannot reach the parent(s)/guardian(s) efforts will continue until a parent/guardian is contacted.
- d) Parent(s)/guardian(s) may be contacted by a Beech Grove School Resource Officer.
- e) Student's found to have been a party in the fight will be assigned to in-school suspension, out-of-school suspension, or will be subject to arrest and/or expulsion.
- f) Any fight may result in expulsion. Two fights during the school year may result in the school filing for expulsion.

COMPUTER/TABLET POLICY:

1. All users of corporation computer facilities and equipment are expected to adhere to the provisions of Federal law with regard to copyrighted software.
2. Unauthorized copies of any software on computers belonging to the school are prohibited.
3. Installing, copying, altering, or tampering with data files, software programs, or system settings on any school computer is not permitted.
4. Unauthorized persons may not use equipment, software, security passwords, or access codes belonging to the school to access or attempt to access data files, a network, or data systems either in local or remote locations.
5. Anyone witnessing the violation of any of the above provisions should immediately report the violation to the teacher or administrator in charge.

Any violation of the above policies will be viewed as destruction of school property. Using another student's data as their own is considered cheating. Consequences may include:

1. Detention
2. ISS
3. Removal from class
4. Denial of access to computers
5. Out -of- School Suspension and/or expulsion

INTERNET ACCEPTABLE USE POLICY:

Copies of the Beech Grove City Schools Acceptable Use Policy are available from the Technology Coordinator. All students must have a Parent/Guardian signed contract to use the Internet at Beech Grove Middle School. The contract states that on-line access is a privilege that may be revoked at any time for abusive conduct. Specific abusive conduct is described in the contract. Consequences for abuse are listed under the Computer Policy section of the agenda book.

STUDENTS/PARENTS WILL ADDITIONALLY RECEIVE AND ACKNOWLEDGE ADDITIONAL COMPUTER USAGE POLICIES AT REGISTRATION.**AFTER SCHOOL DETENTION:**

Each grade or staff member has the option to assign after school detention. It will operate from 3:55 p.m.- 4:40 p.m. on Monday through Thursday. **Students receiving detention will be given a 24-hour advance written notice or parent notification by telephone.** Make sure you are knowledgeable regarding your child's transportation or you have given permission for the student to walk home. More specific detention guidelines will be issued to students at the beginning of the school year. If a student fails to report, the student will receive further disciplinary consequences.

IN-SCHOOL SUSPENSION:

In-School suspension has been established at Beech Grove Middle School as a means of removing a student from the classroom for a short period of time for disciplinary reasons. Students will not be allowed to infringe on the rights of others to learn or disrupt the educational process. The intent of this suspension is to remove the student from certain aspects of the school program, but still provide an opportunity for the student to continue their regular program of study. The principal, assistant principal, or administrative assistant has the responsibility of assigning students to in-school suspension, which may be a period of time ranging from one period to a maximum of five days. These procedures will be followed for in-school suspensions:

1. ISS runs from 8:50 a.m. until 3:50 p.m. The parents of the student involved, will be notified by phone, email, or Skyward when a full 1-day suspension has been issued.
2. Teachers will be informed about students that are in ISS. The teachers will send all work to the ISS room that the student is to do for that class day. This work will be counted as if the student were in class that day.
3. Time should be arranged with the counselor during the ISS to talk about the problems that resulted in the ISS.
4. Students in ISS will eat lunch in the ISS room. Restroom breaks will be provided at the appropriate times.
5. One day or more of serving in ISS will result in removal from one (1) athletic or extra-curricular activity. This portion of the consequence will occur when reasonably determined by the administration.
6. When a student reaches 7- recorded ISS days, a parent conference is required.
7. Students reaching 10-recorded discipline occurrences may be subject to expulsion from school.

DRUGS, ALCOHOL, TOBACCO, AND ILLEGAL SUBSTANCES POLICY

The following regulations will be in effect throughout the year when students are attending school or attending school-sponsored events. This will go in the student "Code of Conduct" handbook.

Drugs, Alcohol and Illegal Substances:

Any student enrolled in Beech Grove Middle School will be subject to expulsion if he or she knowingly possesses, provides to another person, or is found under the influence of any substances, which is or contains:

Alcohol	Intoxicants	Marijuana	narcotics
Stimulants	Depressants	Look-alike-drugs	Hallucinogen
Cocaine	Anabolic steroids	Any other controlled substance	Vapes

Drug and Alcohol Paraphernalia:

Such items would include but not be limited to:

specialized containers, pipes, rolling papers, lighters, matches or clips

Tobacco Products:

A Beech Grove Middle School student knowingly possessing **any** tobacco products on school-owned property will be assigned ISS on the first offense, subject to suspension on the second offense, subject to expulsion on the third offense. The use of the product while at school may result in further disciplinary action.

Students will be judged guilty of the above stated rule infractions if performed on school grounds immediately before, during or immediately after school hours or at any time when on the site for any school sponsored activity.

TOBACCO POLICY FOR BEECH GROVE MIDDLE SCHOOL

Tobacco use is prohibited in the Beech Grove Middle School building and grounds at all times. This prohibition covers all employees of the school district, parents, students, vendors, patrons, and any other persons present in the school building or on school grounds.

DRESS CODE

Rationale - Students are expected to dress in a manner reasonably suited for school purposes and provides a save environment for all BGMS students.. The way a student looks and dresses has an effect on attitudes and behaviors. Each student should be attired for school in such a way as to not bring undo attention to himself/herself. Specific guidelines for inappropriate dress include but are not limited to:

- Pants, capris, shorts, and skirts must be worn at the waist. Undergarments may not be seen above the waistline.
- Pajamas or similar nightwear are not permitted.
- Logoed merchandise from other high schools are not permitted.
- Hats, hoodies, head coverings, sunglasses, curlers and slippers are not permitted at any time during the school day.
- Clothing and jewelry with double meanings, sexual references, satanic symbols, or advertising for alcohol, drugs & tobacco are not permitted.
- All tops must reach down to at least the waistband. Exposed midriffs are not permitted.
- Absolutely no plunging necklines or exposed cleavage are permitted. Appropriate undergarments must be worn at all times.
- Dresses, skirts, and shorts must be near knee length or longer. Dresses, skirts, shorts, pants, and capris must have NO holes, cuts, rips, or frays above the knee.
- All tops must be capped at the shoulders or have sleeves. Spaghetti straps and visible undergarment straps are not permitted.
- Yoga pants, spandex pants, spandex shorts, and leggings are not permitted unless they are worn under another piece of clothing (examples : Dresses, skirts, and appropriate gym trunks).
- The administration reserves the right to determine appropriate dress or attire and will offer an alternative clothing choice or will send the student home for the school day if this dress policy is not appropriately followed.

Note: All hoods must be down while in the school building.

