

# Ben Davis University High School

## 2022-2023 Student Handbook



Ben Davis University  
1155 S. High School Road  
Indianapolis, IN 46241

Principal: Steve Samuel  
Phone: 317-988-7800  
FAX: 317-243-5683  
Website: <https://bduhs.wayne.k12.in.us/>  
Twitter: @BDUtv\_News

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**Ben Davis University High School Main Office.....988-7800**  
**Website.....bduhs.wayne.k12.in.us**  
**Electronic Newsletters are sent out quarterly through ParentSquare.**

Mr. Steve Samuel	Principal	317-988-7860
Mrs. Valerie Miller	Assistant Principal	317-988-7864
Mr. Michael Woods	VU Assistant Dean	317-988-7861
Mrs. Rachel Stone	VU Secretary	317-988-7862
Mrs. Stephanie Kachur	Counselor/Guidance Director	317-988-7803
Ms. Molly Cordes	Counselor	317-988-7804
Mrs. Barbara Keglovits	Secretary to Principal/Discipline	317-988-7866
Ms. Eva Thompson	Receptionist/Attendance	317-988-7800
Ms. Candice Woods	Treasurer	317-988-7863

### **M.S.D. of Wayne Township Mission Statement**

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

### **Equal Educational Opportunity**

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

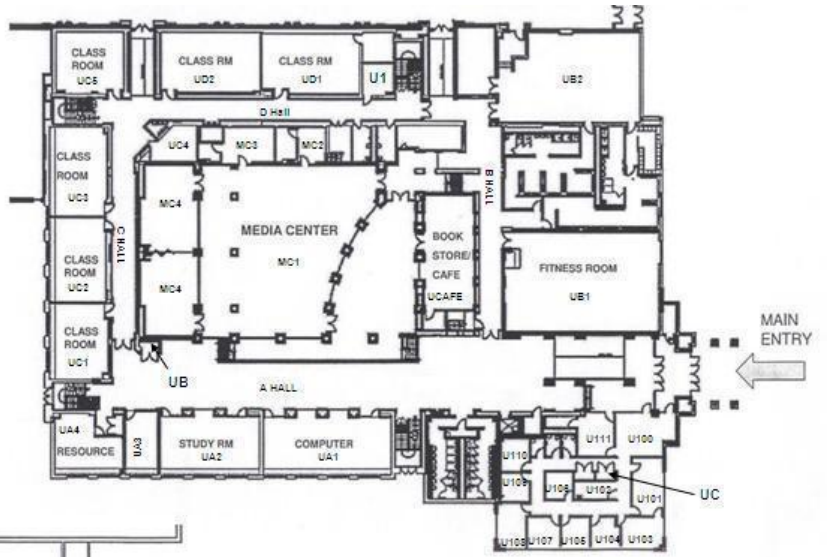
### **Mission Statement of BDUHS**

Ben Davis University High School, a partnership with the MSD of Wayne Township community and Vincennes University, will provide rigorous, innovative educational programming designed for students who excel in a small and supportive academic environment, culminating in a high school diploma and an associate degree.

