

BROWNSBURG COMMUNITY SCHOOL CORPORATION

Higher Achievement Together



ELEMENTARY SCHOOL STUDENT HANDBOOK 2009 - 2010

HANDBOOK STATEMENT

Educational services, programs, instruction, and facilities will not be denied to anyone in the Brownsburg Community School Corporation as the result of his/her race, color, sex, disability, or national origin, including limited English proficiency. For further information, or to file a complaint please contact the following:

Title IX Coordinator
Associate Superintendent
Mrs. Jan Viars
444 East Tilden Drive
Brownsburg, IN 46112
852-5726

Civil Rights Compliance Officer
Director of Human Resources
Mrs. Jodi Gordon
444 East Tilden Drive
Brownsburg, IN 46112
852-5726

Section 504 Coordinator
Director of Exceptional Needs
Mrs. Lisa Smith
444 East Tilden Drive
Brownsburg, IN 46112
852-5726

Welcome to our schools.

For more information regarding the school and the staff directory, please access the school's website at <http://www.brownsburg.k12.in.us/corpwms/>. In addition, a staff directory database may be found at the school corporation's website. Please click on the following link <http://www.brownsburg.k12.in.us/> and click on Staff Directory to conduct a search.

BROWNSBURG COMMUNITY SCHOOL CORPORATION

CENTRAL OFFICE

444 E. Tilden Drive
Brownsburg, IN 46112
Telephone: 317-852-5726
FAX: 317-852-1015

BROWNSBURG HIGH SCHOOL

1000 South Odell Street
Brownsburg, IN 46112
Telephone: 317-852-2258
FAX: 317-852-1494

EAST MIDDLE SCHOOL

1250 East Airport Road
Brownsburg, IN 46112
Telephone: 317-852-2386
FAX: 317-852-1023

WEST MIDDLE SCHOOL

1555 South Odell Street
Brownsburg, IN 46112
Telephone: 317-852-3143
FAX: 317-858-4100

BROWN ELEMENTARY SCHOOL

340 South Stadium Drive
Brownsburg, IN 46112
Telephone: 317-852-1498
FAX: 317-858-2171

CARDINAL ELEMENTARY SCHOOL

3590 Hornaday Road
Brownsburg, IN 46112
Telephone: 317-852-1036
FAX: 317-858-4117

DELAWARE TRAIL ELEMENTARY SCHOOL

3680 Hornaday Road
Brownsburg, IN 46112
Telephone: 317-852-1062
FAX: 317-858-4118

EAGLE ELEMENTARY SCHOOL

555 Sycamore Street
Brownsburg, IN 46112
Telephone: 317-852-1050
FAX: 317-858-4119

REAGAN ELEMENTARY SCHOOL

4845 Bulldog Way
Brownsburg, IN 46112
Telephone: 317-852-1060
FAX: 317-852-1064

WHITE LICK ELEMENTARY SCHOOL

1400 South Odell Street
Brownsburg, IN 46112
Telephone: 317-852-3126
FAX: 317-858-4120

TRANSPORTATION

570 East Airport Road
Brownsburg, IN 46112
Telephone: 317-852-6813
FAX: 317-852-1061

HARRIS ACADEMY

725 A South Green St.
Brownsburg, IN 46112
Telephone: 317-852-1010
FAX: 317-852-1012

CHALLENGER LEARNING CENTER

725 A South Green Street
Brownsburg, IN 46112
Telephone: 317-852-1010
FAX: 317-852-1012

EDUCATIONAL SERVICES

225 South School Street
Brownsburg, IN 46112
Telephone: 317-852-1020
FAX: 317-858-2196

School Safety Hotline: 852-2258 EXT 1 TIP (1847)

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FOREWARD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. Because the handbook contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for your and your parents' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your Principal or Assistant Principal whose contact information you will find listed in the Staff Directory section of the school's website. This handbook is supplementary to Board policy. Should a provision of this handbook contradict Board policy, the Board policy prevails. This handbook supersedes all prior handbooks and other written material on the same subjects.

MISSION OF THE SCHOOL CORPORATION

Brownsburg Community School Corporation will provide, within a secure environment, an engaging, relevant educational program with academic opportunities for all students to pursue their maximum intellectual potential. Social and physical opportunities will also be provided to students to encourage them to become well-rounded individuals. Reaching maximum achievement will prepare students to live productively and responsibly in a technical, global society.

GUIDING PRINCIPLES OF THE SCHOOL CORPORATION

1. Members of the Board of School Trustees will set and communicate the direction for a student-focused, learning-oriented environment to guide the decision of the schools.
2. The School Corporation will focus on the P-16 academic education of students within a safe environment.
3. Learning will be relevant and engaging. A focus will be placed on the following skills: cooperation, teamwork, research, problem solving, ability to work independently, and communication using technology effectively.
4. The School Corporation will have a commitment to accountability and have meaningful metrics of success which demonstrate continuous improvement.
5. The School Corporation will provide students with differentiated, rigorous opportunities for learning.
6. The School Corporation will empower students to shape and manage their future by encouraging prudent, intellectual risk-taking.
7. The School Corporation will develop processes to become knowledgeable of stakeholders' needs and expectations.
8. The School Corporation will support parents and the community in their roles in the character education, moral education, and social education of students.
9. The School Corporation will support a variety of experiences to develop a total person, including physical, recreational, civic, and social activities.

FEDERAL EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

The Brownsburg Community School Corporation maintains records on all students who have attended and are presently attending schools of the Corporation, said records are directly related to the students. FERPA has established parental and student rights with respect to "education records." The statutory definition of this term is as follows:

- (i) Contains information directly related to a student; and
- (ii) Are maintained by an educational agency or institution or by a person acting for such agency or institution.

Records, which are not to be considered "education records", include:

- (1) Records in the sole possession of the maker of the record accessed and revealed only to a substitute and not shared with others;
 - (2) Records of a law enforcement unit that was created by that law enforcement unit specifically for law enforcement purposes;
 - (3) records made and maintained in the normal course of business which relate exclusively to a person who is employed by an educational agency in that person's capacity as an employee and are not available for use for any other purpose; and
 - (4) records of a person who is eighteen (18) years of age or older which are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional capacity which are made, maintained, or used only in connection with the provision of treatment to the student.
- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Schools are required by FERPA to:

- provide a parent with an opportunity to inspect and review his/her child's education records within 45 days of the receipt of a request
 - provide a parent with copies of education records or otherwise make the records available to the parent if the parent, for instance, lives outside of commuting distance of the school
 - redact the names and other personally identifiable information about other students that may be included in the child's education records.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the

record, the parent or eligible student has the right to place a statement with the record setting forth his/her view about the contested information.

- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance, which may include distance learning or correspondence classes. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school. Schools may also disclose information in connection with an emergency if necessary to protect the health or safety of a student.

Brownsburg Community School Corporation has designated the following information as directory information:

- Student's name
- Student ID number or user ID for accessing the district's electronic systems
- Enrollment status
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- E-mail address
- The most recent educational agency or institution attended
- Photograph *(parents of elementary students will be contacted to secure permission to put names with photographs)*
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a

disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. Personally identifiable information includes biometric records such as fingerprints, retinal scans, and handwriting.

Policies of the Corporation for reviewing and expunging these records:

- A. The Act concerns the student record of both elementary and secondary schools.
- B. The parents' rights under the Act extend until the student is 18 years of age or is enrolled in a post high school institution; thereafter, only the student himself may exercise the rights.
- C. Parents, students, and legal guardians have a right to examine the student records at reasonable times during the school years.
- D. A record is kept with each student record showing who examined it, the date on which it was examined, and the purpose of the examination.
- E. Certain persons may examine student records without a parent's consent; these include school officials, including teachers who have "legitimate educational interest", officials of other schools or school systems where a transfer is made, and certain representatives of the state and federal government.

Superintendent of Schools	Associate Superintendent of Schools
Assistant Superintendent	Instructional Assistants
Bus Drivers	Safety Officers
Director of Curriculum	Director of Technological Services
Director of Food Services	Director of Harris Academy
Director of Transportation	Principals
Assistant Principals	Community Outreach Liaison
Administrative Deans	Assistant Athletic Directors
Athletic Directors	Student Teachers
All Certified Teachers	School Counselors
School Psychologists	Social Workers
Student Assistance Coordinator	Interns
Occupational/Physical Therapists	Interpreters
Data Managers	Nurses
Administrative Assistants	
Any contractor, consultant, or volunteer to whom BCSC has outsourced institutional services of functions.	

Any employee of the Corporation not named on this list must receive permission from the Superintendent prior to accessing any information.

- F. Any person may receive the records, if the parents execute a written consent specifying the records to be released, the reason for such release, and the person to whom they are to be released. A copy will be sent to the parents in such case if requested; the parents may also request and receive a copy of any student record forwarded to another school or school system with a transfer.
- G. A copy may be furnished pursuant to a court order of subpoena but only if the parents are given advance notice.
- H. Schools in the Brownsburg Community School Corporation will forward education records including suspension and expulsion disciplinary records to other schools (private or public) in which any elementary or secondary student seeks or intends to enroll on a full or part-time basis.

- I. If educational records are provided for use as part of a study, the board will enter an agreement with the research that describes how records will be handled and returned/destroyed within the defined scope of the study.

The Procedure established for reviewing the school records:

- A. Requests to review school records shall be made by a written request to the principal of the appropriate school. Printed request forms are available at the school, but written requests may be made other than on the provided form.
- B. The written request must be completed prior to the review of the school record. (This form becomes a part of the student's record thereafter.)
- C. The principal shall have the records available for review and inspection within ten (10) days after the request has been made and, in any event, no later than forty-five (45) days.
- D. The principal shall make provision for assistance in the interpretation of the records.

Cost for student record review:

- A. There shall be no fee or costs for reviewing the student records at the school.
- B. Copies of the student record shall be furnished to the parent or eligible student upon request, and said copies shall be reproduced at cost to the parent or eligible student.

Release of records to other school districts:

Schools in Brownsburg Community School Corporation disclose education records without consent to officials of another school district in which a student seeks, or intends to enroll. This includes those students' disciplinary records that concern student misconduct relating to the health or safety of the student, other students at the school and members of the school community. The discipline records apply only to those that resulted in suspension or expulsion or for the violation of a misconduct rule that relates to a safety or health concern of the school.

Release of education records to law enforcement agencies:

USA Patriot Act permits school to disclose without consent or knowledge of the parent or student "personally identifiable information from the student's educational records to the Attorney General of the United States or his/her designee in response to an *ex parte* order in connection with the investigation or prosecution of terrorism crimes specified in sections 2332(g)(5)(B) and 2331 of the title 18, U.S. Code.

Federal Grand Jury Subpoena: Schools may disclose educational records to the designee in a Federal grand jury subpoena without parental or student notification or recordation if so ordered by the court.

Law Enforcement Subpoena: The same rules apply as to Federal Grand Jury Subpoenas except that in the case of an agency subpoena, schools have the option of requesting a copy of the good cause determination.

All other Subpoenas: For all other subpoenas, including federal grand jury or law enforcement subpoenas in which the court does not specifically order nondisclosure, prior to disclosing personally identifiable information from a student's education record, schools must make a "reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance, so that the parent or

eligible student may seek protective action.”

Release of Directory Information to Military Recruiters:

Schools are required to provide students’ names, addresses, and telephone listings to military recruiters when requested. This requirement is subject to parental “opt out” rights.

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34 CFR Part 98) applies to programs that receive funding from the U.S. Department of Education (ED). PPRA is intended to protect the rights of parents and students in two ways:

It seeks to ensure that schools and contractors make instructional materials available for inspection by parents if those materials will be used in connection with an ED-funded survey, analysis, or evaluation in which their children participate; and

It seeks to ensure that schools and contractors obtain written parental consent before minor students are required to participate in any ED-funded survey, analysis, or evaluation that reveals information concerning:

1. Political affiliations;
2. Mental and psychological problems potentially embarrassing to the student and his/her family;
3. Sex behavior and attitudes;
4. Illegal, anti-social, self-incriminating and demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents or students who believe their rights under PPRA may have been violated may file a complaint with ED by writing the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with

Family Policy Compliance Office
US Department of Education
400 Maryland Avenue, SW 20202-4605
Washington, DC
www.ed.gov/officec/OM/fpco

STUDENT SUBMISSION TO SURVEYS, PERSONAL ANALYSIS, OR EVALUATIONS OF SCHOOL CURRICULUM

PPRA affords parents certain rights regarding our conduct of surveys, collection and use

of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of -

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use -

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Brownsburg Community School Corporation has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Brownsburg Community School Corporation will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Brownsburg Community School Corporation will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his/her child out of participation of the specific activity or survey. Brownsburg Community School Corporation will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an

opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-5901

EQUAL EDUCATION OPPORTUNITY

It is the policy of this Corporation to provide an equal education opportunity for all students.