Dress Code Infractions

- 1st Offense - Student asked to change
- 2nd Offense - Student asked to change along with parent contact
- 3rd Offense - May result in further disciplinary action

NON-SCHOOL RELATED ITEMS:

Students who bring non-school related items to school such as: large sums of money, radios, headphones, pagers, cell phones, dice, cards, squirt guns, candy, etc. may have the items confiscated by a school staff member and sent to the assistant principal's office. Items will only be returned upon parent's request. The selling of non-school sponsored items is not allowed. (see: student code of conduct) The school accepts no responsibility for lost or stolen non-school related items.

INDIANA STUDENT DUE PROCESS CODE

Beech Grove Middle School will follow the procedures that are outlined in Indiana law in discipline cases, including the possibility of a due process hearing if necessary.

"Detention" defined - a teacher may keep Students for detention after school as a result of tardiness or misconduct. Students to be detained after school are notified one day ahead of time so that parents may be aware of their whereabouts, and so they can make arrangements for transportation home. Students failing to comply with a detention may be liable for further and more severe disciplinary action.

"Suspension" defined - Disciplinary action whereby a student is separated from school for a period of ten (10) days or less and which does not constitute an expulsion. The principal may suspend a student for up to ten (10) days for violation of any student conduct rules listed under grounds for out-of-school suspension and/or expulsion. Any time a student is suspended, a parent conference may be held.

"Expulsion" defined - Disciplinary action whereby a student:

1. is separated from school attendance for a period of over ten (10) days.
2. is separated for the balance of the semester, or school year, or calendar year, as required or permitted under applicable law.
3. has some other penalty which automatically prevents completing an overall course of study.

The following types of serious student misconduct or substantial disobedience shall constitute grounds for out-of-school suspension and/or expulsion, including, but not limited to, the following:

1. Use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance or other comparable conduct, constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is illustrative of the type of conduct prohibited by this subsection: (1) occupying any school building, school grounds, or part thereof with intent to deprive others of its use; (2) blocking the entrance or exits of any school building or corridor or room therein with intent to deprive of lawful access to or from, or use of the building or corridor or room; (3) setting fire to substantially damaging any school building or property; (4) firing, displaying, or threatening the use of firearms, explosives, or other weapons on the school premises for any unlawful purpose; (5) prevention of or attempting to prevent by physical act the convening or continued function of any school or educational function, or of any lawful meeting or assembly on school property; and (6) continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the educational function under his supervision. This subsection shall not, however, be construed to make any particular student conduct a ground for expulsion where such conduct is constitutionally protected as an exercise of free speech or assembly or other under the Constitution of Indiana or the United States.
2. Causing or attempting to cause substantial damage to school property, stealing or attempting to steal school property of substantial value, or repeated damage or theft involving school property of small value.
3. Intentionally causing or attempting to cause substantial damage to valuable private property or stealing or attempting to steal valuable private property, on school grounds or during an educational function or event off school grounds; repeatedly damaging or stealing private property on school grounds, or during an educational function or event off school grounds or when such student is traveling to or from school or such educational function or event.
4. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person: (1) on the school grounds during or immediately before or immediately after school hours; (2) on the school grounds at any other time when the school is being used by a school group; or (3) off the school grounds at an educational function or event. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this provision.
5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student.

6. Knowingly possessing, handling or transmitting any object that can reasonably be considered a weapon: (1) on the school grounds during or immediately before or after school hours; (2) on the school grounds at any other time when the school is being used by a school group; or (3) off the school grounds at any educational function or event sponsored by the school.

· A student who is identified as bringing a firearm, as directed by federal law, to school or on school property, or is in possession of a weapon on school property must be expelled for a period of at least one (1) calendar year with the return of the student to be at the beginning of the first school semester after the end of the one (1) year period, subject to other applicable laws. The superintendent may, on a case -by -case basis, modify the expulsion imposed under this provision.

7. Knowingly possessing, using, transmitting or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind: (1) on the school grounds during and immediately before or immediately after school hours; (2) on the school grounds at any other time when the school is being used by any school group; or (3) off the school grounds at a school activity, function or event. Use of a drug authorized by a medical prescription from a physician is not a violation of this rule.

8. Engaging in the unlawful selling of narcotics or other violation of criminal law, which constitutes a danger to other students, or constitutes an interference with school purposes or an educational function.

9. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when he/she is properly under their supervision, where such failure constitutes an interference with school purposes or an educational function.

10. Engaging in any activity forbidden by the laws of the state of Indiana, which constitutes an interference with school purposes or an educational function.

*The above grounds for suspension and/or expulsion apply when a student is: (1) on school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group; (2) off school grounds at a school activity, function, or event; or (3) traveling to or from school or a school activity, function, or event.

*In addition to the grounds specified above and elsewhere in this handbook, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if: (1) the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function; or (2) the student's removal is necessary to restore order or protect persons on school property, including an unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

11. Possessing, using, transmitting, or being under the influence of caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be made available with or without a prescription.

*A student may also be expelled from school if the student's legal settlement is not in the attendance area of the School City of Beech Grove.

VISITORS TO THE MIDDLE SCHOOL

Students are not permitted to bring visitors to school with them during school hours. Room congestion, interference with the teachers and student's programs, and different school calendars in the area makes this rule necessary. Interested parents and school officials are always welcome. Anyone visiting the school **MUST** report to the Principal's Office to sign-in. All visitors must be cleared through the office and the appropriate staff member prior to the visitation. Visitors are not permitted to eat at Beech Grove Middle School. ***Under no circumstances are visitors to report directly to a teacher's classroom.**

PLANS FOR EMERGENCY SCHOOL CLOSING

It is important for parents to make plans if an emergency closing of school is needed. There are two situations that may occur.

School called off while students are at home:

When it is likely that school will be closed because of weather, parents and students should listen to the following radio or television stations beginning at 6:00 A.M. - WIBC, WENS, WRTV, WISH, WTHR, WXIN.

Whenever possible, the announcement will be made at the 11:00 P.M. news on all local TV stations the night before. Parents and students should not call the school or school personnel for information.

Parents with an active phone number will be alerted via the school wide **Skylert phone system.

If students must be sent home from school due to an approaching storm:

Parents should make prior arrangements and discuss with their son or daughter as to what to do if school is dismissed early. School is dismissed early during the school day only if there is an emergency. (Radio stations are notified before school is dismissed; therefore, by listening to one of the above radio stations you will be kept informed.) Students may stay at school until normal dismissal time if it is impossible to make other arrangements. Please notify the principal if your child must stay at school.

EMERGENCY DRILLS

Fire Drills - Public schools are required by law to have a fire drill at least once a month. Since this activity may be a matter of life or death, it is important for all persons to participate fully, following these guidelines:

1. When the fire alarm buzzes, leave your books and walk out in an orderly manner.
*Students are expected to remain quiet and follow teacher directions given during the fire drill.
2. Teachers will lead the students out of the building according to the fire drill evacuation plan.
3. Once outside the building, teachers will escort all students to the North parking lot where attendance will be taken.
4. Do not return to the building until the all-clear signal is given.

Tornado drills - Public schools located in areas where tornadoes are possible are required to conduct drills for moving to a safe area in the event of a tornado. Tornado drills are to be conducted twice each semester. Students will be relocated to areas that are located in the Emergency Preparedness Plan.