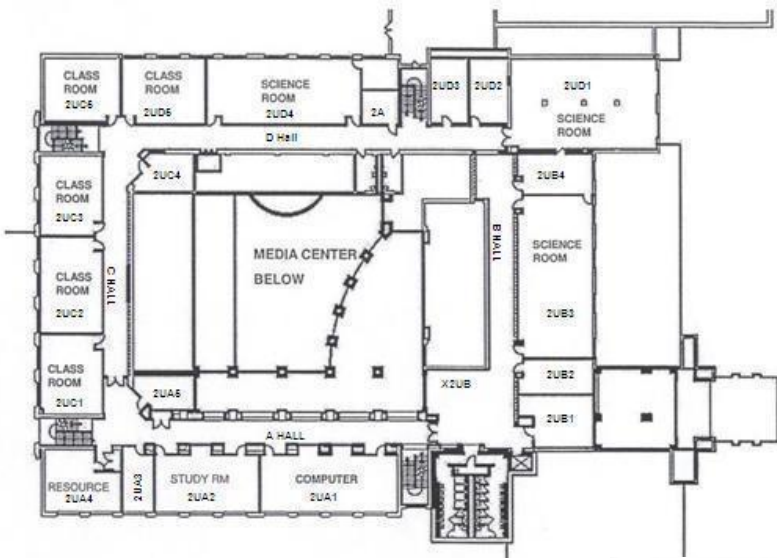
### **Message from the Principal**

Welcome to Ben Davis University High School Indiana's MOST SUCCESSFUL Early College! I am extremely excited to share with you that we have had 100% of our scholars graduate from BDU for the 9<sup>th</sup> year and this year we had 99% of our seniors graduate with Academic & Technical Honors AND 99% of our graduates earned their Associate Degree from Vincennes University. I am so PROUD of the hard work of ALL of our scholars this past year, which was probably one of the most difficult years yet with the continued impacts from the pandemic. Despite these barriers and the hardships that many families have suffered as a result, our scholars prevailed and demonstrated amazing grit and perseverance demonstrating that the pandemic was not going to impact their goal to earn their first college degree while in high school! BDU is an amazing place to be and its continued success is a direct reflection of the outstanding students and staff as well as our supportive families. I look forward to the start of a new school year and I am excited to continue to offer the opportunity to our scholars to earn a FREE associate degree while in high school! It is my hope that this school year will include a reduced need to contact trace allowing us to reinstate collaboration, clubs, activities, and programs for our scholars. Regardless, we will continue to offer the unique privileges to our scholars through our college-going culture and hope that Ben Davis University High School enriches their life through the amazing opportunities leading to college acceptance, scholarships, and more! I strongly encourage all members of the BDU Families to stay informed of important updates this summer through the use of Parent Square. I also encourage all Wayne Township families that use Facebook to take the time to "LIKE" the Wayne Township Facebook page and follow our school and district Twitter accounts [@BDUtv News](#) and [@WayneTwpSchools](#) to keep up with all the great things that happen everyday at BDU and in our Wayne Township community. The deep partnerships that develop between home and school help to ensure the success of all of our BDU Scholars and Wayne Township students!

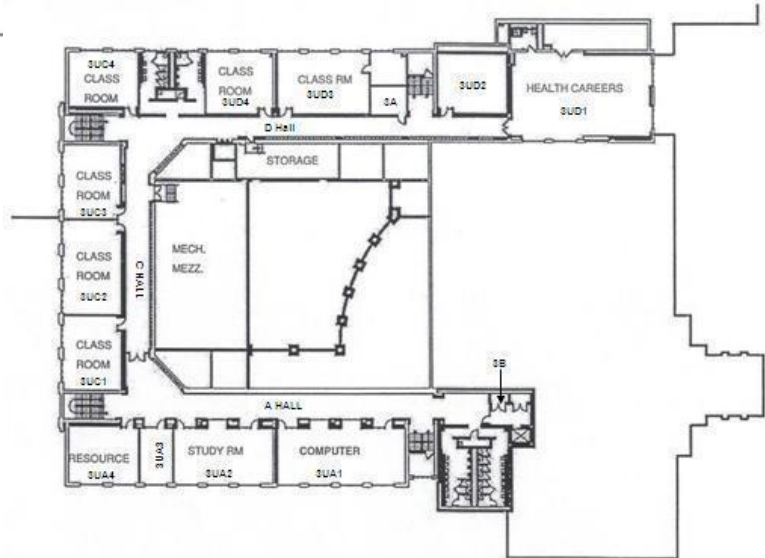
# 1<sup>st</sup> Floor



# 2<sup>nd</sup> Floor



# 3<sup>rd</sup> Floor



# MSD OF WAYNE TOWNSHIP

## 2022-2023 School Calendar

Mon, Jul 25-Tue, Jul 26 Teacher Workday (District Staff Development, No students)

Wednesday, July 27 Pre-K, Preschool, Grades K-12 Students Full Day

Monday, September 5 Labor Day (No School)

Friday, September 30 END OF FIRST GRADING PERIOD (47 Days)

Monday, October 3 BEGINNING OF SECOND GRADING PERIOD

Mon, Oct. 3 – Fri, Oct 7 Parent/Teacher Conferences

Mon, Oct. 10 – Fri, Oct 21 Pre-K, Preschool, Grades K-12 Fall Recess (No School)

Tuesday, November 8 Pre-K, Preschool, Grades K-12 No School (Staff Development Day)

Wed-Fri, Nov 23-25 Thanksgiving Recess (No School)

Friday, December 23 END OF FIRST SEMESTER (93 Days)

Mon, Dec 26-Fri, Jan 6 Winter Recess (No School)