Any person who believes that the School or any staff person has discriminated against a student on the basis of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the Corporation, or social or economic background, has the right to file a complaint. A formal complaint may be made in writing to the School Corporation's Compliance Officer listed below:

Mrs. Jodi Gordon
Director of Human Resources
317-852-5726

The complaint procedure is described on Form 2260 F8.

The complaint will be investigated and a response, in writing, will be given to the concerned person within **10** working days. The Compliance Officer may provide additional information concerning access to equal education opportunity. Under no circumstances will the Corporation threaten or retaliate against anyone who raises or files a complaint.

Special Education

The School provides a variety of special education programs for students identified as having a disability as defined by the Individuals with Disabilities Education Act (IDEA).

A student can access special education services only through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the School encourages the parent to be an active participant. To inquire about the procedure, a parent should contact the school counselor or assistant principal.

Homeless Students:

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the Corporation. Homeless students are eligible to receive transportation services, participate in education programs for

students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information contact the Brownsburg Community School Corporation Registrar at 852-5726.

Americans with Disabilities Act – Section 504

The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act requires the School to ensure that no individual be discriminated against on the basis of a disability. This protection applies not just to the student, but all individuals who have access to the Corporation's programs and facilities.

Students with disabilities who do not qualify for IDEA may be served within the regular education program with an accommodation plan developed through an interactive dialogue between the School, the student and the student's parent(s). Parents who believe their child may have a disability that interferes substantially with the child's ability to function properly in School, should contact the school counselor or assistant principal.

THE PLEDGE OF ALLEGIANCE

Each school will provide a daily opportunity for students to voluntarily recite the Pledge of Allegiance I.C. 20-30-5-0.5. A student is exempt from participation in the Pledge of Allegiance and may not be required to participate in the Pledge if the student chooses not to participate or if the student's parent chooses to have the student not participate. I.C. 20-30-5-4.5 requires that each classroom will establish a daily moment of silence.

SCHOOL DAY

Student attendance hours are 9:00 a.m. to 3:45 p.m. If a student arrives after 12:20 p.m. or leaves before 12:20 p.m. he/she will be marked absent for one-half day. Arriving after 9:00 a.m., leaving early, or being signed out for a portion of the instructional day that is less than one-half day, will be marked as a tardy. Students that have any absence or tardy marks are not eligible for perfect attendance awards.

STUDENTS RIGHTS AND RESPONSIBILITIES

The rules and procedures of the School are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights will be protected and that they will be treated with fairness and respect. Likewise, students will be expected to respect the rights of their fellow students and the staff. Students will be expected to follow staff members' directions and obey all school rules. Disciplinary procedures are designed to ensure due process (notice and a fair hearing) before a student is disciplined because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, the U.S. Mail or hand delivery may be used to ensure contact. Parents are encouraged to establish constructive communication channels with their child's

teachers and support staff and to inform the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

The staff expects students to arrive at School prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program. If, for some reason, this is not possible, the student should seek help from the school's guidance counselor.

HEALTH SERVICES

School Clinic

A school nurse is staffed in the clinic in every school building. The school nurse will treat all injured or ill students according to the Brownsburg Community School Corporation Health Services Protocol and Guideline Manual. If a student should become ill during the day, he/she should notify the teacher. If the teacher agrees that the student is too ill to be in class, he/she will be sent with a pass from that teacher to the clinic. Students must go to the clinic to be evaluated by the nurse. Students who are admitted to the clinic by the nurse will be allowed up to 20 minutes to rest before returning to class unless they are going home.

The nurse may exclude from school a student who has a dangerous communicable disease that is transmissible through normal school contacts and poses a substantial threat to the health and safety of the school community. The general guidelines for sending ill students home are: temperature above 100 degrees, vomiting, diarrhea, and/or serious injury or extreme pain. A student must be fever-free without the use of fever-reducing medication for 24 hours in order to return to school. A student must also be free of vomiting and diarrhea for 24 hours in order to return to school. Parents will be contacted whenever the student's injury or illness is such that continued attendance at school is not possible. All students leaving school during the day due to illness must do so through the school clinic. Students may not contact parents and asked to be picked up without the nurse's permission. If the student does contact his or her parent and asks to be picked up without the nurse approval, the absence would be unexcused. If a parent cannot be reached, the school nurse or office personnel will call the persons listed as emergency contacts and request that they pick up the child.

Health and Safety

Parents are encouraged to keep the school informed of the status of the student's health by communicating with the school nurse. It is crucial that any student allergies to medications and various foods be communicated by the parent to the school nurse. Food allergies require a doctors' statement for special dietary needs through the cafeteria service.

Immunizations and Requirements (IC 20-8.1-7-9.5)

Whenever a student enrolls in Brownsburg Community School Corporation, the parent(s)/guardian(s) shall provide a written record of the student's immunization. The complete health/immunization record will be given to the school nurse upon enrollment. According to Indiana Code (IC) 20-34- 4-5 this must be done within twenty (20) days of enrollment. Students who fail to comply with this requirement can face removal from school until immunizations are received.

Each student should have the immunizations required by law or have an authorized waiver. If a student does not have the necessary shots or waivers, the Principal may remove the student or require compliance with a set deadline. This is for the safety of

all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the school's nurse.

Each student shall provide documentation of immunizations that complies with the rules set forth by the Indiana State Board of Health pertaining to adequate dosage and age.

Additionally, every child who enters kindergarten or grade 1 shall be immunized against Hepatitis B and Chicken pox. After June 30, 2005 every child who enters grades 9 and 12 shall be immunized against Hepatitis B.

INJURY AND ILLNESS

All injuries must be reported to a teacher, the nurse, or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures and attempt to make contact with the student's parents.

A student who becomes ill during the school day should request permission from the teacher to go to the office. The nurse will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

An accident report will be completed for significant head injuries and other serious injuries that occur in the school building, on the school grounds, at practice sessions, or any other events sponsored by the school. These incidents must be reported immediately to the person in charge followed by communication to the principal's office and school nurse for 24-hour follow-up of the injury. Parents will be notified of these injuries. A copy of the report will be kept in the school clinic file and a copy will be sent to the Superintendent's office.

Prescription Medication Policy

School personnel may not give medication of any kind to students unless a prescribed procedure is followed. There are two ways a student may receive prescription medication during the school day:

1. A parent may come to school and give the medicine. Students are not allowed to leave the building to go home to take medication and then return to school.
2. A Medication Hold Harmless form must be completed for all prescription medication if parents request school personnel to administer these medications. This form must be completed by the physician authorizing the school nurse or the designee to give the prescription medication. The parent should then sign the form giving consent for the medication to be administered. These forms are available from the school nurse, school office, or on-line.

All medicine must be in its original container. There will be no exceptions to this policy. Students may not have medication in their pockets, lunch boxes, lockers, etc. All medication brought to school must be turned in to the school nurse. This policy includes all field trips and extracurricular activities. Students who possess or use prescription medications at school independently from the school nurse will be subject to disciplinary action and possible expulsion from school.

According to Indiana Code 20-33-8-13, a student with an acute or chronic disease or medical condition is allowed to possess and self-administer medication that must be

administered on an emergency basis while the student is on school grounds or off school grounds at a school activity, function, or event. In order for the student to self-administer the medication, parents must file an annual authorization. A Hold Harmless form must be completed which includes a written statement from the student's physician authorizing the student to self-administer the medication. Such authorization must include a written statement from the student's physician for the student to self-administer the medication.

Over-the-Counter ("OTC") Medication

A parent/guardian must sign an Over –the-Counter medication card so that the student may take OTC medication at school. The medication has to be provided by the parent/guardian and will be given according to the directions on the bottle and the dosage needs that are appropriate for the age and size of the student. If the dosage exceeds the recommended dosage on the bottle, the physician must fill out a Medication Hold Harmless form. OTC medication must be in the original container and only one medication per bottle. OTC medication must be kept in the school clinic. An OTC permission card must be renewed at the start of every school year. For over the counter medications such as cough drops, cold medicine, Tylenol or Ibuprofen, a parent should list the medications on the OTC card to indicate student may take this medication at school or send a note in with the medication for the nurse to attach to the OTC card if already sent in. Herbal and Homeopathic medications will not be administered at school. Aspirin will also not be administered in the school clinics without a Medication Hold Harmless form signed by a physician. In accordance with the American Academy of Pediatrics, The Centers for Disease Control and Prevention, and the Food and Drug Administration, it is recommended that aspirin should not be given to children under 19 years of age to decrease the risk for Reye's syndrome.

Transporting Medications

Indiana Code allows students to bring medications to school on the bus as long as they are brought directly to the school nurse once the student arrives at school and not removed from personal possessions prior to that time.

Students will not be permitted to transport medications home during the school year or at the end of the school year unless a Medication Transport Release form has been signed by the parent/guardian and returned to school. Indiana Code (IC) 20-33-8-13. Students will not be allowed however, to transport controlled substances, which include narcotic pain medication, Sudafed, and some ADD/ADHD medications per BCSC policy. These medications must be transported by a parent.

At the end of the school year, medications will be disposed of the following day after the last day of student attendance unless the authorization form has been submitted.

Hearing and Vision Screening

The State of Indiana mandates screening in the areas of hearing and vision. If a student does not pass a screening, according to state guidelines, the examiner is required to refer the child for further testing.

According to Indiana Code (IC) 20-34-3-14, hearing screenings should be performed at grades kindergarten or grade 1 and grades 4, 7, and 10. The speech therapist for the School Corporation performs this screening. Vision screenings should occur at kindergarten or grade 1 and grades 3 and 8 per Indiana Code (IC) 20-34-3-12. The

school nurse conducts this screening. It is important to remember the tests performed are only screening tools.

Pediculosis (Head Lice) Policy

The Brownsburg Community School Corporation, in accordance with the Indiana Department of Public Health, recommends the following procedure requiring any student found to have head lice to be excluded from school until the following steps have been taken:

1. Students identified with live lice will be excluded immediately from school to be treated. The school nurse will be responsible for all lice identification.
2. The parent/guardian will be notified by telephone. If the parent/guardian is unavailable, the emergency contacts will be notified.
3. All checks for head lice will be done in a confidential manner, to respect the student's right to privacy and to avoid embarrassment.
4. An informational check list will be given to parents/guardians of students identified with live head lice. Educational information on treatment and prevention will also be distributed.
5. The student will not be allowed to ride the bus either home or to school until cleared by the school nurse. The school nurse will contact transportation when the child is cleared to return to school.
6. Lost time in the classroom interferes with student learning, thus, classroom checks will not be conducted. The associates of students at the elementary, middle school and high school levels will be checked at the nurse's discretion.
7. All siblings of the infested child will be checked if they are enrolled in the Brownsburg Community School Corporation. The school nurse of the sibling(s) school will be notified and either the school nurse or her designee will check the sibling(s) of the infested student.
8. The parent/guardian should transport the student to school once the student has been treated after exclusion. The parent/ guardian shall remain with the student until the school nurse has checked the students' hair and the student is readmitted to the classroom. Once the student is readmitted to the classroom, he/she may return to riding the bus. If live lice are identified, the student will be sent home again with the parent. Students with nits only will not be excluded from the classroom.
9. Upon re-admittance to the classroom, the student will be required to return to the nurses' office first thing every Monday morning for a month (4 weeks). If live lice are present at anytime, the student will be excluded from school again. It will be at the school nurses discretion to check a student more frequently or to send him/her home for further nit removal if felt warranted.
10. Pediculosis (Head Lice) education for students, parents and school staff will be presented yearly. Staff education will include a review of control measures.
11. Consistent and standardized instruction will be given to parents/guardians and staff with updates to avoid inaccurate identification and possible over treatment of this communicable disease.

Section I: General Information

ENROLLING IN THE SCHOOL

A student may enroll if living with parent(s) or legal guardian, and if he/she is residing in the Brownsburg school district. **All legal documents (i.e. adoption, legal guardianship, and custody) must be presented to the Registrar before a student can be enrolled. When enrolling parents will need to bring:**

- a birth certificate,
- court papers allocating parental rights and responsibilities, or custody (if appropriate),
- proof of residency,
- proof of immunizations.