Nuclear Disaster - Students will report to the same locations as for tornado drill.

Earthquake Drills - During an earthquake drill or at the first sign of ground shaking, students and faculty should:

1. Drop and cover themselves under their desks, tables, or counters.
2. Turn their bodies away from the windows.
3. Remain in the drop and cover position for no less than one minute.
4. Remain silent and listen for further instructions.
5. It is imperative that the entire building be evacuated due to the possibility of fire, explosions, collapse and chemical releases.
6. The principal, vice-principal or designated person will call for the evacuation of the building by P.A. If the P.A. is knocked out, he/she can activate the fire alarm or other means of notification. It is vital at this point to remain calm and extremely quiet.
7. Your teacher will instruct you on the evacuation route quickest from the building. Exiting must be quick and orderly. Navigation to the exit might be difficult due to debris which has fallen from the earthquake.
8. During evacuation, if the ground shakes again, you must stop immediately, drop in a squatting position and cover yourself until the ground stops shaking. This action should be taken towards an interior wall.
9. Once you have reached an exit, move swiftly out of the building. Do not re-enter under any circumstances. Go to your class's pre-determined meeting place outside of the building and remain there. Teachers must quickly survey the predetermined meeting place for dangers such as power lines down, flying debris, overturned vehicles, etc. Students must be removed from these hazards.
10. Once you have reached a safe area away from the building and dangers, attendance must be taken. Unaccounted students in your group must be documented and forwarded to the group leader. The group leaders will in turn, forward it to the person in charge.

Chemical Spills - When notified by local officials of a possible chemical spill, which would create a dangerous condition for students in school, the procedure to be followed is:

1. Students and teachers will be notified by the P.A. system.
2. Students and teachers will be advised to evacuate the building under the direction of the Beech Grove Police and Beech Grove Fire Departments.

BGMS HEALTH SERVICES

Clinics: Parents/guardians are responsible for the health care that their children receive. However, schools have a responsibility for health and safety while children are at school. Health services include programs and activities that ensure a healthy environment while promoting and protecting the health and well-being of all students. The school clinics are available for emergencies, injuries and illnesses that occur while the child is at school, as well as management of chronic illnesses and special needs. Community Health Network (CHN) staff each clinic with an employee. Clinic staff do not make medical diagnoses, but are skilled in assessment, planning, intervention, evaluation, wellness promotion, health education, prevention, emergency care and communicable disease surveillance.

Parents must complete the required forms (including, but not limited to the Consent/HIPAA Authorization and Indiana State Department of

Health Children and Hoosiers Immunization Registry Program (CHIRP) form) in order for the health care assistant to provide care to their children. The first consent allows the CHN employee to treat your child at school. The second consent allows the CHN employee to release pertinent medical information to EMS personnel if/when 911 is called. This permission form is available on the BGCS website under the "Parents" tab then "Registration Paperwork". Please speak with the clinic staff at the school if you have any questions.

Clinics are open daily during school hours. Students **must have a pass** from their teacher to enter the clinic. If a student arrives without a pass and his/her complaint is non-emergent, the student will be sent back to class. The student will be assessed according to his/her complaint and treated accordingly. The nurse will notify parents if children have injuries that are more than routine cuts, abrasions, bumps and if they become ill and need to go home. Students should only call parents from the clinic phone. Under no circumstances should a student call from a cell phone without the knowledge of the nurse. A student will be sent home for the following reasons: vomiting, temperature of 100.0 or greater, nits or lice or any other outward signs of contagion. The clinic personnel will call the numbers of those listed on the student's emergency card to inform someone that the student needs to go home. This includes parents/guardians of those 18 years of age and older unless the student is legally emancipated AND the appropriate documents are on file at the school. If the student has an emergent health need and the parent/guardian or other emergency contact cannot be reached, staff may call EMS. Please be sure to keep Skyward updated of any change in contact information.

ILLNESS: General guidelines for illness follow the guidelines, laws and recommendations on the Indiana Department of Health, the Marion County Health Department, Community Health Network and Indiana Code to prevent the spread of communicable diseases. When the clinic personnel call the parent/guardian to pick up the child, it is in accordance with these laws and directives. Parents should make every effort to come to the school to pick up their students in a timely manner. Students who exhibit symptoms of contagious illness may not utilize bus transportation. Children should **NOT** attend school if they have any of the following symptoms:

- Fever over 100 degrees in the last 24 hours
- Vomiting 2 or more times in 24 hours
- Red, matted eyes
- Undiagnosed body rash or rash with fever
- Sore throat with swollen lymph nodes
- Open sores unless covered with dressing
- Head lice/nits
- Excessive coughing
- Eye discharge
- Diarrhea

Children **must wait 24 hours** before returning to school after symptoms of fever (without medications), seizures, diarrhea, and vomiting have ended. They should also stay home for 24 hours after starting an antibiotic, or eye drops for pink eye. The school clinic personnel may request a doctor's note to return to school if there are symptoms of communicable disease. This will help prevent the spread of infection to others and ensure that the student is feeling well enough to learn. Students who have had surgery may be asked to provide a doctor's release to return to school. Students must have a doctor's note for any restrictions placed on the child that would affect participation in gym, running, weight lifting, writing, playing an instrument, etc. Each child should have a change of clothing, including pants and underwear, to be kept at school in the event of an accident/emergency. If your child does not have extra clothes at school, you will be called to bring clothes to school if needed.

INJURY: All injuries must be reported to a teacher or to the Clinic. If the injury is minor, the student will be treated and may return to class. If medical attention is required, the Clinic will follow the School's emergency procedures and attempt to make contact with the student's parents. Clinic staff will assess students who are injured at school when the injury occurs (if reported to the clinic). Further evaluation may be necessary for students who have a deep laceration, extreme swelling or pain, obvious deformity, head injury, breathing difficulty, cannot walk or show any other signs of an emergent need. The clinic staff will determine the best course of action for the situation, which will include a phone call to the parent/guardian and possibly to EMS.

There is a wheelchair in the clinic for emergency situations. BGCS cannot provide a wheelchair or any other medical supplies or devices which are necessary for student injuries or recuperation from surgery. This includes crutches, dressing supplies, wraps, splints, etc. Please contact your healthcare provider or insurance carrier if these devices are needed beyond the school's initial response.

Medical Excuse Notes If a medical condition has prohibited your child from participating in a particular activity (such as gym, outside activities, etc.), a physician's statement must accompany the child each day or state the length of time he/she will not be participating in that particular

event.

Action Plans: Students with asthma, a bee sting allergy, food allergies, or seizures **must have** an Action Plan on file with the school clinic. Copies of these plans should be completed and **turned in prior to the first day** of school along with any necessary medications as indicated on the Action Plan. These plans can be found on the Beech Grove City Schools website under the “Parents” tab, or picked up at the school clinic.