Monday, January 9 Staff Returns from Winter Recess

Tuesday, January 10 Pre-K, Preschool, Grades K-12 Return from Winter Recess

### SECOND SEMESTER BEGINS

Monday, January 16 Dr. Martin Luther King, Jr. Day (No School)

Monday, February 20 Presidents' Day (No School)

Friday, March 10 END OF THIRD GRADING PERIOD (42 Days)

Mon, Mar 20-Fri, Mar 31 Spring Recess (No School)

Monday, May 29 Memorial Day (No School)

Wednesday, May 31 END OF SECOND SEMESTER (Pre-K – Grade 11 Last Day (89 Days)

Thursday, June 1 LAST DAY OF SCHOOL (Teacher Workday, No Students)

Possible make-up days will occur in the following order if cancellation of school occurs:		
Day 1 & 2	Day 3 through	Day 8 and Beyond
No Make-up Days	eLearning Day	5 or more days prior to the possible make-up day: <ul style="list-style-type: none"> <li>• January 16 – Martin Luther King, Jr. Holiday</li> <li>• February 20 – Presidents’ Day</li> <li>• May 29 – Memorial Day</li> <li>• May 31 – Last Day of School</li> </ul>

Approved 2/8/21

BDU Grading Scale		
Letter Grade	Value	Percent
A	4.0	93-100
A-	3.67	90-92
B+	3.33	87-89
B	3.0	83-86
B-	2.67	80-82
C+	2.33	77-79
C	2.0	70-76
D	1.65	60-69
F	0	0-59

**\*\*\*Please note that all BDU scholars MUST earn a C or above on both dual-credit and high school only courses in order to be on track for an associate degree and earn transferrable college credits AND an academic & technical honors diploma.**

## BDU Bell Schedules

Ben Davis University High School							
22-23 Bell Schedule							
Bell Schedule 1 Monday/Wednesday/Friday				Bell Schedule 2 Tuesday/Thursday			
Period 1	SRT	9:20 - 10:20	60				
Period 2	Advisory	10:25 - 11:25	60	Period 7	9:20 - 10:50	90	
				Period 8	10:55 - 12:55	120 (25)	
Period 3	11:30 - 12:55		85 (25)	Lunches	Lunch 1	11:30-11:55	25
Lunches	Lunch 1	11:30-11:55	25		Lunch 2	12:00-12:25	25
	Lunch 2	12:00-12:25	25		Lunch 3	12:30 - 12:55	25
	Lunch 3	12:30-12:55	25				
Period 4	1:00 - 2:00		60	Period 9	1:00 - 2:35		95
Period 5	2:05 - 3:05		60	Period 10	2:40 - 4:10		90
Period 6	3:10 - 4:10		60				

## BDU Diploma Requirements

**All BDU Scholars are on track to earn a Core 40 HS Diploma with both Academic & Technical Honors as well as an Associate Degree.** AHD/THD requires at least three years of a world language and some scholars will take four years. AHD/THD also requires pre-calculus & trigonometry and Indiana requires that all students take math all four years so Finite and Probability & Statistics is a math option for seniors who complete pre-calc/MATH 102 & trig their junior year.

**Failure to stay on track for an associate degree could result in a transfer to BDHS in order to ensure that they are not in jeopardy of not earning their Core 40 HS Diploma.**

## BDU Audits & Petition to Graduate

Every BDU Scholar is required to attend an audit each year where they will review their high school diploma progress as well as their associate degree progress with a BDU guidance counselor and VU early college coordinator or assistant dean. Parents/guardians are invited and encouraged to attend! Sophomore & Juniors have audits in the spring. Seniors have a fall audit and a spring petition to graduate.

## Graduation Pathways Requirements

All BDU Scholars graduate under the Indiana Graduation Pathways Requirements which align with our requirements for scholars to earn a Core 40 HS Diploma with AHD/THD and complete their Associate Degree. Below is the breakdown of how each requirement is completed by our BDU Scholars followed by the state requirements for Graduation Pathways.