WITHDRAWING FROM SCHOOL

If a parent is withdrawing a student to home school, contact Brenda McCoy (for grades K-8) at Central Office 852-5726.

Information or answers to related question regarding the Home School Enrollment Process please contact Kate Clark, Home School Liaison Indiana Department of Education, 317-232-9111 or muggle@doe.state.in.us.

SCHEDULING AND ASSIGNMENT

The Principal will assign each student to the appropriate classroom and the program in which the student will be participating. Any questions or concerns about the assignment should be discussed with the Principal.

Special education students requesting any scheduling or other changes should work through their case conference committee. Changes in an Individual Education Plan (IEP/special education) can only occur through a case conference committee.

EARLY DISMISSAL

No student will be allowed to leave School prior to dismissal time without parental permission. No student will be released to a person other than a custodial parent(s) without a permission note signed by the custodial parent(s) or other legal authorization.

TRANSFER OUT OF THE CORPORATION

If a student plans to transfer to another school outside the corporation, the parent must notify the Principal. School records shall be transferred within five days of receiving a request from the new school corporation. Parents are encouraged to contact the office for specific details.

STUDENT FUND-RAISING

All fund-raising activities shall be approved by the principal. Students are not permitted to sell items for personal gain or for organizations that are not part of the school.

EMERGENCY CLOSINGS AND DELAYS

In the event of severely inclement weather or mechanical breakdown, school may be closed or starting time delayed. School closing, delayed starting time, or early dismissal will be announced over the following radio and television stations: Radio – WIBC-FM (93.1); WFMS-FM (95.5); HANK-FM (97.1); WZPL-FM (99.5); WEJD-FM (107.1) Radio Latina; and WTPI-FM (107.9); TV Channels -- 6, 8, 13 and 59. Additionally, the BCSC website will list delays and closings. (www.brownsburg.k12.in.us). If weather closes school, then all extracurricular activities including athletic practices and games are canceled.

SCHOOL EMERGENCY DRILLS

The School complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

Tornado drills will be conducted during the tornado season using the procedures prescribed by the State. The alarm system for tornadoes is different from the alarm system for fires, and students will be informed of the difference.

Safety drills will be conducted once per school year. Teachers will provide specific instruction on the appropriate procedure to follow in situations where students must be secured in their building rather than evacuated. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property, or other acts of violence.

VISITORS & VISITOR TAGS

Students may not bring visitors to school during school hours. Room congestion, interference with the teacher and student's programs, and different school calendars make this rule necessary. However, interested parents are always welcome. Parents should coordinate visits with the student's teacher(s). All visitors are expected to check in at the office to obtain a visitor's tag. Please do not be offended if you are stopped if you do not have a visible visitor's tag displayed, as our students' safety and security are of the utmost concern for all of us.

PARENT VOLUNTEERS

For the safety of our students, all volunteers in our schools will be required to have a Limited Criminal History check completed prior to working with our students. The Limited Criminal History Check will be conducted at Central Office and will be free of charge to the volunteer. Each elementary school makes use of parent volunteers in ways that are most suitable for the particular building. Volunteers who are working in the school may not bring other children.

AID FOR QUALIFIED FAMILIES

Indiana Code, Section 20-33-5-3 provides that parents of a child or children who do not have means to furnish their child with textbooks may apply for financial assistance. Additional information and applications for aid will be available in the school office. Please note that consumable supply fees are not included in state assistance.

CAFETERIA/FOOD SERVICE

Every full day of school, breakfast and lunch will be available for students to purchase in the cafeteria. Students may bring lunches from home, or they may purchase a tray lunch or ala carte items from the cafeteria. Every student has an account number issued to him/her. This account number is linked to the students school ID card. The student prepays on his/her account, and then the student ID is used in place of cash in the lunch line. For this reason students are not allowed to deface or alter student ID cards in any way. Students who deface or alter lunch cards will be required to purchase a new card. In this situation, or in a situation where a student has lost a card, \$3.00 will be charged to the lunch account and a new card issued. The cafeteria will charge \$20.00 for non-sufficient fund returned checks. This fee will be deducted from the student's account.

Special Dietary Needs: Each special dietary request must be supported by a statement, which explains the food substitution that is requested. A Physician, licensed to practice in the State of Indiana must sign the statement. The medical statement must include an identification of the medical or other special dietary condition which restricts the child's diet, the food or foods to be omitted from the child's diet; and the food or choice of foods to be substituted. Diet orders should be renewed every year to reflect the current dietary needs of the child.

WALKING TO SCHOOL

Students walking to school should arrive between 8:45 – 8:55a.m. Students are expected to respect the property of others when walking to and from school keeping in mind that school rules apply.

BICYCLES/SCOOTERS/ROLLER BLADES/SKATEBOARDS & HELMETS

| Any student riding a bicycle, scooter_(non-motorized), or roller blades on school property shall wear a bicycle helmet for head protection. Bicycles/scooters shall be parked in the bike rack and locked. Skateboards may not be brought on school property. Students riding bicycles/scooters to school should arrive between 8:45 – 8:55 a.m.

The Board of School Trustees believes that helmets have been shown to reduce head injury in students who are involved in accidents involving bicycles, scooters, motorcycles, and mopeds. Therefore, as a part of its overall safety program, it is required that students who ride bikes, scooters, mopeds, or motorcycles on school property must wear a helmet. Students who do not have on a helmet while riding bikes, scooters, mopeds, or motorcycles on school property may have their bike,

scooter, moped, or motorcycle privileges suspended for a period of time to be determined by the principal. This policy is in effect at all times. Further, the Security Officer is encouraged to stop vehicles in which students are not wearing seat belts and direct them to use their seat belts. It is strongly encouraged that parents require their children to wear helmets at all times that they are on bicycles, scooters, mopeds, and motorcycles and to use seat belts when in a car.

Section II – Academics

COURSE OFFERINGS

For a list of Brownsburg elementary course offerings, please visit the website for the Brownsburg Community School Corporation. You may search under “Curriculum” (www.brownsburg.k12.in.us).

FIELD TRIPS

Field trips are academic activities that are held off School grounds. There are also other trips that are part of the School's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parental consent. Please see the section on “Visitors” regarding the policy on being a volunteer/chaperone and limited criminal history checks in the Brownsburg Community School Corporation.

- Attendance rules apply to all field trips.
- While the Corporation encourages the student's participation in field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend.
- Students who violate school rules may lose the privilege to go on field trips.

GRADES AND GRADING

Grades are an evaluation of what has been learned. They become a part of the student's permanent school record. Report cards are issued every nine weeks. Teachers are always happy to talk with parents about the work of their child. Parents should feel free to call the teacher or team to set up an appointment to discuss their child's academic progress. Report cards will be issued on the Friday following the end of a grading period.

Teachers will notify the parents of any student receiving a D or an F midway through each grading period. As well, student grades can be monitored daily by parents and students through PowerSchool, a secure online student information system. PowerSchool updates instantly. PowerSchool may be accessed through the school website at <http://powerschool.brownsburg.k12.in.us/public/>.

If your child's grade performance becomes a concern after checking Powerlink or receiving a report card, it would be an excellent time to call your child's teacher or team to request a conference to discuss the problem. At the end of each semester, final exams may be given. The exam counts as a significant part of the semester grade, which then becomes part of the student's permanent record. If a student receives an "I" on his/her report card, it indicates an "Incomplete". It is the student's responsibility to see his/her teachers for make-up work.

For students enrolling or withdrawing other than at the beginning or end of a grading period, grades or marks will be assigned based on the number of days a student has been enrolled. In order to receive a letter grade, a student must be enrolled for at least twenty days of the grading period. If enrolled for fifteen to nineteen days, a student may

receive pass/fail marks. Anyone under fifteen days shall not receive grading marks for the grading period.

Eligibility for extracurricular activities will be determined by the established eligibility dates listed under the heading of Extracurricular General Conduct Expectations in this handbook.

The grade for a class may not be impacted by failure or inability to attend a performance.

Brownsburg Community School Corporation has established the following scales.

1. Subject Achievement Scale

A+	98-100	C+	78-79	I = Incomplete
A	93-97	C	73-77	O = Outstanding
A-	90-92	C-	70-72	S = Satisfactory
B+	88-89	D+	68-69	N = Needs Improvement
B	83-87	D	63-67	(No Honor Roll recognition)
B-	80-82	D-	60-62	U = Unsatisfactory
		F	59 & below	(No Honor Roll recognition)

2. **Grades 1-2** Letter grades of A, B, C, D, and F are given in reading, spelling, English, and math, O, S, N and U for all other areas

Grades 3-5 Letter grades of A, B, C, D, and F are given in reading, spelling, English, math, social studies, and science O, S, N and U for all other areas

A grade of I (Incomplete) may be assigned for a student who has not completed required work for a subject and has been given a time extension by a teacher. A grade of I will be changed to a letter grade at the next grading period depending on the student's performance of the required work.

An asterisk (*) indicates that the student's work has been modified.

The Kindergarten report card follows a different format. Grades for physical education, art and music will be reported the end of the second 9 week and fourth 9 week periods.

Honor Roll

An Honor Roll is published for 4th and 5th grade students at the end of every grading period. To be on the Honor Roll a student must receive all A's and B's (no grade lower than B-). A grade of "N" (Needs Improvement), or "U" (Unsatisfactory), disqualifies a student from the Honor Roll. A student who receives all A's will be designated on the Honor Roll with an asterisk.

HOMEWORK

Homework is a planned activity that the teacher asks children to do at home or outside class hours. The homework activity will reinforce a classroom experience. Homework assignments should take into consideration the fact that the student has a home life that is an important part of his/her total development.

Work not completed during the school day may have to be completed at home. Grades K and 1 homework will probably consist of reinforcement and drill activities. Students should be assigned no more than 10 minutes per grade level each day. A student will not be excluded from art, music, or physical education classes because of unfinished class work.

INSTRUCTIONAL SUPPORT SERVICES

Special Education

The school provides a variety of special education programs for students identified as having a disability as defined by the Individuals with Disabilities Education Improvement Act (IDEIA).

A student can access special education services only through the proper evaluation and placement procedure. Parent/Guardian involvement in this procedure is required. More importantly, the school encourages the parent to be an active participant. To inquire about the procedure, a parent should contact the Director of Exceptional Learners at 852-5726.

Staffing and Psycho-educational Testing

A teacher may request a staffing for a student who is experiencing school difficulties. A staffing committee is formed and may consist of the school principal, assistant principal, the teacher, school psychologist, Director of Exceptional Learners, special education teachers, parents/guardians, and other involved professionals. The staffing committee will make recommendations appropriate for the student's needs. The recommendations may include a general interventional plan, a screening, or psycho-educational testing which will be conducted according to IDEIA/Article 7 regulations. Students who do not qualify for services under IDEIA/Article 7 may be considered for Section 504 services under the Rehabilitation Act.

Learning Disabilities Program

Students who are diagnosed by the school psychologist as having specific learning disabilities are assigned appropriate lengths of time to Learning Disabilities services as determined by a case conference committee. Students will receive instruction designed to help them acquire academic skills in accordance with their Individual Education Plan ("IEP").

Mildly Mentally Disabled

Students who are identified by psycho-educational testing as children with mildly developmental cognitive disabilities are assigned to receive appropriate lengths of Mildly Mentally Disabled ("MiMD") services as determined by a case conference committee. Each student is included in general education for as much of the school day as their IEP specifies.

Emotionally Disabled

Students who are identified by psycho-educational testing as children with emotional disabilities are assigned to receive appropriate lengths of Emotionally Disabled ("ED")

services as determined by a case conference committee. Each student is included in general education for as much of the school day as the IEP specifies.

Moderate/Severe

Students who are identified by psycho-educational testing as children with moderate or severe cognitive delays are assigned to receive appropriate lengths of Moderate/Severe services as determined by a case conference committee. Each student is included in general education for as much of the school day as their IEP specifies.

Developmental Preschool

A preschool program for children with developmental delays serves students who are age 3 to Kindergarten. The morning session is 9:00-11:30 a.m. and the afternoon session is 1:15-3:45 p.m. Parents/guardians who want to refer a child for an evaluation for the Developmental Program should contact Educational Services 852-1020.

Communication

A speech/language pathologist periodically screens students for speech and hearing. Teachers or parents/guardians may make referrals for screening at any time. Upon completion of a screening or testing, the parent/guardian will be notified of the results and recommendations, if any, will be discussed. If a parent/guardian has an objection to the state required screenings, please notify the child's school in writing.