USE OF MEDICATIONS (Policy 5330): In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed. If students must have medication of any type including over-the-counter drugs (such as Tylenol, cough drops and topical medications) given during school hours we require:

- A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
 - B. The Medication Request and Authorization Form 5330 F1, F1a, and F1b must be filed with the respective School Clinic before any medication will be administered during School hours.
 - C. The Medication (prescription and non-prescription) **must be in the original container**. The container must be affixed with the original label. If the medication is a prescription, the prescription must be written for the child receiving the medication.
 - D. Any medication over the counter (including Tylenol, Ibuprofen, cough drops, and etc.) or prescription must be given to the nurse. Prescription medication must be in the original prescription bottle with the pharmacy label including the student's name, name and dose of medication, and when the medication is to be given. A parent must bring over the counter medication to the clinic in the original container labeled with the student's name. Directions for administering the medication must accompany the medication. No expired medication will be given in the Clinic.
 - E. Medication that is brought to the office will be properly secured. Medication may be conveyed to School directly by the parent. . A two to four (2-4) week supply of medication is recommended. **Medication MAY NOT be sent to School with a student**, in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions.
 - F. Students who may require administration of an emergency medication may have such medication stored in the School Clinic.
 - G. Medication that is possessed by a school for administration during school hours or at school functions, for students in grades K-8 may be released only to the student's parent or to an individual who is eighteen (18) years of age or older and who has been designated, in writing, by the student's parent to receive the medication.
 - H. Any unused medication unclaimed by the parent will be destroyed by School personnel when a prescription is no longer to be administered or at the end of the School year.
 - I. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.
- BGCS **does not stock any medication** in any of the clinics. Per Indiana Code all medications must be in the original containers with legible labels. For the safety of the students, clinic staff will not administer anything received in a baggie or envelope or a bottle with someone else's name on it. No expired medications will be given at school. Medications containing Aspirin (Excedrin and Pepto Bismol) cannot be administered at school. The manufacturer's label on Over-The-Counter medications will serve as the guidelines for dosing and frequency of administration. If the parent/guardian desires a dose or schedule that differs from the label, a physician order is required. In order for students to carry emergency medications (Epi-pen or inhaler) or diabetic monitoring equipment, please turn in a note from the physician. Otherwise, the medication should be kept in the clinic. For students who receive medication on a daily basis during the school year, any changes that are needed in medication or dosage given must be made in writing and should be accompanied by a signed script from the child's physician. Parents should send to school only the amount of medication that will be needed during school hours, based on the number of days of the anticipated treatment.

SELF-ADMINISTERED MEDICATION (Policy 5330.01): A student may possess and self-administer medication for chronic diseases or medical conditions provided the student's parent files a written authorization with the principal and clinic. The written authorization must be filed annually. A physician's written statement must be included with the parent's authorization. The physician's statement must include the following information:

1. An acute or chronic disease or medical condition exists for which the medication is prescribed.
2. The student has been given instruction as how to self-administer the medication
3. The nature of the disease or medical condition requires emergency administration of the medication. The School or School Board is not liable for civil damages as a result of a student's self-administration of medication for an acute or chronic disease or medical condition except for an act or omission amounting to gross negligence or willful and wanton misconduct.

Non-prescribed (Over-the Counter) Medications: No staff member will be permitted to dispense non-prescribed, over-the-counter (OTC)

medication to any student without appropriate forms on file including: Tylenol, Ibuprofen, cough drops, etc.

(Grades K-8): Parents may authorize the School to administer a non-prescribed medication using a form which is available at the School Office. A physician does not have to authorize such medication, but all of the other conditions described under Prescribed Medications will also apply to non-prescribed medications. The student may be authorized on the request form by his/her parent to self-administer the medication in the presence of a School staff member. No other exceptions will be made to these requirements. Students are not allowed to transport medications to and from school. All medications need to be dropped off and picked up by a parent/guardian or designated person.

Students with diabetes: must provide written physician orders to the clinic. These orders must include frequency of blood sugar checks, parameters and instructions for treating high and low blood sugars, instructions for corrective and sliding scale doses and the amount of supervision the student requires. It is very important that the clinic be notified if/when any of these instructions or dosages change as soon as the change occurs. In addition to supplies with checking blood sugar and administering insulin, parents of students with diabetes must also provide snacks and a Glucagon Emergency Kit that can be used to treat low blood sugar levels.

IMMUNIZATIONS (Policy 5320 and AG 5320): Students must provide documentation that complies with the rules set forth by the Indiana State Board of Health that all immunizations required by law are current, including but not limited to: **pertussis (whooping cough), poliomyelitis, measles, diphtheria, rubella (German measles), tetanus, mumps, hepatitis A, hepatitis B, and varicella (chicken pox)**, or have an authorized exemption from State immunization requirements (I.C. 20-8.1-7-9.5). All 7th and 8th graders must be up to date and current on all vaccinations. If a student has not presented an updated shot record, then they may be excluded from school. More information will be communicated about the exclusion date. From time-to-time other communicable diseases may be designated by the Indiana State Board of Health as diseases that require immunizations. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized exemption. In the event of a chicken pox epidemic, the Superintendent may temporarily deny admission to a student otherwise exempted from the chicken pox immunization requirement. Any questions about immunizations or exemptions should be directed to Nursing Coordinator Brandee Beikman, RN.

Contagious Diseases: The Marion County Board of Health requires that the following diseases be reported at (317) 633- 3742. These illnesses should also be reported to the school.

- Diphtheria
- Meningitis
- Tuberculosis
- Ringworm of the scalp
- Poliomyelitis

The student must have a statement from the Board of Health that he/she may return to school.

Meningococcal Disease: Meningococcal disease is a serious and potentially fatal bacterial infection commonly referred to as meningitis. Meningitis is rare but serious. Its early flu-like symptoms make finding the correct diagnosis difficult. If not treated early, meningitis can lead to swelling of the tissue surrounding the brain and spinal column as well as severe and permanent disabilities, such as hearing loss, brain damage, seizures, limb amputation, and even death. A vaccine is available that protects against four types of the bacteria that cause meningitis in the United States. BGCS encourages you and your child to learn more about meningitis and the vaccine. For more information about the vaccine, visit the websites of the Meningitis Foundation of America, www.musa.org, the American College Health Assoc., www.acha.org, and the Centers for Disease Control and Prevention, www.cdc.gov or consult your physician.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS (Policy 8450): Because a School has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The School's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice. Specific diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments. Any removal will be limited to the contagious period as specified in the School's administrative guidelines. School staff will send home any students with nits or lice to receive treatment. The student may return to school after treatment as long as he/she is nit and lice free. Upon return the student should report to the clinic to be checked by the clinic staff to verify that the student is in fact nit and lice free. A student cannot ride the bus if he/she has nits or lice. Absence from school due to head lice will be excused only for the day following the day that the child was sent home.