1. **Box 1 – Core 40 Diploma**
2. **Box 2 – Project-Based Learning through Sophomore Bridging Program**
3. **Box 3 – AHD/THD Diploma OR Dual Credits**

Graduation Requirements	Graduation Pathway Options
1) <b>High School Diploma</b>	Meet the statutorily defined diploma credit and curricular requirements.
2) <b>Learn and Demonstrate Employability Skills<sup>1</sup></b> (Students must complete <i>at least one</i> of the following.)	Learn employability skills standards through locally developed programs. Employability skills are demonstrated by <u>one</u> the following: <ul style="list-style-type: none"> <li>• <b>Project-Based Learning Experience;</b> OR</li> <li>• <b>Service-Based Learning Experience;</b> OR</li> <li>• <b>Work-Based Learning Experience.<sup>2</sup></b></li> </ul>
3) <b>Postsecondary-Ready Competencies<sup>3</sup></b> (Students must complete <i>at least one</i> of the following.)	<ul style="list-style-type: none"> <li>• <b>Honors Diploma:</b> Fulfill all requirements of either the Academic or Technical Honors diploma; OR</li> <li>• <b>ACT:</b> College-ready benchmarks; OR</li> <li>• <b>SAT:</b> College-ready benchmarks; OR</li> <li>• <b>ASVAB:</b> Earn at least a minimum AFQT score to qualify for placement into one of the branches of the US military; OR</li> <li>• <b>State- and Industry-recognized Credential or Certification;</b> OR</li> <li>• <b>Federally-recognized Apprenticeship;</b> OR</li> <li>• <b>Career-Technical Education Concentrator<sup>4</sup>:</b> Must earn a <u>C average</u> in at least two non-duplicative advanced courses (courses beyond an introductory course) within a particular program or program of study; OR</li> <li>• <b>AP/IB/Dual Credit/Cambridge International courses<sup>5</sup> or CLEP Exams:</b> Must earn a <u>C average</u> or higher in at least three courses; OR</li> <li>• <b>Locally created pathway</b> that meets the framework from and earns the approval of the State Board of Education.</li> </ul>



## Attendance Policy

When a student is absent from school, the following procedures must be followed:

A parent or guardian must call the attendance reporting line at **988-7890** before 11:00 a.m. of the day the absence occurs to notify the school of the absence. This information should be included in the voice mail message:

- Student's name and grade
- Name of person making the call and relationship to student
- Reason for absence
- Date of the absence
- A contact telephone number for verification

If the student's absence is due to a medical, dental, or other professional appointment, a **note of verification** from the place of business **is required within 48 hours of the appointment.**

All phone calls and verification notes must be received by the Attendance Secretary within 48 hours of the student's return to school in order for the absence to be excused. If a note or phone call is NOT received within 48 hours, the absence will be considered unexcused. The day of return is the first 24 hours. The attendance voicemail is available 24 hours a day, seven days a week. It is the responsibility of the student and parents to report absences to the school promptly.

**The attendance procedures for students with an excessive absences are as follows:**

- Other school consequences including In School Suspension.
- Restriction on participating in or attendance at extracurricular events.
- Referral to Truancy Court.
- Referral of Parent to court for Educational Neglect
- Removal from regular school setting and placement in an alternative school setting

## AM Tardy to School Policy

**The attendance procedures for students with an excessive amount of tardies to school are as follows:**

All students will receive an EXCUSED AM tardy if their parent calls or signs them in, anything after 10AM, a parent call in **MUST** have a documented reason for their AM Tardies to school or it will move to an UNEXCUSED AM Tardy for 10+ AM Tardies.

Any students that do not have a parent call or sign them in will receive an UNEXCUSED tardy which will then be subject to the following consequences.

- **5 AM Tardies** – meeting with teacher, parent notification.
- **8 AM Tardies** – referral documenting tardies & assignment of consequences up to and including removal of honors schedule and assignment to office for ISS.
- **10 AM Tardies** - referral documenting tardies & assignment of consequences up to and including removal of honors schedule and assignment to office for ISS.
- **Additional AM Tardies (10+) could result in removal from BDU and placement at WPA our alternative school or BDED our night school program and these students would lose the opportunity to earn their associate degree.**

## Tardy to Class Policy

The attendance procedures for students with an excessive amount of tardies to class are as follows:

In order to maximize instructional time, students are expected to arrive to all classes before the bell rings. If a student is not in the classroom when the bell rings, they will be counted as tardy by their professor. Tardies will accumulate on a semester basis – the number of tardies that a student accumulates during the first semester **WILL NOT** carry over to the second semester.