Title I

Brownsburg Community School Corporation believes that every child must have the opportunity and the appropriate support to succeed in school. Students who participate in the Title I Program are provided with intensified instruction in the Indiana Academic Standards through an interdisciplinary, thematic curriculum. Title I teachers and paraprofessionals encourage students to succeed by creating reasons and needs for learning through real life experiences. Not every building qualifies to be a Title I school; however, programs that support student success are found in every building.

Title I School Parent Involvement Policy

Brownsburg Community School Corporation intends to follow the parental policy guidelines in accordance with ***No Child Left Behind Act of 2001*** as listed below. Each designated Title I School will distribute this policy to parents of students participating in the Title I program and will be updated periodically.

Policy Guidelines

- Convene an annual meeting
- Explain the requirements and the rights of the parents to be involved
- Offer a flexible schedule of before school and after school meetings
- Involve parents in an organized, ongoing, and timely way to plan, review and improve programs such as:
 - Parental involvement policy
 - School wide policy
- Provide the parents of participating students with:
 - Timely information

- Description and explanation of curriculum to be used
- The types of academic assessments used to measure student progress
- Proficiency levels that students are expected to meet
- Opportunities for decision-making related to the education of their children
- Provide materials and training on how parents can improve their child's achievement
- Information regarding Head Start, Even Start, Parents as Teachers Program and public preschool programs
- Ensuring, to the extent possible, that information sent home is in a language and form parents can understand
- Respond to any parent suggestions as soon as practically possible
- Include a School-Parent Compact, which is a written agreement of what schools and parents are each supposed to do to help students achieve.
- In addition, Title I schools will:
 - Develop appropriate roles for community-based organizations and businesses and encourage partnerships with elementary, middle and high schools
 - Educate school staff on how to build ties between home and school

Title III – English as a New Language

Children identified as Limited English Proficient (“LEP”) and in need of placement in a language instruction educational program will be assessed for English proficiency using the **Language Assessment System** and scored on the level system according to Indiana’s New English Language Proficiency Levels:

- Level 1** Students performing at this level of English language proficiency begin to demonstrate receptive or productive English skills. They are able to respond to some simple communication tasks.
- Level 2** Students performing at this level of English language proficiency respond with increasing ease to more varied communication tasks.
- Level 3** Students performing at this level of English language proficiency tailor the English language skills they have been taught to meet their immediate communication and learning needs. They are able to understand and be understood in many basic social situations (while exhibiting many errors of convention) and need support in academic language.
- Level 4** Students performing at this level of English language proficiency combine the elements of the English language in complex, cognitively demanding situations and are able to use English as a means for learning in other academic areas, although some minor errors of conventions are still evident.
- Level 5** Students performing at this level of English language proficiency communicate effectively with various audiences on a wide range of familiar and new topics to meet social and academic demands. Students speak, understand, write, and comprehend English without difficulty and display academic achievement comparable to native English-speaking peers. To attain the English proficiency level of their native English-speaking peers, further linguistic enhancement and refinement are necessary.

The English as a New Language (“ENL”) program increases a child’s English proficiency using small group instruction and modifications to classroom assignments. A child may participate in this program until he/she is reclassified as Level 5 or Fluent English Proficient (“FEP”) according to the State’s exiting guidelines and it is determined that a language instruction educational program is no longer needed. This process may take several years. A parent/guardian has the right to remove his/her child from this program or decline his/her participation. However, if recommended, it is felt that the child’s participation in this program will most effectively increase his/her English proficiency and knowledge of the academic content.

Elementary schools designated at ENL program schools are Brown Elementary and Cardinal Elementary. If a family resides in another school’s district, placement will be made at the time of enrollment in the program into one of these two schools.

High Ability Education Program

Brownsburg's High-Ability Education Program will meet the needs of ALL students. Kindergarten through 5th grade students whose cognitive and academic abilities have been identified as being significantly more advanced, comparatively rare, or have developed considerably earlier than those of their peers may participate in the programs outlined below:

Regular Classroom-Cluster Groups

Through differentiated instruction Brownsburg's teachers teach children the most important things in the most effective ways. Students who have been identified as high ability learners may be placed in cluster groups within the regular classroom (i.e., small groups of students with similar academic needs). The regular classroom teacher will provide high ability learners with challenging learning opportunities.

Multi-Grade Program

Students in grades K through 5 who have advanced cognitive skills and academic needs, typically two or more years above grade level, may participate in a multi-grade high ability classroom for grades K/1, grades 2/3 or grades 4/5 in their home school.

RESPONSE TO INTERVENTION SERVICES (RtI)

The RtI team will work in each building to problem-solve for feasible solutions for students who are struggling either behaviorally or academically. The RtI team will use a tiered system for interventions that will ultimately determine who will be assessed for special education services.

Student Assessment

To measure student progress, students will be tested in accordance with State standards and Corporation policy.

ISTEP+

Unless exempted, each student in grades 3-8 will be expected to pass the ISTEP+ Test. The purpose of these standardized tests is to measure students' mastery level of Indiana standards. ISTEP+ tests are a summative, one-time assessment. Make-up dates are scheduled (for grades 3-8), but unnecessary absences should be avoided.

ISTEP+ Testing Schedule for 2009-2010

Grade Levels	Fall 2009	Spring 2010
Grades 3-8	N/A	March 1-10 April 26-May 5

NWEA

Additional standardized tests known as NWEA (Northwest Evaluation Association) are given to students in grades 1-10 to monitor progress and determine students' instructional levels. These online adaptive tests are used to help the staff determine instructional needs.

NWEA Testing Schedule for 2009-2010

Grade Levels	Tested Areas	Fall 2009	Spring 2010
Grades 1	Reading and Math	October 5-16	March 15-26 and April 5-21
Grades 2-10	Reading, Language Usage, and Math	August 24-September 18	March 15-26 and April 5-21

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, ENL testing (LAS Links), and other special testing services are available to students needing these services.

Depending on the type of testing, specific information and/or parent consent may need to be obtained. The School will not violate the rights of consent and privacy of a student participating in any form of evaluation.

Section III – Student Activities

ELIGIBILITY FOR EXTRACURRICULAR ACTIVITY PARTICIPATION

The program being conducted at the K-5 level is in large part curricular. Most activities are connected to the curriculum either academically or in the development of social or physical skills. Thus, it is important to the child's total development that he/she participates in these offered activities. To establish a grade requirement at this level to allow participation would be counterproductive to the goal of exposing children of this age to as many opportunities as possible in their formative years. If in the rare instance a child presents a discipline problem or disrupts an activity to the detriment of other students, it is the principal's responsibility with input from the teacher and parent to deny that student the opportunity to participate in certain school activities.

NON SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Non-school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the Principal. The application must verify that the activity is being initiated by students, attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that non-school persons do not play a regular role in the event. School rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society is not permitted. All groups must comply with School rules and must provide equal opportunity to participate.

No non-corporation-sponsored organization may use the name of the School or School mascot.

The non-school-sponsored clubs and activities described in this section must have school personnel in attendance for supervision.

Section IV – Student Conduct

ATTENDANCE

School-Attendance Policy

It is imperative that students be in attendance each School day in order not to miss a significant portion of their education. Many important learnings result from active participation in classroom and other School activities which cannot be replaced by individual study.

- The School is also concerned about helping students develop a high quality work ethic which will be a significant factor in their success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the School wants to help students develop as early as possible in their School careers.

Truancy

Students absent from school without the permission and/or knowledge of their parent(s) or school officials will be recorded as truant. Students who are truant shall be subject to disciplinary action. Teachers will be notified of truancy and disciplinary action by the office. If a student is truant twice during the school year, he/she will be considered a habitual truant and a report will be filed with the probation department. Truancy may have an effect on a student's Indiana driver license—both application and current possession.

- a report to juvenile authorities;
- a report to local authorities concerning lack of parental responsibility in providing proper care and supervision of a child.

Excused Absences

Students may be excused from School for one of the following reasons and will be provided an opportunity to make-up missed school work and/or tests.

- personal illness but not illness in the family unless the circumstances are approved by the Principal
- death in the immediate family
- Absence assigned through disciplinary action
- Exhibiting projects at the Indiana State Fair/4-H
- Quarantine and communicable disease
- School-sponsored field trips/contests
- bona-fide religious holiday

- professional appointments that cannot be scheduled at non-school times
- statutory reasons as provided by Indiana Code 20-8.1-3-18 (Note: Absences for any of these statutory reasons are excused.)

Students with a health condition that causes repeated absence are to provide the School office with an explanation of the condition from a licensed physician.

Parents must provide an explanation for their child's absence by 9:15 AM on the day of the absence. When a student is absent and no verification from the parents has been received, parents will be notified by the school. Disciplinary action will be taken if the child is deemed to be truant. Students have 48 hours to have the absence verified by the parent. If no notification is received after 48 hours, then the absence(s) will be unexcused. Students who are absent from school or are sent home ill are not permitted to attend extracurricular activities on the day of the absence. A student must be in school at least the last half of the school day in order to participate in or attend and extracurricular activity.

Students who are absent for more than 10 days in a semester, regardless of the reasons, will be considered "excessively absent". If there is a pattern of frequent absence for "illness", the parents will be required to provide a statement from a physician describing the health condition that is causing the frequent illness and the treatment that is being provided to rectify the condition. Without such a statement, the student's permanent attendance record will indicate the excessive absences.

Students who have absences classified as excused will have the benefit of make-up work for credit. Students will have one day for each day of absence to turn in make-up work. Work assigned before an absence occurs will be due on the assigned date or on the first day the student returns from his/her absence unless alternative arrangements are made with the teacher. Students attending the funeral of someone significant to their family may be excused with approval from a building level administrator.

Students who are considered medically to be chronically ill may be eligible for homebound services. Please contact the school district's registrar for more information regarding homebound services.

Statutory reasons for excused absences as provided by Indiana Code 20-8.1-3-18:

- Service as a page or as an honoree of the Indiana General Assembly.
- Service on the precinct election board or as a helper to a political candidate on election day.
- In response to a subpoena to appear in court as a witness.
- Active duty with the Indiana National Guard for not more than ten (10) days in a school year.

Unexcused Absences

When a student misses school due to an unexcused absence, the following criteria apply:

1. The student has one day per absence to complete any make-up work.

2. No penalty will be given for any assignment, project, or test that is worth more than 10% of the total grade in a nine-week grading period. Students, however, must request the work on the first day of the return to school to be eligible for full credit.
3. Homework and quizzes (not at the 10% level) may be made up for one-half credit. Students must request this work on the first day of the return to school to be eligible to receive the work at one-half credit.

Homework Requests

The responsibility for making up missed work rests with the student. When a student is absent for one day, it is recommended that assignments and homework be obtained from the teacher. If the absence is for more than one day, homework may be obtained by telephoning the school. The general rule is that a student has one day for each day's absence to complete make-up work. However, continued absenteeism will be reviewed and definite dates established for work to be completed. A student who is attendance the day before a scheduled test/quiz shall take the test/quiz the first day that he/she returns to school. If an absence is pre-determined, the student shall discuss the absence with his/her teachers and complete the make-up work as directed by his/her teachers.

A student's educational experience can best be enhanced when make-up work is completed outside the regular class period. Tests, quizzes, and other comparable assignments should be made up before school, after school, or during a recess. Make-up work for curricular reasons always has a priority over other scheduled activities.

Requests for homework must be made by 10:00 a.m. Leaving messages on teacher voice mail may not ensure homework being ready. Parents may call the office to request homework and pick up books and materials at the end of the day.

Leaving During the School Day

When a student must leave during the school day at any time other than dismissal time, a parent or guardian needs to sign the student out. Students leaving school premises without permission will be considered truant and will not be readmitted until parents have been contacted. Whenever a student misses part of the school day, he/she is considered present only for those classes that he/she is present for at least 1/2 of the class period. Parents, please have photo identification available when signing out your student(s).

Suspension from School Absences

Absence from school due to suspension shall be considered an authorized absence.

- A suspended student will be responsible for making up School work lost due to suspension within the number of the days issued for the suspension. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher upon his/her return from School. Assignments may be obtained from the office beginning with the second day of a suspension. Make up of missed tests may be scheduled when the student returns to School.
- The student will be given credit for properly-completed assignments and a grade on any made-up tests.

Excessive Absences

Excessive absenteeism shall be defined as exceeding ten(10) days per semester. Loss of credit may result from absences over ten (10) days. Extenuating circumstances will be handled on a case by case basis by the administration. Appeals regarding excessive absences may be made to an appeal committee.