CONTROL OF NON CASUAL-CONTACT COMMUNICABLE DISEASES (Policy 8453): The Corporation has an obligation to protect staff and students from non-casual contact communicable diseases. When a non-casual contact communicable disease is suspected, the staff or student's health will be reviewed by a panel of resource people, including the County Health Department. The School will protect the privacy of

the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion. 15 Non-casual contact communicable diseases include sexually transmitted diseases, AIDS, ARC-AIDS Related Complex, HIV, Hepatitis B, and other diseases that may be specified by the State Board of Health. As required by Federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child has bled at School and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

Please do not hesitate to call the clinic staff if you have any questions or concerns regarding any of the above information

BOOK RENTAL AND USE

Book rental is assessed to each student. The amount covers the cost of the textbooks the student uses and many instructional materials.

At your child's school

Pay textbook rental/fees

Pay each child's textbook rental/fees at their own school

Students are responsible for the damage or loss of textbooks and must pay for their repair or replacement. Students should inspect each textbook prior to accepting it and have their teacher make note of any damage or wear. Students should then sign their name with ink on the identification label inside the front cover of each book to insure the return of the book if misplaced.

WITHDRAWING

If a student is withdrawing from Beech Grove Middle School, the school would appreciate advance notice. On the morning of his/her last day, the student should report to the Guidance office and pick up a transfer slip that will clear the student from all classes in the school. Once the student has returned all textbooks and materials and has taken care of any outstanding charges, he/she will then receive his/her present grades and official transfer slip. This will enable the student to enroll in his/her new school. Book rental will be prorated and returned. Permanent records will be sent upon request of the new school.

**Parent(s)/Guardian(s) choosing to enter home schooling should indicate so on the withdrawal form.

EXCUSED FROM PARTICIPATION IN WELLNESS

If for a physical reason a student needs to be excused from participating in wellness, he/she should bring a note from his/her parents. This note should be given to the physical education teacher at the student's regular gym period. **If the student needs to be excused from wellness for more than two (2) days, a doctor's statement will be necessary.**

CONVOCATIONS

Convocations offer many educational benefits. The benefits and enjoyment of a convocation are dependent upon the attitude of the student body. Good manners on the part of each student are important in making a convocation a success. Students should be courteous - to the master of ceremonies, to the speakers, performers, and to fellow students who might be taking part in the program. Everyone admires and appreciates courtesy and politeness.

Rules to follow for convocations are:

1. Enter the gym quietly and take your assigned seat.
2. Become silent and attentive as soon as the person introducing the program appears.
3. Give your undivided attention to those presenting the program.
4. Be certain that a musical selection is completed before you begin to applaud.
5. Applaud enthusiastically to show appreciation for a good program, but do not stamp feet, yell or whistle.
6. Remember that discourteous students are denied convocation privileges.

ATHLETICS

PHILOSOPHY OF ATHLETES

The athletic program is an integral component in the middle school curriculum. Consequently it follows that the athletic program is compatible with the middle school philosophy.

In essence, students are given the opportunity to develop proficiency in the basic learning skills in a variety of sports. Another concept of the program is to provide the athlete a smooth transition from many exploratory athletic experiences into more advanced organizational patterns at the high school.

SCHOOL SPIRIT

An athlete should think of his/her school and teammates rather than his/her personal interests. He/she should participate in sports where his/her presence will help the team even though he/she may not be the star. In addition, each athlete should support those sports in which he/she is not a participant.

School officials and coaches encourage all athletes to abide by the aforementioned rules and regulations. Violation of the rules may lead to dismissal from the team.

INSURANCE

Students who participate on any of the Middle School athletic teams are required to have some form of insurance. This is mandatory and students may receive coverage through existing parent insurance or through a student policy offered at school. At the Middle School, parents are given the opportunity to purchase student accident insurance for their child at a reasonable rate at the beginning of each school year.

ATHLETIC OFFERINGS

The following athletic activities are offered at Beech Grove Middle School:

7th and 8th Grade students may participate in:

Boys:	Cross Country	Swimming/Diving
	Football	Track
	Basketball	Soccer
	Wrestling	Tennis
	Golf	Baseball
Girls:	Cross Country	Swimming/Diving
	Volleyball	Track
	Basketball	Cheerleading
	Soccer	Tennis
	Golf	Softball

6th Grade students, attending South Grove Intermediate School, may participate in only the following sports:

Fall:	Cross Country
	Soccer
	Tennis
	Golf
Winter:	Wrestling
	Swimming/Diving
Spring:	Track
	Baseball
	Softball

Students participating in athletics at BGMS must have a physical examination statement on file with the Athletic Director at the Middle School and a statement of insurance coverage before practicing or tryouts. Practice for all sports activities take place before or after school. The coaches will announce schedules of practices.

ATHLETIC EVENTS:

The Athletic Director will announce the cost of admission to each middle school athletic event.

Rules to follow for athletic events are:

1. No student may attend or participate in an athletic event if he/she is absent from school on the day of the athletic event.
2. Go directly to the athletic event and stay in the area until the game is over. Trips to the concession area, restroom, etc. should be made at half time and between games. Students are not to leave the building or football field during an athletic event unless accompanied by an adult.
3. Cheer enthusiastically for our team, but respect the other team with courteous behavior.
4. Responsible behavior is expected of all students.
5. School rules are in effect at all school activities.
6. School bus regulation rules must be followed.

RULES GOVERNING STUDENT ATHLETES:

The following policies are to be followed for student-athletes at Beech Grove Middle School:

1. All school rules must be obeyed. Athletics is a school-sponsored activity; therefore all school rules are in effect.
2. If an athlete violates a school policy and serves in-school suspension or out-of-school suspension, the athlete will not be permitted to participate in any scheduled contest during the suspended period. Coaches, the athletic director, or school administration reserve the right to suspend the student-athlete from practices or games following any suspension period resulting from disciplinary action.
3. If an athlete misses practice or a scheduled contest for no excusable reason, he/she will not compete in the next scheduled event. Excessive absences without just reason may lead to the athlete being dismissed from the team.
4. If you quit or are dismissed from a team, you are ineligible to participate, try-out, or practice in any other sport until the season of the sport you were participating in has ended.

SCHOOL EQUIPMENT:

A Beech Grove Middle School athlete is financially responsible for all equipment issued to him/her. He/she must treat all equipment as though it were his/her own personal property. It should not be abused. It should be kept, whenever possible, in a locked locker. All athletes are provided a locker and lock for storing their equipment.

The following is information on what parents and guardians will have to purchase if their child participates in athletics. Also listed is equipment that is furnished by the Beech Grove Middle School Athletic Department.

BASKETBALL (Boys and Girls)

School furnishes uniforms. Athletes furnish shoes and personalized warm-up. (A practice packet must be purchased by the athlete.)

CHEERLEADING (Girls)

School furnishes cheer uniforms. Athletes furnish a number of personalized items according to preference and summer camp attire they keep. Items may include: shorts, shoes, long sleeve shirt, jacket, socks, etc. (A participation packet must be purchased by the cheerleader.)

CROSS COUNTRY (Boys and Girls)

School furnishes warm-ups and uniforms. Athletes furnish shoes. (A team shirt may be available for purchase.)