### Consequences

Class Tardy*	1 <sup>st</sup> & 2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup> +
When the student does not arrive to class on time.	Verbal Reprimand by Teacher	Parent Phone Call by Teacher	Referral & Loss of Privilege (determined by admin)	Referral & Loss of Privilege (determined by admin)
*5+ minutes late = truancy (class cut) which will result in a referral and the student will be subject to immediate disciplinary consequences.				

Loss of Privilege could include the following

- Loss of Passing Periods
- Loss of Honor Schedule Privileges
- Loss of Clubs

## Bring Your Own Device (BYOD)

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

### Important Facts

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

- Students are expected to exhibit digital responsibility/citizenship and follow the Responsible Use Policy (RUP) while using personal or district-owned technology.
- Students will log onto the Wi-Fi network by using their district-provided username and password

## **Device Responsibility**

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

## **Transportation & Bus Information**

Riding a bus is a privilege provided to any student who resides in Wayne Township. Transportation is not provided to out-of-district students. All students must adhere to the transportation rules provided at the start of the school year and upon request from their assigned driver.

### **BDU Drop-off & Departure Times**

Buses drop students at 9:00am. In the afternoon, Buses depart at 4:17pm. For late arrivals, students who arrive on a late bus are given a pass or an excused late to class via a PA announcement and breakfast stations are held open for their arrival. All students are expected to go straight to their bus immediately after the 4:10pm bell. Buses will not be held for students exiting late from the building.

### **Riding an Unassigned Bus**

All students are assigned a bus and route by transportation, which is available online by going to the transportation portion of our website. Students can only ride an unassigned bus on a temporary basis. If a student wishes to ride a bus with a friend or to a different address the parent/guardian of BOTH the student that is riding a different bus and the friend they are riding with to the main office. They can either write a note and include their phone number to allow the receptionist to call and verify OR they can call and leave a voicemail with permission at 317-988-7800. After permission is obtained from both parents, the office will issue a special bus pass, which must be presented to the driver by the students.

### **Getting Off at a Different Bus Stop**

Students are only given permission on a temporary basis (no more than 5 days) to get off at a different stop. Verbal permission (parents/guardians can call or write a note and include their phone number) MUST be received before a special bus pass is issued which is presented to the driver by the student.

## Work Permits

Work permits are no longer obtained through the schools. Effective July 1, 2021 all Indiana employers who employ five or more minor employees under the age of 18 must use the new Youth Employment System (YES) to register those employees with the Youth Employment division of the Indiana Department of Labor. This new system replaces the previous "intent to employ" form completed through the schools. Please note that the new system does not change the state's work-hour requirement for minors and all employers must still comply with the Teens Work Hour restrictions and Prohibited and Hazardous Occupation restrictions for minors. Ultimately, we encourage all BDU parents/guardians to carefully consider employment opportunities for our scholars to ensure that the school is prioritized above all job opportunities.

## Before-School Procedures

Students may be dropped off before school at door 10 starting at 7:00am, but will have to remain in the double doors area until 8:50am daily. At 8:50am daily door 10 and door 12 will be open to allow the students to access the following areas where direct supervision will be provided:

- Media Center
- Commons Area

Students who drive to school can enter the building at door 12 starting at 8:50am, but again must go to one of the four areas listed above.

Students are not to go onto the 2<sup>nd</sup> or 3<sup>rd</sup> floor areas until 8:50am.

Breakfast may be picked up at the two breakfast stations near Door 9 and Door 12.

## After-School Procedures

We do allow students to remain in the commons or Door #10 until the office closes at 4:45pm. Students waiting for a ride are not to be in other parts of the building unless they are supervised by an adult. Individual study tables can be arranged with teachers and our VU Learning Coach holds study tables. After the office closes at 4:45pm, all students that are not supervised by an adult MUST report to the double doors area at Door 10 to wait for their rides or can remain outside the building by Doors 12 & 1.

***These building policies and procedures are designed for the security and safety of all BDU students.***

## Student Transcripts

Graduation from high school is an important accomplishment. Employers, the military, government programs and colleges all request documentation of high school performance in the form of an official transcript. A transcript confirms the courses you studied, the requirements you met and the grades you earned as a high school student.

You may request a transcript to be sent to colleges or universities through NAVIANCE. Your username is your student ID# and your password is your birth date. A signed request form is required to send a transcript to the military or for scholarship applications. Directions can be found on the BDU website by clicking the Order Transcripts icon on the BDU home page.