Tardiness

Tardiness is defined as being off campus for any part of the instructional day. Tardiness is disruptive to the school processes and is considered to be a serious matter. STUDENTS MUST BE IN THE CLASSROOM BY THE TIME THE TARDY TONE SOUNDS. Students who arrive late must sign in at the office and obtain an admission slip. Students will be counted tardy by the school's attendance data system. Students on late buses are not tardy. If a student is tardy for any part of the day, the student is not eligible for an attendance award.

Emergency Leaves

The school recognizes that students may need to accompany parents in a family emergency situation, which will result in the student's absence from school. Parents must call the school to report this situation. Upon receiving this information, the school may approve credit for make-up work for emergency situations such as a death or serious illness. Other special student leave requests will not be granted. Absences for leaves other than emergencies will result in no credit for student work due to an unexcused absence.

Snow Make-up Days

In the event a scheduled non-attendance day is used as a snow make-up day as indicated on the Corporation school calendar, an absence from school on that non-attendance day will be considered unexcused.

Perfect Attendance

In order for a student to have perfect attendance, he/she must not be tardy or miss any part of the school day. Students who have three-year perfect attendance and have their book rental paid in full for three years earn a \$50.00 savings bond.

Address Changes within the School Corporation

To ensure proper lines of communication we require that any enrolled student who changes addresses within the School Corporation provide documentation of their new address. If your address within the school corporation changes please visit the guidance office or www.brownsburg.k12.in.us to obtain the proper documentation forms.

STUDENT ATTENDANCE AT SCHOOL EVENTS

The School encourages students to attend as many School events held after School as possible, without interfering with their School work and home activities. Enthusiastic spectators help to build School spirit and encourage those students who are participating in the event.

However, in order to ensure that students attending evening events as nonparticipants are properly safe-guarded, it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event. The School will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

The School will continue to provide adequate supervision for all students who are participants in a School activity.

STUDENT BEHAVIOR STANDARDS: BCSC RULES

A major component of the educational program is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

The following is a list of rules established by the school board. The penalties for violating these rules cannot be changed by local school administrators or staff. This list represents the most severe disciplinary issues that often occur in school, resulting in progressive disciplinary consequences.

The expectations and consequences listed are intended to address behavior on the school grounds during and immediately before or immediately after school hours, traveling to or from school or a school activity, function, or event, on the school grounds at any other time when the school is being used by any school group, or off the school grounds at a school activity, function, or event.

Nothing in this policy will prevent an administrator from assigning a more severe consequence, up to and including suspension and a recommendation of expulsion.

The school reserves the right to alter student consequences as new information is obtained.

Brownsburg Schools adhere to the Indiana Code for Student Discipline when establishing its student discipline code. This code is IC 20-33-8. Grounds for Suspension and Expulsion can be found in the subsections of this code (IC 20-33-8-3; IC 20-33-8-7; IC 20-33-8-14; and IC 20-33-8-23).

Student Due Process

In accordance with rights of due process, which are guaranteed to all Americans, students of Brownsburg Schools will always be provided the opportunity to present their version of any disciplinary incident.

ENFORCEMENT OF STUDENT BEHAVIOR STANDARDS AND CODE OF CONDUCT

1. The standards and the Code of Conduct will be enforced by School administrators, teachers, teacher aides, bus drivers, and any other adult authorized by the School to supervise students.
2. The objectives of the enforcement of these standards and the Code of Conduct are:

- a. to protect the physical safety of all persons and prevent damage to property;
 - b. to maintain an environment in which the educational objectives of the School can be achieved;
 - c. to enforce and instill the core values of the Brownsburg Community School Corporation and its School community.
3. The seriousness of the offense and nature and extent of any discipline utilized to enforce student behavior standards and Code of Conduct will be determined by:
- a. the nature and extent of any potential or actual injury, property damage, or disruption;
 - b. the student's prior disciplinary history and the relative success of any prior corrective efforts;
 - c. the willingness and ability of the student and the student's parents to participate in any corrective action;
 - d. the interest of other students in the School in a school environment free from behavior that violates the School's behavior standards;
 - e. any other aggravating or mitigating factor or circumstance including but not limited to zero tolerance policies.

DISCIPLINE

It is important to remember that the School's rules apply going to and from School, at School, on School property, at School-sponsored events, and on School transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules. The Board has also extended the authority for school administrators to impose discipline for unlawful activity by students that occurs on or off School property if the activity interferes with School purposes or the educational function of the School. This authority applies to unlawful activity that may occur on weekends, holidays, and other School breaks including summer recess.

Corporation Rules for Safety, Security, and Penalties

1. FIGHTING POLICY

For this severe behavior, the principal may use past disciplinary records to make decisions regarding disciplinary consequences. Based on the principal's thorough investigation, the principal has the final authority to determine to what extent the intent of a student was dangerous or harmful to himself or to others, or whether the victim felt unsafe. This determination will give the principal then the final authority to place the student's consequence at the usual place on the continuum of discipline; or to reduce or advance the students consequence on the continuum of discipline.

All students should feel safe at school, and fighting is not an acceptable way to solve conflicts. When a fight occurs, the possibility of injury or damage to other persons or

property exists. For the protection of individuals and school property, such actions will not be tolerated at school. A fight is illegal. A fight is defined as a physical confrontation that disrupts the immediate environment.

Punches do not have to be thrown in order for a fight to have occurred. Grabbing, pushing, or shoving, in an insulting or rude manner, can constitute a fight. Fights determined to have been pre-arranged by students may result in longer suspension and/or recommendation for expulsion.

Students can avoid fights by seeking an appropriate alternative, such as: walking away from the person wishing to fight and thereby refusing to engage in that activity, seeking the help of a staff member in order to avoid a fight, or requesting a peer mediation session.

The minimum consequences for fighting:

Grades K – 5

1st OFFENSE: 2 Day In-School Suspension and education

2nd OFFENSE: 5 Day Out-of-School Suspension

3rd OFFENSE: 10 Day Out-of-School Suspension and recommendation for expulsion

2. DRUGS AND CONTROLLED SUBSTANCES

Possession of drug paraphernalia such as pipes, rolling papers, clips, etc. is unacceptable and illegal.

The minimum consequences for possession of drug paraphernalia will be as follows:

- First offense - Five (5) day suspension, notification to the School Police Officer, and drug screen according to reasonable suspicion policies.
- Second offense - Ten (10) day out-of-school suspension, notification to the School Police Officer, drug screen according to reasonable suspicion policies, and the recommendation of expulsion.

Knowingly possessing, using, transmitting, selling or being under the influence of any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, caffeine-based pills, look-a-like prescription medications, or intoxicant of any kind is unacceptable. Knowingly possessing, using, transmitting, selling or being under the influence of any substance that can reasonably be considered, is represented to be, or looks like any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, caffeine-based pills, look-a-like prescription medications, or intoxicant of any kind is also unacceptable.

The consequence for violation of this policy will be as follows:

- First Offense: Ten (10) day out-of-school suspension, notification to the School Police Officer, and the recommendation of expulsion

*Prescribed use of a drug authorized by a medical prescription from a registered physician shall not be a violation of this rule.

3. CAUSING INJURY TO SCHOOL PERSONNEL

Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to a school employee is unacceptable.

The minimum consequences for violation of this policy will be as follows:

- First Offense: Ten (10) day out-of-school suspension, notification to the School Police Officer, and the recommendation of expulsion.

4. WEAPONS AND LOOK-ALIKE WEAPONS

Knowingly possessing, handling or transmitting any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon is unacceptable. Prohibition of these items, in accordance with state law, extends 1000 feet from school property.

Knives with Longer than 2” Blades, BB Guns, Pellet Guns, Firecrackers, or any Item Displayed as a Weapon (including a look-alike gun or weapon)

Grades K – 5

ANY OFFENSE: 10 Day Out-of-School Suspension and Recommendation for Expulsion for Remainder of School Year

Knives with 2” or Shorter Blades

Grades K – 5

ANY OFFENSE: Grades K – 2: 2 Day Out-of-School Suspension
 Grades 3 – 5: 5 Day Out-of-School Suspension

Note: ff a student discovers that he/she has inadvertently carried a pocket knife to school and the item has not been displayed to others and the student immediately presents the item to a school adult, this consequence may be reduced.

Consequences for Possessing Toy Weapons at School are as Follows:

Grades K – 2

1st OFFENSE: Toy weapon will be taken from student and parents will be informed of this policy. The student will receive a verbal warning, education, and removal of school time privilege (i.e. lunch/recess with classmates)
 2nd OFFENSE: 1 Day In-School Suspension
 3rd OFFENSE: 2 Day Out-of-School Suspension

Grades 3 – 5

1st OFFENSE: Toy weapon will be taken from student and parents will be informed of this policy. The student will receive a verbal warning, education, and removal of school time privilege (i.e. lunch/recess with classmates)
 2nd OFFENSE: 2 Day Out-of-School Suspension

*This includes play guns, BB guns, pellet guns, grenades, rockets or any similar explosive, incendiary, or overpressure devices. Knowingly possessing, handling or transmitting any object that can reasonably be considered a firearm or a destructive device will become a mandated expulsion for a year under Section 4 of SEA 631. Indiana State Statutes specify that explosives such as firecrackers are illegal and can be a suspension or expulsion offense. Parents and students need to also be aware of the dangers of possessing look-alike weapons. These would be items such as wooden guns, plastic toy guns, and rubber or toy knives.

- IV. IC 20-33-8-16 (Possession of Firearms, Deadly Weapons, or Destructive Devices) Sec. 16.
 - (a) As used in this section, "firearm" has the meaning set forth in IC 35-47-1-5.
 - (b) As used in this section, "deadly weapon" has the meaning set forth in IC 35-41-1-8. The term does not include a firearm or destructive device.
 - (c) As used in this section, "destructive device" has the meaning set forth in IC 35-47.5-2-4.

- (d) Notwithstanding section 20 of this chapter, a student who is:
 - (1) identified as bringing a firearm or destructive device to school or on school property; or
 - (2) in possession of a firearm or destructive device on school property;
 - must be expelled for 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.
- (e) The superintendent may, on a case by case basis, modify the period of expulsion under subsection (d) for a student who is expelled under this section.
- (f) Notwithstanding section 20 of this chapter, a student who is: (1) identified as bringing a deadly weapon to school or on school property; or (2) in possession of a deadly weapon on school property; may be expelled for not more than one calendar year.
- (g) A superintendent or the superintendent's designee shall immediately notify the appropriate law enforcement agency having jurisdiction over the property where the school is located if a student engages in a behavior described in subsection (d). The superintendent may give similar notice if the student engages in a behavior described in subsection (f). Upon receiving notification under this subsection, the law enforcement agency shall begin an investigation and take appropriate action.
- (h) Per code (IC 35-47-5-2.5) a person who recklessly, knowingly, or intentionally possesses a knife on school property, a school bus, or a special purpose bus, commits a Class B misdemeanor. Knowingly possessing, handling, or transmitting any object that can reasonably be considered a weapon. Weapons include guns, BB guns, pellet guns, grenades, bullets, rockets, firecrackers, and all knives. These items are also toy guns, water pistols, toy knives, and spent ammunition casings. Useful items such as combs, pens, letter opener, etc. that are made to look like guns, knives, or other weapons are prohibited. These items are very innocent in the right situation, but at school or on school buses, mass anxiety and panic could result if they are displayed. Any item that a student represents to be a weapon is a violation of this policy. Consequences for offenses will be based upon the age of the offender and the behavior of the offender.

5. SEXUAL BEHAVIOR

Engaging in sexual behavior on school property or at a school sponsored activity is unacceptable.

The minimum consequences for violation of this policy will be as follows:

- First Offense: Ten (10) day out-of-school suspension, notification to the School Police Officer, and the recommendation of expulsion.

6. ANTI-HARASSMENT & THREATENING BEHAVIOR POLICY

For this severe behavior, the principal may use past disciplinary records to make decisions regarding disciplinary consequences. Based on the principal's thorough investigation, the principal has the final authority to determine to what extent the intent of a student was dangerous or harmful to himself or to others, or whether the victim felt unsafe. This determination will give the principal then the final authority to place the student's consequence at the usual place on the

continuum of discipline; or to reduce or advance the students consequence on the continuum of discipline.

Engaging in the harassment of another person (which includes verbal or written statements, gestures, or electronic communication), the use of sexually, racially, ethnically, or religiously insensitive language, the use of derogatory remarks about sexuality or disability, or threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student is unacceptable.