FOOTBALL

School furnishes all equipment except football shoes and extra pads for arms, hands, etc. (A practice packet must be furnished by the athlete.)

SWIMMING (Boys and Girls)

School furnishes warm-ups. Athletes furnish swimsuits, caps and goggles if so desired.

TRACK (Boys and Girls)

School furnishes warm-ups and uniforms. Athletes furnish shoes. (A practice packet must be purchased by the athlete.)

VOLLEYBALL

School furnishes uniforms. Girls furnish shoes and elbow or knee pads.

WRESTLING

School furnishes headgear, warm-ups and uniforms. Boys furnish shoes and mouthpieces.

BASEBALL

School furnishes uniforms and batting helmets. Athletes furnish cleats, gloves, bats and any other necessary equipment. (Practice packets must be

furnished by the athlete.)

SOFTBALL

School furnishes uniforms and batting helmets. Athletes furnish cleats, gloves, bats and any other necessary equipment. (Practice packets must be furnished by the athlete.)

SOCCER

The athlete will furnish all equipment.

GOLF

The athlete will be provided with a team shirt, but is responsible for purchasing a team hat and providing all golf equipment.

TENNIS

The athlete will be provided with a team shirt, but is responsible for all other equipment.

ATHLETIC DEPARTMENT RESPONSIBILITIES

Duties of Principal

1. The principal shall have complete control of the athletic program
2. The principal works directly with the athletic director, ensuring all contests and student participation are in accordance with the following document.

Beech Grove Middle School Athletic Seasons

1. Fall Season
 - a. Football- Grades 7-8
 - b. Cross Country- Grades 6-8
 - c. Volleyball- Grades 7-8
 - d. Cheerleading- Grades 7-8
 - e. Soccer- Grades 6-8
 - f. Golf- Grades 6-8
 - g. Tennis- Grades 6-8
2. Winter Season
 - a. Boys Basketball- Grades 7-8
 - b. Girls Basketball- Grades 7-8
 - c. Wrestling-Grades 6-8
 - d. Swimming- Grades 6-8
 - e. Wrestlerettes- Grades 7-8
 - f. Cheerleading- Grades 7-8
3. Spring Season
 - a. Track- Grades 6-8
 - b. Baseball-Grades 7-8
 - c. Softball- Grades 6-8

Major Pre-Season Responsibilities of Athletes

1. Medical Clearance (commonly called “**A Physical**”)
 - a. A physical examination is required for each student-athlete for each school year. A physical examination received after April 1, of any year is valid from the date of examination through the following school year.
 - b. All physical examinations must be recorded on the **CURRENT** Student-Parent-Physician, provided by the IHSAA and **BGMS web page**
 - c. The physician conducting the examinations must have an unlimited license to practice medicine.
 - d. The athlete is responsible for obtaining the Student-Parent-Physician forms. The forms will be in the main office or at: www.bgcs.k12.in.us/bgms/home.html. The forms need to be **completed totally**. No student is to practice or participate in any sport before they have a Student-Parent-Physician form on file in the Athletic office.
 - e. Student-athletes, properly certified to participate in interscholastic athletics, who are **absent** from school for **five consecutive days**, or who are **physically** unable to practice for five consecutive days due to illness or injury, must present a statement from a physician who hold an unlimited license to practice medicine to the Principal certifying that they are again physically able to participate in practices and athletic contests. A student-athlete shall attend regularly scheduled practice sessions to be eligible for inter school athletic competition. If, as a result of a school incident, **student suspension, athletic suspension, health limitation** or other similar reasons, a student shall fail to attend regularly scheduled practice sessions, such student shall be required to complete the following prior to participation.
 - i. Attendance and active participation in preseason practices, if applicable;

- ii. Attendance and active participation in four school supervised practice sessions of normal length, which shall occur on four separate days prior to the day of the contest, if the student fails to attend and actively participate in more than four, but less than 11 consecutive days of regularly scheduled practice.
- iii. Attendance and active participation in six school supervised practice sessions of normal length, which shall occur on six separate days prior to the day of the contest, if the student fails to attend and actively participate in more than 10 consecutive days of regularly scheduled practice.

INTERPRETATION

Days Missed	# of Practices Required
5 to 10	4
More than 10 consecutive	6

Athletic Insurance

- 1. Insurance is required for all members of athletic teams. Team members who have the 24 hour school accident insurance coverage have insurance protection while participating in athletics with the exception of football. We encourage all athletes to purchase the 24 hour plan.
- 2. Insurance protection for football is made available each school year and may be purchased separately by those participating in football.
- 3. BEECH GROVE MIDDLE SCHOOL ATHLETIC DEPARTMENT PROVIDES NO ATHLETIC INSURANCE FOR THE PARTICIPANTS.

Transportation

- 1. It is the responsibility of the coaches to notify the members of their team of the time and place to board the bus.
- 2. The coaches must supervise and control those in their charge to prevent injuries to the athletes and damage to the bus. The athletes are to behave in a manner that does not cause disruption on the bus.
- 3. All athletic trips must be made by bus or school van. No private transportation will be permitted unless approved by the Principal, Athletic Director, or School Board.
- 4. Members of the athletic teams will return to the school unless there is an arrangement otherwise between the athlete’s parents and the coach. The **parent must inform the coach in person** if they wish to furnish the transportation for the athlete. (If the coach directs the athlete to return to school by transportation provided by the school, the athlete is to comply with those directions.) Only the athlete’s parents may transport them from the game.
 *See attached chaperone form.

Eligibility

**Determination of eligibility/probationary status will be established at the time of card issuance to student/parent*

- 1. All students are eligible for fall sports participation. Each student receiving one or more academic failing grades (F) on his/her first nine weeks midterm will become a probationary participant in a given activity. A probationary participant must sit out a minimum of a week and may resume competition once the failing grade is back to passing.
- 2. Each student receiving one or more academic failing grades (F) on his/her report card at the end of the first 9 weeks, semester, and third 9 weeks will become a probationary participant in a given activity.
- 3. Said student will be ineligible to participate in a contest for (4 ½ weeks) / midterm. During the probationary period, he/she will be required to attend tutoring in the failing subject twice a week. At the end of the (4 ½ weeks), if the grade has been brought up to a passing grade, he/she will be eligible to participate in contests. If not, he/she will be ineligible for the remainder of that (9 weeks) grading period.
- 4. At the end of the second (9 weeks) grading period, the first semester grades will determine eligibility for the third (9 weeks).
- 5. Mid-term progress reports will only be checked to reinstate a student-athlete or dismiss a probationary athlete. “Progress reports can only help a student-athlete; they will not be used to place a student-athlete on probation.”

Terms of the probationary period:

- 1. Each probationary student may practice with the team/activity during probationary status. (coach’s discretion)
- 2. Under no circumstances will a probationary participant be allowed to participate in an extra-curricular contest or performance sponsored by Beech Grove Middle School.
- 3. A student-athlete will be ineligible for the three and four-sport awards and the two-year medallions in that particular year if he/she did not complete the athletic season in which he/she has participated.
- 4. Eligibility will be verified at the beginning of each nine weeks after the Athletic Director has examined the nine weeks report cards.
- 5. The organization’s sponsor will verify eligibility for other activities.