## VU Transcript Request

A student's signature is required each time a VU transcript is requested. The request must be in writing by completing a **Vincennes University Transcript Request Form** that is available in BDU's main office. Once the form has been completed and returned to BDU's main office, it will be faxed to VU's Registrar's office for processing.

Official transcripts are marked with the official seal of the University and are mailed directly by the Registrar's Office to official representatives of other universities, to certification agencies, to military representatives, etc. Any transcript mailed directly to the student is considered unofficial and it will not be accepted by any agencies listed above as official. There is no charge for a VU transcript.

## Counselor Request Procedures

If you have an issue you need to discuss with your counselor, you must complete a google form. QR codes for the google form are located throughout the building. Your counselor will call you down to their office when they are able to meet with you. If it is an emergency, please let the school secretary know.

Who is my counselor?		
Counselor	Grade	Degree
<b>Mrs. Kachur</b>	<b>Sophomores</b>	<b>ALL</b>
<b>Mrs. Kachur</b>	<b>Juniors</b>	<b>ALL</b>
<b>Miss Cordes</b>	<b>Seniors</b>	<b>ALL</b>

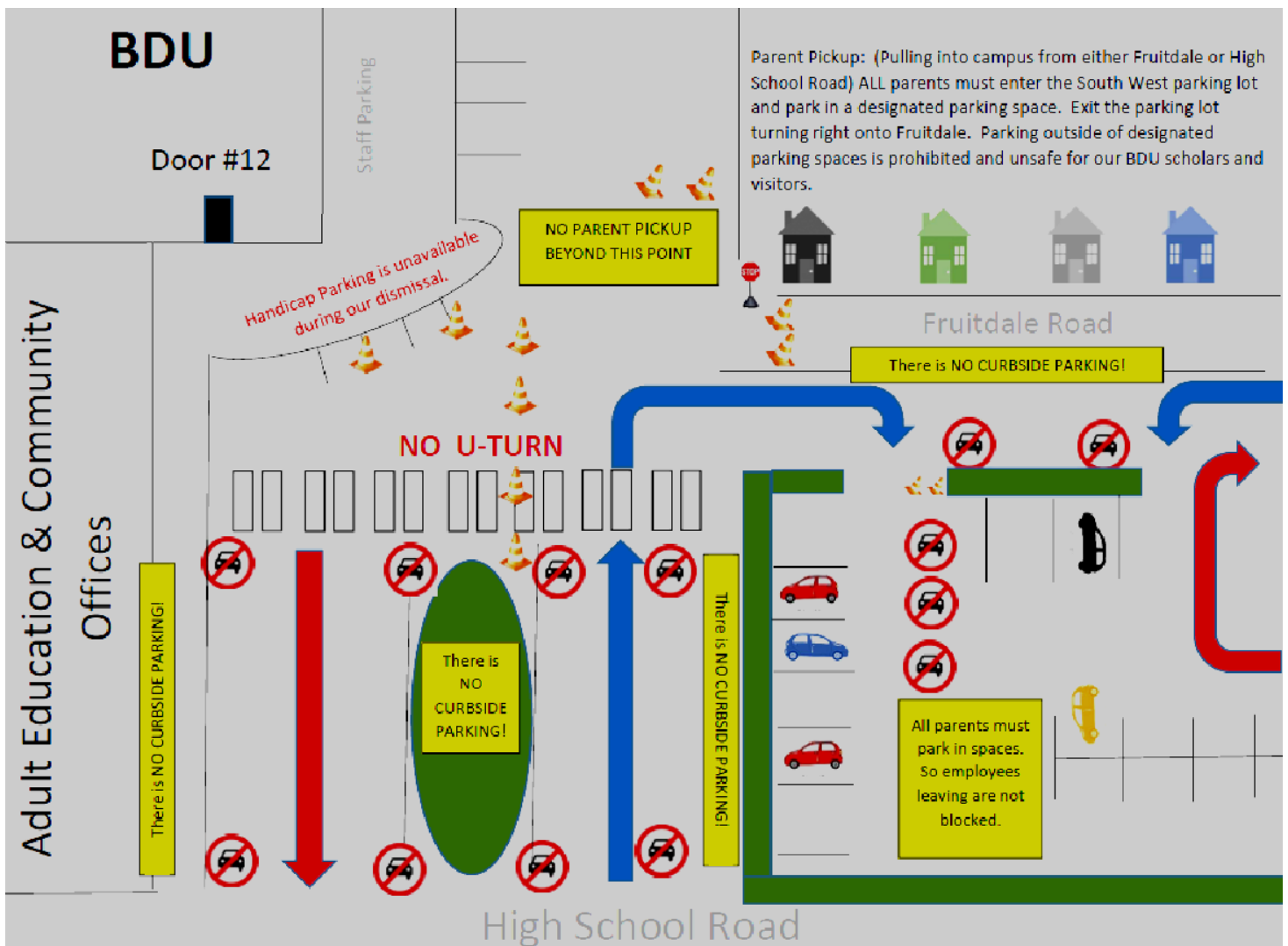
## Dismissal Procedures for Parent Pick-up & Drop-off