In accordance with 20-33-8-15, it is the policy of the School Board to maintain an education and work environment, which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School Corporation operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment.

The minimum consequences for violation of this policy will be as follows:

Grades K - 2

- 1st OFFENSE: 1 Day In-School Suspension and Education
- 2nd OFFENSE: 2 Day Out-of-School Suspension
- 3rd OFFENSE: 5 Day Out-of-School Suspension
- 4th OFFENSE: 10 Day Out-of-School Suspension and recommendation for expulsion

Grades 3 - 5

- 1st OFFENSE: 2 Day In-School Suspension and Education
- 2nd OFFENSE: 5 Day Out-of-School Suspension
- 3RD OFFENSE: 10 Day Out-of-School Suspension and recommendation for expulsion

7. BULLYING

For this severe behavior, the principal may use past disciplinary records to make decisions regarding disciplinary consequences. Based on the principal's thorough investigation, the age of the child, and past disciplinary actions, the principal has the final authority to determine to what extent the intent of a student was dangerous or harmful to himself or to others, or whether the victim felt unsafe. This determination will give the principal then the final authority to place the student's consequence at the usual place on the continuum of discipline; or to reduce or advance the students consequence on the continuum of discipline.

Bullying is a form of aggression and it occurs when a person who perceives a power imbalance willfully subjects another person (whoever the person may be) to an intentional, unwanted and unprovoked hurtful verbal and/or physical action(s) which results in the victim feeling oppressed (stress, injury, discomfort). Bullying means overt repeated acts or gestures, including: verbal or written communications transmitted, physical acts committed, 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.

In accordance with I.C. 20-33-8-13.5, bullying is prohibited at any school site or school board-sponsored activity. Incidents of bullying should be reported to the administrative or guidance office in order to allow an administrator or guidance counselor to properly investigate the situation.

The prohibition on bullying encompasses hazing. Hazing is defined as any willful act or practice by a member or associate member, directed against a member or associate member, which, with or without intent, is likely to: cause bodily harm or danger, offensive punishment, or disturbing pain, compromise the person's dignity; cause embarrassment or shame in public; cause the person to be the object of malicious amusement or ridicule; cause psychological harm or substantial emotional strain; or impair academic efforts. Bullying and hazing will follow a similar disciplinary track. (see also section on student hazing)

Students who engage in bullying behavior shall be subject to a range of punishment with progressive discipline, and parents shall be notified and involved in the educational component of the training as a part of the consequence. Consequences for bullying shall be determined by the administrator based on the discipline record of the student, and on the severity of the bullying incident. In some instances, if appropriate, a counselor may mediate between parties and/or parental involvement may be sought in order to prevent further occurrences.

Progressive Consequences for Bullying Behavior:

1st Offense:

1. 1 day suspension (in-school or out-of-school determined by the severity of the incident)
2. Educational training with parent(s) and student
 - a. Direct discussion with parents
 - b. Training for student with a counselor
 - i. Total number of sessions determined by the counselor
 - ii. Minimum of two sessions – one for training, another for follow-up
 - c. Contract signed by student and parent(s).
 - d. The designation will be labeled “bullying” in the discipline system.

2nd Offense:

1. 3 day in-school suspension or 3 to 5 day out of school suspension
2. Meeting with parents
3. Consideration of FBA/BIP completion before return to class
4. Educational training for student and parent

3rd Offense:

1. 5 to 10 day out-of-school suspension
2. Possibility of expulsion (elementary) • Recommendation for expulsion (secondary)
3. Notification to the school police officer
4. Outside educational training at parents' expense for student

8. THEFT

Stealing or attempting to steal school or individual personal property is unacceptable. Rummaging through another person's property (i.e. locker contents, backpacks, teacher's desk, or bags) without the owner's permission and knowledge, or moving and hiding another person's possessions without his/her permission and knowledge, is also unacceptable.

The minimum consequences for violation of this policy will be as follows:

- First Offense: Five (5) day out of school suspension, notification to the School Police Officer, and reimbursement where appropriate.
- Second Offense: Ten (10) day out-of-school suspension, notification to the School Police Officer, reimbursement where appropriate, and the recommendation of expulsion.

9. ILLEGAL ACTIVITY

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

The minimum consequences for violation of this policy will be as follows:

- **First Offense:** In accordance with IC 20-33-8-15, a student may be recommended for expulsion or suspended for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or if the student's removal is necessary to restore order or protect persons on school property.

10. TOBACCO USE POLICY

The Brownsburg Community School Corporation Board of School Trustees has validly adopted a policy that prohibits the use of tobacco products in all buildings in the School Corporation and on all grounds belonging to the School Corporation. This ban is on smoking and the use of all tobacco products and is in effect during school and non-school hours as well as any function sponsored by the Corporation or at a function occurring on Corporation premises even if the Corporation or a school group does not sponsor it.

The minimum consequences for violation of this policy will be as follows:

- **FIRST OFFENSE:** Three (3) day out-of-school suspension and a meeting to Implement a rehabilitative plan which includes the successful completion of a smoking cessation program.
- **SECOND OFFENSE:** Five (5) day out-of-school suspension and a meeting with the Student Assistance Program staff member for an educational session.
- **THIRD OFFENSE:** Ten (10) day out-of-school suspension with a recommendation for expulsion

School Rules for Safety, Security, and Penalties

All district rules related to safety and security are in effect at all times at the individual school level.

A. CORE BELIEFS:

Each student is a unique individual with unique personal, social, and educational needs. As a result, every disciplinary situation becomes unique in nature. Consequences for misbehavior provide the best learning value when matched to the unique student and unique situation. The odds for children learning from their mistakes increase dramatically when children see a reasonable connection between their behavior and the resulting consequence.

We dedicate ourselves to the following set of core beliefs which provides a guide for dealing with student discipline. The core beliefs guide our attempts to individualize disciplinary procedures and to help students see reasonable connections between their behavior and the resulting consequence.

Since these core beliefs provide the basis for our professional decisions, the staff encourages parents to bring concerns and questions to us in the event we operate in ways that appear to be inconsistent with these core beliefs.

When working with students, disciplining students, or making a professional judgment for students, our goal is for them to learn that:

- Every attempt will be made to maintain the dignity and self-respect of both the students and the teachers.
- Students will be guided and expected to solve problems without creating problems for anyone else.
- Students will be given the opportunities to make decisions and live with the consequences, be it good or bad.
- Misbehavior will be handled with natural or logical consequences whenever possible.
- Students are expected to follow guidelines set forth by the school.

B: EXPECTATIONS SUPPORTING THE ORDERLY OPERATION OF THE SCHOOL AND EDUCATIONAL PROCESS

Rules and expectations covered in this section are designed to meet the following goals:

1. Maintain orderly school operation.
2. Maintain optimal learning opportunities for students. School facilities and classrooms must be free of behaviors that interfere with teaching and learning.
3. Help students develop skills and behaviors necessary for healthy social interaction, both present and future.
4. Help students learn how their decisions affect the quality of their lives and others.
5. Help students develop responsibility and character.

C. CARE OF PROPERTY

Students are responsible for the care of their own personal property. The School will not be responsible for personal property. Valuable items should not be brought to School. The School may confiscate such items and return them to the student's parents.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the School program. Therefore, if a student does damage to or loses School property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Behavior Standards and policies of the school and corporation.

D. SEQUENCE FOR DISCIPLINE PROCEDURES

The first line of responsibility for discipline in the school rests with the classroom teacher who is expected to motivate the student and plan classes so as to minimize behavior problems. Classroom teachers shall work closely with administrators and parents to promote desirable student conduct.

When disciplinary action appears necessary to insure desirable student conduct, the suggested sequence is:

1. Teacher – student conferences

2. Teacher – parent conferences
3. Referral to administrator
4. Administrator – teacher – parent conference
5. Auxiliary services when available

The suggested sequence is not intended to restrict necessary disciplinary action at any time to maintain student control or an orderly learning environment.

CODE OF CONDUCT

Problematic Actions and Choices

The following are problematic actions and choices student may make. These actions and choices may include, but are not limited to:

<ul style="list-style-type: none"> • Interference with School Purposes • Substantial disobedience • Theft of School/personal property • Fighting • Failure to serve a previously assigned consequence • Forgery or alteration of school forms • Excessive disruptive behavior • Engaging in sexual behavior on school property • Verbal abuse and/or disrespect (see Bullying Policy) • Theft and/or possession of stolen goods • Vandalism or destruction of private or school property • Participation in gang related activities • Violation of appearance code • Displaying Public Affection • Disrespecting a staff member • Cafeteria misconduct • Refusal or failure to comply with state attendance law(s) IC 20-8.1-3-17, 18 and/or IC 20-8.3-31, 33 	<ul style="list-style-type: none"> • Disrupting detention, Extended School, or ISS • Failure to comply with bus conduct rules • Harassment based upon race, religion, appearance, gender, or personal preferences (includes repeat occurrences of disrespect to a peer) • Violation of the Acceptable Use Policy and/or technology vandalism • Insubordination (failure to obey reasonable requests) • Making a statement that could result in widespread fear or panic even if its intent was a joke • Violation of the Honesty Code • Failing to report terroristic actions, plans, or threats of another person that could result in harm to another person(s) or property • Use or possession of tobacco products, lighters, matches, and smoking or drug paraphernalia • Lying to a staff member • Gambling • Skipping class or truancy
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Dressing and Grooming

While fashion changes, the reason for being in school does not. Dressing or grooming in a manner which presents a clear and present danger to a student’s health and safety is unacceptable. Dressing in a manner which causes an interference with school work, or which creates a classroom or school distraction, is also unacceptable. When evaluating attire, the school bases its judgment on the issues of health and safety, distractibility, modesty, and decency. To avoid problems related to dress, simple guidelines for school-appropriate dress and personal appearance are as follows:

<ul style="list-style-type: none">• All shirts must be long enough to be able to have two inches of material tucked in.• Halter-tops, midriff or back-less shirts, see-through apparel or fish net garments should not be worn.• Clothing that advertises, promotes, or glorifies the use of tobacco, alcohol, drugs, illegal substances, or gang activity is not to be worn.• Clothing that is suggestive, has a double meaning or innuendo, or suggests an inappropriate idea is unacceptable.• Hats, caps, bandanas, sunglasses, and any other head-coverings are not to be worn or carried during the school day.• Coats should be hung in the designated area, not worn to classes.• Torn or ripped garments are not permitted if immodest.	<ul style="list-style-type: none">• Attire that may damage school property or cause personal injury such as metal-studded clothing, spikes, or chains may not be worn.• Clothing should be worn so that the midriff is never exposed.• Pants must not drag the floor, as this presents concerns regarding safety.• Shorts, dresses, and skirts (including slits) should be no more than four inches above the knee.• Spandex shorts are unacceptable.• Pajamas should not be worn to school.• Pants are to be worn at the waistline. Belts and overall straps must be fastened.• Body jewelry is prohibited when worn in any pierced body part other than the ear.• All shirts must have a modest neckline.• All shirts/tops shall have a sleeve that covers the shoulders.• Shoes with wheels are not permitted.
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Problems Related to Possessions

The following are examples. The list is not exclusionary.