Participation

1. Age Rule (Taken from the "Interschool Guidelines For Middle Level Schools"):
 - a. Grade 6 – A student who is or shall be 14 prior to or on the scheduled date of the last contest in a sport should be ineligible for athletic competition in that sport.
 - b. Grade 7 – A student who is or shall be 15 prior to or on the scheduled date of the last contest in a sport should be ineligible for athletic competition in that sport.
 - c. Grade 8 – A student who is or shall be 16 prior to or on the scheduled date of the last contest in a sport should be ineligible for athletic competition in that sport.
2. Conduct: Contestants' conduct, in and out of school, shall be such as (1) not to reflect discredit upon their school or (2) not to create a disruptive influence on the discipline, good order, moral, or educational environment in the school. NOTE: It is recognized that principals, by the administrative authority vested in them by their school corporation, may exclude such contestants from representing their school. **Any contestant or coach ejected from a contest for an unsportsmanlike act shall be suspended from the next inter school contest at that level of competition and all other interschool contests at any level in the interim, in addition to any other penalties assessed.**
3. Behavior: A student athlete receiving ten (10) misconducts will be excluded from athletic participation for the remainder of the school year. A letter will be sent to the parents on the seventh infraction and a conference will be called with the student, parent, athletic director, and principal upon the ninth infraction.
4. Medical Information
 - a. All medical cards need to be completed properly by the athlete and their parents/guardians.
 - b. No student will be allowed to participate in a game until the medical card has been completed and is in the possession of the school office.

Beech Grove Middle School Athletic Regulations Handbook

1. The athletic handbook shall be distributed to each athlete at his or her first practice. The coach will discuss the handbook to the athletes with emphasis on academic eligibility, conduct, and drugs/alcohol.
2. Squad Supervision – The coach in charge of an athletic activity will be responsible for all squad members from the time they report to practice or a game until they leave school after the activity.
3. Practice Schedules – The Coach will make a schedule of practices. During the winter sports season, the Athletic Director and Principal will make the gym schedule.
4. Care of School Facilities
 - a. Athletes are to take proper care of facilities and equipment.
 - b. The coach must inform the Athletic Director of any damage to school equipment or facilities.
 - c. Any damage caused by athletes must be paid for in full (or appropriate agreement reached by parents and school) before being allowed to participate in further athletic activities.
 - d. Suspension from athletic activities will be considered for some damage, depending upon the circumstances.

Equipment and Supplies

1. Purchases – If a coach purchases equipment and students are to reimburse them, then the following policy is strongly recommended. The equipment is not given to the student until payment is made. If this policy is not followed the coach will be financially responsible for the cost of the equipment.
2. Issuing of equipment
 - a. No athletic equipment issued to squad members may be worn outside of practice or game situations. Exceptions: with the approval of the Athletic Director, athletes may wear game jerseys or shirts the day of a contest. Cheerleaders may wear their uniforms under the same circumstances.
 - b. The athlete will be responsible for all school owned equipment being returned in acceptable condition.
 - c. The athlete will be charged the amount of replacement for equipment lost or that has been damaged by abnormal use.
 - d. All equipment issued to the athlete remains the property of the school unless the athlete pays part or all the cost with the agreement that the equipment is then the property of the athlete.
 - e. The athlete is responsible for the proper maintenance and replacement of equipment. If equipment has not been returned, they will not be allowed to participate further in athletics until the equipment has been returned or payment for the lost equipment has been received. The Coach and the Athletic Director shall be responsible for the proper resolution of any such problem.
 - i. Locks will be available to use from the athletic department for the designated season.

Injuries

1. In the event of an injury, the coach should administer first-aid immediately, unless the athletic trainer is present. The welfare of the individual athlete is first and foremost.
2. In the event of an injury that is thought to be serious, the parent or guardian is to be contacted immediately and advised of the injury. If, in the coach's opinion, the injury is serious enough to warrant the immediate summoning of an ambulance, the ambulance should be summoned and the parents notified as quickly as possible
3. The parent(s)/custodial person should sign the Medical Release form on the signature page (last page) in the event the parent(s)/custodial person cannot be located.

4. In the event of injury, the coach must complete the proper injury form and submit it to the school nurse as soon as possible. It will then be forwarded to the principal and A.D.

Hazardous Weather Conditions

1. Postponing Games & Practices
 - a. On the days when school is cancelled, all games and practices are cancelled as well.
 - b. Coaches are to inform the players of the cancellations of the game or practice.

Sportsmanship

1. Sportsmanship and character are to be emphasized at all times. **Unsportsmanlike conduct will not be tolerated.**
2. Procedure for athletes being disqualified for unsportsmanlike conduct or technical fouls:
 - a. Conference of Coach, Athletic Director, and athlete the following school day. Each case is decided on its own merits. If the athlete does not report to the Athletic Director's office on the next school day an automatic 1 game suspension will be issued. This penalty may be waived under certain circumstances.
 - i. Penalties will be decided in each case with no precedent being set by any case. A meeting with the Principal may follow.
 - b. Penalties may range from suspension to exclusion from athletics.
 - i. The student is automatically suspended from practice and/or games until the meeting time for the problem has been established.

Attendance of Athletes

1. Students who miss part of the school day due to illness must be in attendance no less than 2 hours to be counted as ½ day present in order to play in a contest or practice on that date.
2. Students missing school for any reasons other than illness must have an excused absence in order to participate.
3. A student who is unable to participate in physical education class may not participate in an athletic event that day.
4. Students under in-school suspension or out-of-school suspension are not to participate in practice or games on these assigned days.

Major Responsibilities Of Athlete At Conclusion Of Season

1. Qualifications for awards:
 - a. Athletes are eligible for specific awards determined by the number of sports in which they have participated and finished in good academic and athletic standing at the end of their eighth grade year.
 - b. Athletes receive one point upon completion of a sport.
 - c. Any 8th grade athlete receiving a three-sport award will be eligible for the **Jim Newport Athlete Of The Year Award** (Male and Female) voted on by the coaching staff.
 - d. Any athlete receiving a three sport award will be eligible for the **Individual Scholastic Award**. Determined by the highest GPA.
 - e. All student athletes are eligible to be awarded the "**good sport**" award for their particular grade.
 - f. All teams will be eligible to receive the **Team Scholastic Award**. The team with the highest GPA average will determine this award.
 - g. **Awards Program** – the awards program will be held at the end of each athletic season.