1. All parents wishing to drop off their child must enter the campus through the south entrance off **Morris Street and Fruitdale Road**.
2. Parents can NOT drop off/pick up their child at the main entrance (door 10) on the east side of the building between 8:50am-9:15am and 4:00pm-4:20pm. This is our staff lot and bus lot ONLY.
3. Coming in through Fruitdale road, go into the first entrance on the left to the large parking lot. Pull into a designated parking space. Parents should drop off their student in the parking lot and have their student cross at the crosswalk. Releasing students outside of the parking lot creates a hazard for all parties. Our campus has three programs that all start and end at different times – Adult Education, Wayne Township Preschool, and BDU which is why you MUST follow these procedures.
4. Parents needing to pick up their child early must park in the east parking lot (lot directly off High School Road) near the main entrance (door 10) and come into the main office to sign out their child. **Parents cannot park or line up on the curb in**

**front of the main entrance to wait for their child as this will cause the buses to not be able to depart and creates traffic jams.**

5. Parents waiting to pick-up their child can do so in the southwest parking lot off High School Road in a designated parking space. Parents should not line up along the curb near the community offices at the south side of the building (door 1) as this will block exiting traffic including the departing buses. (Handicap parking is limited and fills quickly)
6. Again, we must stress the importance of NO CURBSIDE PARKING at any time and NO U-TURNS AT ANY TIME. Additionally, staff members will be present to direct traffic and there will be NO HANDICAP PARKING DURING DISMISSAL. Please make sure that you follow these procedures when picking up your child to ensure the safety of all staff, students, and parents.

## Dismissal & Parent Pick-up Procedure



## School Nurse & Medications

BDU has a school nurse on staff who keeps her clinic open to students during the school day. If a student should need to visit the nurse during the school day, their instructor will write a referral to the nurse. The nurse will determine the treatment of the student and whether or not the student should be allowed to go home. *Students are prohibited from calling their parent or guardian and requesting an early pick-up without consulting with the school nurse first.* Any student who leaves school, without the authorization of the school nurse, will be considered truant and subject to disciplinary consequences.

Students are not allowed to carry prescription OR over the counter medications on them while on school grounds. Medication MUST be given to the nurse with the permission to take medication on file. All over the counter medication must be unopened. Please call our nurse with any questions 317-988-7923.

## **Ben Davis University HS Discipline Plan**

The University campus created a discipline plan that was developed to ensure the academic integrity of our building. The plan is meant to promote a school atmosphere which is conducive to student learning. Student conduct is one important indicator of school climate and a critical factor in determining a quality school. Students subjected to disciplinary actions by either the school administration or from their respective professors will be addressed according to this plan. The staff at BDUHS reserves the right to deal with each student's case according to their individual situation before considering appropriate consequences. This plan is not intended to be the "last word" or "all-inclusive" concerning misbehaviors or penalties, but it is a conscientious attempt to deal fairly and consistently with students.

The University will employ progressive discipline which **may** include any of the following consequences: Verbal warning, conferencing, parent meeting, in-school suspension, out-of-school suspension, alternative placement, lunch detention, after school detention, denial of privileges (loss of passing period, no internet, honor schedule), contract and/or drivers license revocation.

## **Drug Testing**

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

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

## Bullying

Bullying is not acceptable or tolerated at BDUHS. It is our expectation that ALL acts of bullying will be reported immediately to the university faculty, counselors, and/or administrators. If parents are aware of bullying, they should contact an administrator immediately. Consequences for bullying will include the full range of disciplinary actions up to and including expulsion.