<ul style="list-style-type: none">• Cellular phones (To avoid problem situations, all phones should remain powered off during school hours and may only be used in declared emergencies.)• Laser pointers• Cigarettes and Tobacco	<ul style="list-style-type: none">• Radios/CD players/Electronic equipment (To avoid problem situations, electronic devices should not be brought to school.)• BBs or pellets• Non-prescribed over-the-counter medications (see OTC policy)
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Disciplinary Actions

The purpose of these rules is to prevent and/or address issues of misconduct, disobedience, and disruptiveness. The school can impose a variety of consequences for failure to adhere to these expectations. Consequences may include:

- **Conference** – A conference may be between a teacher and a student, a teacher and a parent, an administrator and a student, or an administrator and parents. The school will arrange conferences in an effort to correct behavior when deemed necessary.
- **Referral to Guidance** – A referral will require the student to have a conference with his/her counselor to help find ways to correct a problem that is occurring.
- **Peer Mediation**—Students will resolve student to student conflicts with the assistance of a trained student peer mediator.
- **Teacher-Assigned Detention** – The location, time, and work to be completed will be determined by each teacher.
- **After-school Detention** –Students may be detained in school for disciplinary or other reasons, under direct supervision of a teacher, for not more than one hour after the close of the school day, provided that satisfactory arrangements for transportation and supervision from school to home have been made by the parents. Before a student may be detained, the parents, and/or legal guardian, must be notified as to the reason for such detention, the place, the date, and the time of the detention.
- **Lunch Detention** – Lunch detentions are held daily throughout the lunch periods. Lunch detentions may be assigned for misconduct occurring in the corridors and cafeteria. A student assigned to lunch detention would report to the office after getting his/her lunch.
- **Monetary Reimbursement** – In some cases, damage to school or personal property may result in, but may not be limited to, required monetary reimbursement.
- **Community Service to School** – Under certain circumstances, restitution-based consequences may be more appropriate. The location, time, and work to be completed will be determined by an administrator.
- **In-school Suspension (ISS)**- Depending upon each individual situation, students may be assigned to ISS. Students shall report to the office on time at the beginning of the school day with their books, pencils, paper, etc. Students will be counted present on school records. They will be provided with regular classroom assignments. Students may choose to purchase a sack lunch or bring their own. Students will not be permitted to attend or participate in extracurricular activities for the prescribed length of the ISS assignment.
- **Loss of Bus Service** – Serious violations of bus conduct rules may result in loss of bus service for a prescribed length of time.
- **Out-of-school Suspension** - Students will not be allowed to attend school for the prescribed length of the suspension. In addition, they shall not be permitted to attend or participate in extracurricular activities. Missed assignments may be made up in accordance with the excused absence policy.
- **Expulsion** – Expulsion is the removal from school for more than ten (10) days or for the balance of the semester or for up to one academic school year (two semesters and a summer school).

Suspension and Expulsion Procedures

A. Suspension

1. A principal may suspend a student from school for a period not to exceed ten (10) days.
2. In the event of a suspension, all reasonable effort will be made by the principal or his/her designee to notify the parent by telephone the day of the incident. If contact cannot be made that day, the principal or his/her designee will make contact by telephone the next day.

3. Suspensions may carry over to the next school year.

B. Expulsion

1. A student shall be suspended from school before the principal recommends that the student be expelled from school.
1. In the event the principal decides to recommend expulsion, he/she must by the end of the ten (10) day period of suspension file these recommendations in writing with the Superintendent of Schools and mail a copy of his/her written recommendations to the student and custodial parent by certified mail. Due Process rights and expulsion meeting procedures will be mailed to parents from the superintendent's office.

C. Charges by a Student

1. Where a student or his/her parent believes that the student is being improperly denied participation in any educational function of the School Corporation, or is being subjected to an illegal rule or standard as provided by statutes of the State of Indiana or applicable statute of the United States, or by the Constitution of the State of Indiana or of the United States, he/she shall, if unable to work out his/her problems with members of the administrative staff, be entitled to initiate a hearing by filing a charge with the superintendent in the same manner as a charge initiated by the principal.
 - a. The ruling of the hearing examiner and determination of the superintendent about participation in an educational function shall be denied, granted in whole, or granted subject to limitations.
 - b. The ruling of the hearing examiner and determination of the superintendent about the validity of a rule or standard or its application shall be a recommendation that it be changed.
 - c. An appeal from such decision and determination may be made to the Board of School Trustees either by the student or by the superintendent, such appeal to be undertaken within thirty (30) days.
 - d. In any case involving the validity of a rule or standard or its application, the matter shall be automatically appealed to the Board of School Trustees, which shall make the final administrative determination.
 - e. The Board of School Trustees may hear petitions from students, parents, teachers, taxpayers, or other interested persons to change rules or to limit the power of the Board to make or to change any rule or standard on its own motion; all subject to such rules relating to administrative procedure as the Board shall adopt in connection therewith.
 - f. In the event the Board of School Trustees changes a rule or standard or its application, it shall not be limited to the record.
2. Full details of the rules, regulations and due process procedure of the Brownsburg Community School Corporation are available to any parent, guardian, or student in the office of each school in the Corporation, and at the Brownsburg Community School Corporation Administration Offices.

Grounds for Suspension and Expulsion

Brownsburg Community Schools adhere to the Indiana Code for Student Discipline when establishing its student discipline code. This code is IC 20-33-8. Grounds for Suspension and Expulsion can be found in the subsections of this code (IC 20-33-8-3; IC 20-33-8-7; IC 20-33-8-14; IC 20-33-8-23).

A. Offenses

Offenses will be classified as expellable offenses which are in violation of federal or state law and may cause an immediate recommendation for expulsion; major offenses which are a serious violation of school rules and policies; minor offenses which are infractions of classroom or school rules.

Expellable offenses include but are 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: (a) occupying any school building, school grounds, or part thereof with intent to deprive others of its use; (b) blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building or corridor or room; (c) setting fire to or substantially damaging any school building or property; (d) firing, displaying, or threatening use of firearms, explosives, or other weapons on the school premises for any unlawful purpose; (e) prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or of any lawful meeting or assembly on school property; and (f) continuously and intentionally making noise or acting in a manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the educational function under his/her supervision. 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; or repeatedly damaging or stealing private property on school grounds, or during an educational function or event off school grounds; or 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 a school employee: (a) on the school grounds during and immediately after school hours; (b) on the school grounds at any other time when the school is being used by a school group; or (c) 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 shall not, however, constitute a violation of this provision.
5. Intentionally doing serious bodily harm to any student: (a) on the school grounds during and immediately before or immediately after school hours; (b) on the school grounds at any other time when the school is being used by a school group; or (c) off the school grounds at an educational function or event by the school corporation, or when such student is traveling to or from the school or such educational function.

6. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student.
7. Knowingly possessing, handling or transmitting any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon: (a) on the school grounds during and immediately after school hours; (b) on the school grounds at any other time when the school is being used by a school group; or (c) off the school grounds at any educational function or event sponsored by the school. IC 35-41-1-8 states that items such as tasers, stun guns, knives, chemical substances, and materials or animals readily capable of causing serious bodily injury may also be considered weapons.
8. Knowingly possessing, using, transmitting or being under the influence of any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind or any paraphernalia used in connection with the listed substances; (a) on the school grounds during and immediately before or immediately after school hours; (b) on the school grounds at any other time when the school is being used by any school group; or (c) off the school grounds at a school activity, function or event. Use of a drug authorized by a medical prescription from a registered physician shall not be a violation of this rule.
9. Consuming or ingesting any controlled substance, alcoholic beverage, drug, or intoxicant of any kind before attending school or a school function or event.
10. 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.
11. Engaging in sexual behavior on school property or at a school sponsored activity.
12. 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.
13. Engaging in any activity forbidden by the laws of the state of Indiana which constitutes an interference with school purposes or an educational function.
14. In addition to the grounds for expulsion or suspension under subsection (b), a student may be expelled or suspended for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function.
15. Knowingly possessing, handling or transmitting any object that can reasonably be considered a firearm or a destructive device will become a mandated expulsion for a year under Section 4 of SEA 631. Indiana State Statute specifies that explosives such as firecrackers, are illegal and can be a suspension or expulsion offense. An expulsion request for one year will be made for any student in possession of a weapon, a firearm, or a destructive device on or in school property, on a school bus, or within one thousand (1,000) feet of school property. This includes play guns, BB guns, pellet guns, grenades, rockets or any similar explosive, incendiary, or overpressure devices.

Parents and students need to also be aware of the dangers of possessing look-alike weapons. These would be items such as wooden guns, plastic toy guns, and rubber or toy knives. These items are very innocent in the right situation, but at school or on school buses, mass anxiety and panic could result if they are displayed. Serious consequences, including expulsion, may result from the possession of anything that is intended to look like a dangerous weapon.

16. Students are prohibited from possessing, using, transmitting, selling, or being under the influence of caffeine-based pills or other over-the-counter medications.
17. Students are prohibited from possessing, using, transmitting, or selling prescription medication or a look-a-like prescription medication when in direct violation of the medication “Hold Harmless” policy.
18. Students are prohibited from possessing, using, transmitting, selling, or representing a substance as a look-a-like drug, narcotic, or alcohol substance.
19. Engaging in the harassment of another person, which includes sexually related verbal or written statements, gestures, e-mail communication, or physical contact.

Appeal of an Expulsion

On June 12, 2006 the BCSC Board of School Trustees adopted the policy that it will not hear student expulsion appeals. Therefore, the determination of the Hearing Examiner is the final position of the School Corporation. However, you may appeal the Hearing Examiner’s determination to Hendricks County Circuit Court.

School Searches

The principal has the authority to engage in a random search of students if there are reasonable grounds for suspecting that the search would produce evidence of a violation of school rules.

School Jurisdiction

The jurisdiction of the school with respect to rules of conduct shall apply:

- (1) When the student is present at any time on the school grounds or any property owned or operated by or for the benefit of the Brownsburg Community Schools.
- (2) When the student is off school grounds at a school activity, function or event.
- (3) When the student is on the way to or from school, a school activity, function or event.
- (4) According to state law, this includes any unlawful activity, which takes place during school holidays, breaks, vacations, or other periods of time when a student is not attending classes or a school function.
- (5) The principal has the authority to search any individual student based upon the belief that the search would produce evidence of a violation of school rules.

The Olweus Bullying Prevention Program

The Olweus Bullying Prevention Program is a comprehensive, school-wide program that is implemented in all elementary schools. Its goals are to reduce and prevent bullying problems among school children and to improve peer relations at school. The program has been found to reduce bullying among children, improve the social climate of classrooms, and reduce related antisocial behaviors, such as vandalism and truancy. The Olweus Program has been implemented in more than one dozen countries around the world and was selected as one of 10 "model programs" (only 10 out of more than 500 programs could be approved) to be used in a national violence prevention initiative in the USA, supported by the US Department of Justice.

All middle school students have been taught the same definition of bullying and have the same school rules against bullying. The students have been taught that bullying is defined as: it is repetitive, intentional, and there is an imbalance of power. The school rules against bullying are:

1. We will not bully others.
2. We will help students who are bullied
3. We will include students who are easily left out.
4. We will report any bullying we see, and we will expect our peers to do the same.

Student Hazing

The School Board believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any Corporation-sponsored event.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Administrators, faculty members, and other employees of the Corporation shall be alert particularly to possible situations, circumstances, or events which might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Superintendent. Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil and criminal penalties in accordance with law.

The Superintendent shall distribute this policy to all students and Corporation employees, and shall incorporate it into building, staff, and student handbooks. It shall also be the subject of discussion at employee staff meetings or in-service programs.

Tobacco Free Campus

All facilities of the Brownsburg Community School Corporation are designated tobacco free. No tobacco product may be used day or night on any part of the property of the School Corporation.

Honesty Code

Students are expected to turn in original work for all school assignments, whether it is homework, a project, a quiz, or a test. In the event that cheating has taken place, the teacher shall collect the compromised work, mark a zero for the assignment, log the occurrence, and notify parents. Further incidents will result in an office behavior referral as well as all of the aforementioned consequences. To remove any question as to what constitutes cheating the following is a list of actions that would be considered cheating:

- Copying other people's work, when an assignment is meant to be done individually
- Giving or accepting answers or aid from others when not permitted by the teacher
- Making up or changing results, or using results from others without their approval and the teacher's knowledge for documentation of research or study
- Copying work from others or using lab reports, papers, etc. from previous years --- using someone else's work and representing it as your own
- Plagiarizing or using someone's words without acknowledgement
- Submitting the same document for two different assignments
- Using hidden reference sheets or "cheat sheets"
- Using a calculator, text messages from another cell phone or PDA, or other aids when not permitted by the teacher
- Taking credit for group work when little contribution was made
- Forgery or attempted forgery

Acceptable Use Policy for Technology

Brownsburg Community School Corporation (BCSC) is committed to the effective use of technology to enhance both the quality of student learning and the efficiency of corporation operations. It also recognizes that safeguards must be established to ensure the protection of our students. Safeguards also protect the corporation's investment in hardware and software, assist in ensuring the maximization of the technology's beneficial use, and prevent possible negative side effects of the use of the technology.

The provisions of this policy and associated guidelines and agreements are subordinate to school, local, state and federal law. BCSC has the duty to investigate any suspected violations of this policy.

The Acceptable Use Policy sets the standards that ensure that all users benefit from the technology in place in our school system. The policy encourages use of technology appropriate for a school environment, discourages harmful practices, and sets penalties for those who choose to violate the policy. Students should remember that access to technology is a privilege, not a right.