Miscellaneous

1. Admission Prices
 - a. All admission prices will be established after conferring with other schools in Marion County. Students/Seniors \$2.00 Adults \$4.00 Family \$8.00 * For parents and their school aged children* Pre-School Free.
 - b. Family All-Sport Passes will be available for purchase at the athletic office. This will only be good for home contests. Price adjustment will be for 60% of the home event price.
2. Chain of Command
 - a. Athletes and parents are expected to follow the line of authority as established by the Beech Grove Board of Education. The line of authority is the following:
 - i. Coach
 - ii. Athletic Director
 - iii. Principal
 - iv. Superintendent of Schools
 - v. Board of Education

Athlete's Rules and Regulations

1. The Coach and Athletic Director will investigate violations of rules immediately upon receiving the report. If the charge is not substantiated, the source will be notified and no further action will be taken. If substantial evidence appears to exist, the following action will be implemented (in or out of season).
 - a. The athlete may be subject to suspension from all athletics for an indefinite period for the first offense. The period of suspension for the first offense may include exclusion from all athletics for the rest of his/her middle school career, a calendar year, a season, a part of a season in which the athlete would normally compete.

- b. Any future offense(s) may result in a suspension by the Principal/Designee for a minimum of one calendar year to the remainder of the student's athletic career.
 - i. A student must complete the sport in which the suspension is served or the suspension must be reinstated for the next sport in which the athlete participates.
- 2. Nothing in this policy shall be construed to require the school corporation to follow the provisions of the Due Process and Pupil Discipline Statute (IC 20-8.1-5) in removing a student from participation in any athletic activity.
- 3. Honesty Clause (For first offense only) – If a student admits to the allegations the first time he/she is approached, then the student will be rewarded with a 50% reduction of their penalty. This does not apply in second offenses or when the athlete has been charged by the Law Enforcement agencies or seen by a member of the school staff.
- 4. Penalties: Alcoholic Beverages and/or Use of Tobacco Products
 - a. First offense: a minimum of twenty percent of the contests of that season and a maximum of the current sport season. An occurrence at the end of the season, too late for the described penalty, will call for the penalty to start at the beginning of the next sport season or the sports season the following year. An assessment from a certified approved abuse program will be required before participation is allowed. **The cost of the assessment will be paid by the athlete.**
 - b. Second offense: a minimum of one calendar year.
 - c. Third offense: Suspension from all athletic participation for the remainder of the middle school career. The student may request reinstatement after a minimum of one calendar year from the date of suspension. This request for reinstatement must be made in writing with reasons for reinstatement and is to be given to the Principal/Designee.
- 5. Penalties: Drugs or Controlled Substances (including look-a-likes and drug paraphernalia)
 - a. First Offense: a minimum of one season in which the athlete would normally compete.
 - b. Second Offense: a minimum of one year suspension
 - c. Third Offense: Suspension from all athletic participation for the remainder of the middle school career. The student may request reinstatement after a minimum of one calendar year from the date of suspension. This request for reinstatement must be made in writing with reasons for reinstatement and given to the Principal/Designee.
- 6. Amnesty Rule (designed to help an athlete that wants to help himself/herself) If an athlete has a dependency problem and he/she admits to it before they are caught or investigative procedures begin and with the idea seeking professional help, then the athlete will not be penalized as long as they enroll and successfully complete a certified abuse program. The cost of the program is to be paid by the athlete and not the Athletic Department. The athlete will agree to the following criteria in regards to the non-penalization part of the program:
 - a. Principal/Designee must know about the problem.
 - b. Regular attendance at the rehabilitation program.
 - c. Progress reports given if requested by Principal/Designee.
 - d. If there is any other violation of the alcohol, drug, or tobacco rule then it will be handled as a second offense.
- 7. Penalties: Use of Abusive Language and/or Personal Confrontation (fighting)
 - a. Penalties begin with the competitive season.
 - b. First offense: coach's discretion with approval of the Athletic Director.
 - c. Second offense: Principal, Athletic Director, and Coach will handle the problem with a minimum penalty of one contest for language and two contests for fighting.
 - d. The same group will handle all other offenses with penalties increasing.
- 8. Penalties: Involvement With Law Enforcement Agencies
 - a. Penalties will be enforced during the season or at the beginning of the next season.
 - b. Based upon conviction, admission by the athlete, or police report.

School Owned Equipment

- 1. Equipment issued to athletes remains the property of the school. Exception: When the athlete pays a part of the cost and is permitted to retain the item and then turn it in at the conclusion of the season. The athlete is responsible for proper maintenance of the item. The coach is responsible for the equipment being returned.
- 2. Equipment that is not returned is to be paid for by the athlete. The cost will be equal to the replacement cost.

Quitting Or Being Dismissed From A Team

- 1. Once a student begins practice in a sport and his/her squad membership is terminated by a coach for reasons other than being "cut" due to lack of ability, they are not eligible to practice or participate in any other sport in the current season unless given approval by the Athletic Director and by mutual consent of the coaches involved.
 - a. When an athlete quits a team, they may not try out for the next season sport until the team finishes their current season.
 - b. Only mutual consent of the coaches involved and the Athletic Director may waive this rule.
 - c. The rule further prohibits preseason conditioning for another sport and/or weight training until the uncompleted season has ended.

Dual Sport eligibility:

Athletes are allowed to participate in two different sports during one season. If they are going to compete in two sports, the athlete needs to ask the Athletic Director for the proper form to be filled out with signature approval from BOTH Coaches, Parents, Athletic Director, and a designation of primary sport and rules awareness.

Initiations and/or Harassment

Any unwelcome behavior that interferes with the educational/athletic environment will result in disciplinary action. This includes but does not limit it to warnings, suspensions, and even exclusion from athletic participation. No student has to go through any initiation procedure to be a member of a team.

Additional Circumstances

Any and all situations not properly covered by these regulations are to be presented by the coach and resolved by the Athletic Director and Principal.

Risk Awareness Verification

Organized secondary athletics involve the potential for injury that is inherent in all sports. Even with the best coaching, use of the most advanced protective equipment, and strict observance of rules, injuries are still a possibility. On rare occasions, these injuries can be so severe as to result in total disability, paralysis, or even death.

Parent/Guardian Permission To Participate

Permission from my son/daughter/custodial person to engage in Beech Grove Middle School approved activities as a representative of his/her school must be granted by the parents/custodial person. Consent for my son/daughter/custodial person to accompany the team or group as a member on its out of town trips must also be given. I understand that neither the school board nor the athletic department carries insurance for injuries sustained in the interscholastic program.

Rule Awareness Verification

The parent(s)/custodial person must read and understand the rules and regulations as listed in the Beech Grove Middle School Athlete's Handbook.

The parent(s)/custodial person/athlete must agree to obey the rules and understand the possible consequences if they are not followed.

Signature Page

The student is required to return the Emergency Card Information and the Rules Awareness and reminder pages with his/her signature and the signature of his/her parent or guardian before being allowed to participate in any sport representing Beech Grove Middle School.

Appendix A

K&K Student Accident Insurance Coverage - In cases of accidental injury to or by students on school grounds, the parent's primary insurance is the coverage that will pay any and all medical bills or obligations. If your insurance coverage does not include accident coverage, we strongly recommend considering this voluntary coverage. Beech Grove City Schools takes full responsibility in the cases where neglect of duty or lack of supervision is the cause of an accident.

Website: <http://www.kandkinsurance.com/sites/k12voluntary/Pages/Home.aspx>