**Per Indiana Code (IC 20-33-8-0.2) "Bullying"** means overt, repeated acts or gestures, including: (1) verbal or written communications transmitted; (2) physical acts committed; or (3) any other behaviors committed; by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.

## Lockers

You will be assigned a locker with a combination for your entire time at BDUHS. A change may not be made without permission. **You should not share lockers or tell others your locker combination; this will prevent items from being taken or stolen from your locker.** For your safety, you must have permission from a staff member or be accompanied by an adult to use your locker before 9:00 a.m. or after 4:15 p.m. If you have difficulties with your locker, report it to the office. Lockers will be checked and cleaned periodically. You should not leave food or beverages in your locker. Each student will have a name plate identifying their assigned locker and will be assigned that same locker for the entire time a student is enrolled at BDU. Upon graduation, students will receive their name plate.

## Parking Permit

Applications for parking permits are available in the main office. A parking permit is required if you drive to school. You will need a valid driver's license, copy of registration, and proof of insurance. There is a \$20 fee for the entire school year or \$10 for only one semester. Driving to school is a privilege and this privilege may be revoked by school administration at any time for failing to follow safe driving rules. A valid BDU parking permit must be displayed in your vehicle if you drive to school.

## Honors Schedule

Honors Schedules are a privilege reserved for upperclassmen only in grades 11 & 12. School administrators reserve the right to remove this privilege at any time should the student abuse the privilege or fail to continue to have good attendance, grades, and behavior while on honors schedule. All honors schedule students will receive a pass on a lanyard and they must wear this lanyard to exercise their honors schedule privileges while on campus. There are two types of Honors Schedules:

**HIGH HONORS** – Students on High Honors **can leave campus** or report to the commons or media center during non-instructional time SRT, directed studies, or lunch.

- B's or above in ALL classes
- No "unexcused" absences
- No "unexcused" tardies to school
- No "unexcused" early releases from school



- No “excessive” tardies to class (3 or more is considered excessive)
- Demonstration of on-line course progress (on-track % completed)
- No discipline referrals
- Parent Permission

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

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

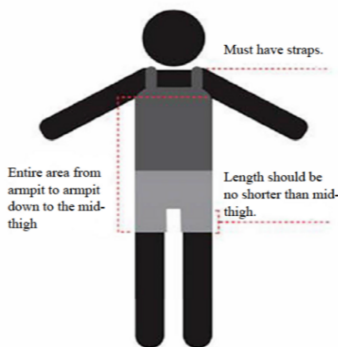
No article of clothing, tattoo, or accessory may contain language or graphic representations depicting or promoting the use of drugs, alcohol, tobacco, showing gang affiliation or encouraging gang activity, violence, or sexual activity. These guidelines are provided to assist students and their families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

### **Shirts / Tops**

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

### **Pants, Skirts, Shorts**

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



## **ALL STUDENTS**

**Clothing must cover areas from one armpit to the other armpit, down to the mid-thigh. Tops must have shoulder straps and be long enough to adequately cover the waistline and not expose the midriff.**

### **Shoes**

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

### **Jackets / Coats**

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

### **Headwear and Glasses**

Sunglasses shall not be worn in the buildings. Students may wear baseball caps. Students may appropriately use articles (barrettes, headbands, scarves) designed to pull or hold hair.

### **Hair / Facial Jewelry**

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

### **Book bags / Backpacks**

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

### **Undergarments / See-Through Materials**

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

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

## **Student Deliveries**

Deliveries of balloons, cake, flowers, or other celebratory items will be accepted, but will not be delivered to the student during the school day. Students who receive deliveries will be contacted to pick up the item at the end of the school day.

Food deliveries from outside restaurants are not allowed for students at BDU. If a student places a food order (pizza, Jimmy John's, etc.) that is delivered to the front desk and it is not paid for, it will be refused. If a student places a food order that has been paid for, it will be placed in the refrigerator and the student will be called down at the end of the day to pick it up.

If a parent or student brings in fast food, they are not allowed to eat this in the cafeteria or commons. They will be provided with the option of eating this in the office during SRT or lunch, but other students will not be allowed to join them. Students are allowed to bring in a beverage and consume this in the commons, but frozen beverages such as shakes are not allowed to be brought into the cafeteria. **If a student attempts to bring in outside food, they will be escorted to the office to eat their food on the first offense and on the second offense the food will be taken from the student and held in the office until the end of the day.**