Technology resources are defined as any electronic tool, device, program, or system that aids the educational and work environment and enables the employee to be more efficient in a technological world. Technology includes:

- all computer hardware and software,
- personal digital assistants (PDAs), cell phones, handheld technologies and personal storage devices
- analog and digital networks (e.g., data, video, audio, voice, and multimedia)
- distance learning through multiple means and locations
- electronic mail (e-mail) systems, and communication technologies
- television, telecommunications, and facsimile technology

- servers, routers, hubs, switches, and Internet gateways including wireless access
- administrative systems, media systems, and learning information systems including online applications
- related and forthcoming systems and new technologies. .

Personally owned devices are included in this Acceptable Use Policy when on school property or connected to the school infrastructure. BCSC is NOT responsible for any damage done through the network connection. This includes but is not limited to power surges, viruses or malicious acts from other users. Personal technology brought for use at school must meet minimum BCSC requirements including approved virus protection software.

The following uses of school-provided technology are prohibited:

- a. to use technology hardware, software, information, and/or services or that of another individual without permission from your teacher
- b. to remove or copy school-owned software from school computers
- c. to use technology to harass, bully, or threaten another individual
- d. to access, upload, download, create, distribute, use, or transmit pornographic, obscene, sexually explicit, abusive, slanderous, libelous, prejudicial, or otherwise inappropriate language or material
- e. to vandalize, damage, alter, or disable the property of BCSC
- f. to plagiarize, violate copyright or use the intellectual property of an individual or organization without permission
- g. to introduce unauthorized information, computer viruses, or harmful programs into the computer system in public-private files, or messages
- h. to download games, entertainment software, or copyrighted material unless part of the course curriculum and directed by the teacher
- i. to participate in gambling or on-line games
- j. to send unsolicited e-mails or participate on chat lines unless there is a curricular tie approved by the teacher
- k. to send chain letters or to broadcasting messages to lists or individuals and other types of use that would cause congestion of the network or otherwise interfere with the work of others
- l. to disclose personal email addresses of others through a group or chain email
- m. to shop, barter, or use credit cards on-line
- n. to utilize the school corporation technology for commercial purposes or financial gain
- o. to install or use encryption software on any computer
- p. to send non-school related audio, video or data communication to school staff members
- q. to use social networks at school unless approved for curriculum
- r. to attempt to circumvent BCSC policies or network restrictions. It is a criminal offense to hack into a school system computer and criminal charges may be filed.

Inappropriate use of technology from outside the school corporation may result in disciplinary action if there is a connection back to school and either of the following occurs:

- a. The student's actions violate a legitimate school policy or law.
- b. The school can show a substantial disruption or legitimate safety concern.

Important Notice: The Brownsburg Community School Corporation will take measures to filter and monitor resources and information accessed through its information and data systems. Although a conscious effort will be made to deter

access to materials that are inappropriate for the educational setting, no safe guard is foolproof. The user is responsible for not seeking or initiating access to inappropriate or blocked material and reporting incidents should they occur. Students should not post personal information about themselves or others nor should they contact individuals they meet online. Personal information includes names, home/school/work addresses, telephone numbers, and personal photographs.

BCSC will not be responsible for unauthorized financial obligations resulting from school- provided access to the Internet.

Any violation of the corporation policy and rules may result in disciplinary action up to and including dismissal. When applicable, law enforcement agencies may be involved.

Important Notice: Each individual is responsible for any and all data stored on the device whether personal or school-owned. If non-AUP compliant material is found, disciplinary action will be taken.

Networks- Internet/Local and Wide Area

The school does not guarantee the reliability of the data connection and does not verify the accuracy of information found on the Internet.

Internet filters are not a substitute for educators diligently monitoring students' computer and Internet usage. The school corporation will run filtering software as required by CIPA (Childhood Internet Protection Act). The staff is responsible for supervision of students on the network. The parent agrees not to hold the school corporation or school personnel responsible for any material the student mistakenly or intentionally accesses or transmits via the school's computer system.

Hardware/Software

BCSC has the right to regulate hardware/software technologies that are on its network or used within the school and workplace environment. This includes personally owned devices and/or media used on BCSC property or with BCSC technological infrastructure.

Documents/Files/Web-Based Applications

BCSC has final editorial authority over students creating websites that are stored on BCSC equipment or whenever students are given school credit for designing, editing, or updating the websites.

File-sharing by students is not allowed unless specifically requested for a class by the teacher. The BCSC local-area network will be equipped with software that monitors Internet traffic to detect any file-sharing.

No Expectation Of Privacy

All information/documents/files that are created, sent or received from a school computer including e-mail messages are school corporation property, should not be considered confidential, and may be accessed by school personnel at any time. Electronic messages and files stored on school based computers may be treated like school lockers.

- Personal information sent to school computers should not be considered private.

- Personal information (whether from school-owned or personal technology devices) sent to school-enabled accounts should not be considered private.
- Personal equipment brought to school is subject to school rules and may be detained and searched by building administration with valid cause.
- Students using school-owned computers should store personal information on external drives (external hard drive or flash drive) and not on the computer's hard drive.

School-Owned Technology

In some situations, school-owned equipment may be loaned or rented to students. The following expectations apply:

- The student receiving the equipment is solely responsible.
- The student receiving the equipment is responsible for care and maintenance.
- The student receiving the equipment will use device for designated curriculum purposes.
- The school is not responsible for unauthorized information (games, music, etc.) added to the device nor will school try to maintain that information if repair is needed.
- The student receiving the equipment is responsible for creating and maintaining backup of any personal data.

Section V – Transportation

TRANSPORTATION CHANGES AND BUS PASSES

Every student eligible for bus transportation has a regular way of traveling to and from school. If a child does not have written parental permission, the child will be sent home in his/her usual way. Emergency changes for transportation may be arranged by a telephone call to the school office. No bus passes will be provided except in extreme emergencies.

TRANSPORTATION BUS CONDUCT POLICY

Riding the school bus is a privilege, and misconduct while riding a school bus can result in the loss of riding privileges. Students should be at their designated bus stops five (5) minutes prior to the arrival of the bus and should wait until the bus comes to a complete stop before attempting to load the bus.

Students are expected to conduct themselves in an orderly manner and abide by school rules at bus pick-up designated by the Transportation Department.

Privilege to ride a Brownsburg School Bus may be suspended for continuous misbehavior, not following the safety and conduct rules, or lack of cooperation with the driver. ***Please note that nothing in this policy will prevent an administrator from assigning a more severe consequence, up to and including suspension and recommendation for expulsion.***

Bus Safety and Conduct Rules:

1. Go immediately to assigned seat and remain in the seat for the entire bus trip.
2. Remain seated and facing forward while the bus is in motion.
3. Talk in a quiet reasonable tone of voice. Loud, boisterous, profane language or indecent conduct will not be tolerated.
4. Students will not be allowed to tease, scuffle, trip, hold, hit or use their hands, feet or body in any objectionable manner.
5. Throwing items on the bus will not be tolerated.
6. Food, drink, candy and gum are prohibited on the bus.
7. Only students 6th grade and older are permitted to listen to music using headphones.
8. Phones and electronic games are prohibited.
9. Windows are not to be lowered below the designated mark and only with the driver's approval. Keep head, hands, and feet inside the bus at all times.
10. Keep aisle of bus clear of all items, feet, legs, book bags, instruments etc.
11. Students shall be respectful of the bus driver and follow all directions given by the driver.
12. Treat all school property with respect.
13. Observe the same conduct rules as expected in the classroom.
14. Students must be completely quiet when bus stops at all railroad crossings.
15. Students must board the bus at their school unless prior written permission has been given by the school to board the bus at another location.
16. Musical instruments are allowed on the school bus but need to be held by the student during the bus trip. Instruments will not be permitted to be stored in the back of the bus (blocking the emergency exit) or stored in the luggage compartment (safety issue).
17. Girls sit with girls and boys sit with boys.
18. Skateboards, scooters, etc. are prohibited on buses.

19. Students should be at their designated bus stop, waiting for their buses 5 minutes before their scheduled pick up time. It is important for students to be at their stop before the bus arrives, so that they will not cause the other students to be late for school. If a student misses a bus, because s/he was late getting to her/his stop, the bus will not return to pick up the student. It will be the parent's/guardian's responsibility to provide other transportation for the child so s/he can attend school.
20. The Transportation Department Administration will designate the bus stops and pick up times for students at the beginning of the school year.
21. Smoking, lighters, matches, drug possession, fighting, weapons and/or damage to the school property are not tolerated and prohibited.
22. All students who ride the bus to and from school or any school activity are subject to these rules. Behavior, which distracts the driver, is a hazard to the safe operation of the bus and jeopardizes the safety of all.

Transportation Demerit System:

A student who is unable to follow the bus safety and conduct rules will collect demerits based on his/her behavior. The number of demerits the student receives will be based on the severity of the incident. A student will accumulate demerits if he/she continues to not obey the rules. As the number of demerits increase, so will the severity of the consequences.

Minor infractions - 2 demerits (such as but not limited to):

- Disregard for bus safety which would possibly result in harming themselves.
- Excessive mischief

Intermediate infractions - 4 demerits (such as but not limited to):

- Disregard for bus safety which would possibly result in harming others
- Damage done to bus
- Profanity

Major infractions - 6 demerits (such as but not limited to):

- Disregard for bus safety where others are harmed
- Destruction done to bus

Automatic loss of Riding Privileges (such as but not limited to):

- Use of tobacco, drugs, alcohol on the bus
- Possession of a weapon

Recommended Consequences:

- 2 demerits - front seat or different seating arrangement
- 3-5 demerits - loss of school privileges (recess, sitting with friends at lunch, etc.)
- 6-9 demerits - loss of riding privileges for 1 day
- 10-12 demerits - loss of riding privileges for 3 days
- 13-15 demerits - loss of riding privileges for 5 days
- 16+ demerits - loss of riding privileges for the remainder of the school year

Section VI – Supporting Information

ANIMALS

Live animals are permitted on school property only with advance permission of the classroom teacher and building principal. For reasons of safety, animals must be caged and may not be transported on the school bus. For health reasons of individual children and teachers, some classrooms may not be able to have animal visitors.

ARRANGING A CONFERENCE

Parent teacher conferences will be held in the fall. Parents wishing to arrange a conference with a teacher/team or with an administrator should contact the individual(s) involved to make arrangements.

BIRTHDAY RECOGNITION

In order to provide optimum learning time, classroom birthday snacks/parties are not permitted at school. Additionally, in order to protect the feelings of all children, students are not permitted to pass out any invitations at school even if inviting the entire class. The school is not permitted to release student addresses or phone numbers. We understand that a child's birthday is very important to him/her. Therefore, children's birthdays are recognized each morning on the morning announcements.

CELLULAR PHONES

Students are permitted to have cell phones in school, but they must always be in the "Power Off" position and cannot be visible. During school hours, cell phones can be used to make or receive calls only in school declared emergencies. Any other use of a cell phone during school hours shall result in disciplinary action. At no time can these phones, or particularly camera phones, be used to invade the privacy of another student. These specifications apply:

- 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.
- off school grounds at a school activity, function, or event, or
- while traveling to or from a school activity, function, or event.

An exception to the "after school" rule would be when a student needed to call a parent for transportation after a school activity or an extracurricular event. Permissible calls shall be limited to this scope. It should be noted that the school is not responsible for lost, stolen, or damage to cell phones.

Important Notice to Students and Parents Regarding Cell Phone Content and Display

The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with "child exploitation" or "child pornography" as defined by Indiana Criminal Statutes.

It is "child exploitation," a Class C felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph or create a digitalized image of any incident that includes "sexual conduct" by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes "sexual conduct" by a child under the age of 18.

It is "child pornography," a Class D felony under I.C. 35-42-4-4(c), for any person/student to possess a photograph, motion picture, digitalized image, or any pictorial representation that depicts or describes "sexual conduct" by a child who the person knows is less than 16 years of age or who appears less than age 16.

"Sexual conduct" is defined by I.C. 35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of

any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.

The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.

Because student cell phones have been found in a number of Indiana school districts to have contained evidence of “sexual conduct” as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.

CLASSROOM PARTIES

Each elementary classroom is allowed to have a limited number of parties each year. Teachers may work with parent support groups to plan fall, Christmas, and Valentine/spring parties. The building principal must approve all other parties. Older and younger siblings may not attend parties.

All food items brought in to school must meet the minimal nutritional value policy as established by the federal guidelines. All food items distributed to children must have manufacturers’ label that lists nutritional value. No home baked or homemade food products may be distributed to students. See B.C.S.C. Guidelines for Healthy Snacks.

FLOWERS AND BALLOONS

Please do not have flowers or balloons delivered to school for birthdays or special holidays. Large groups of balloons will not be allowed on school buses.

INSURANCE

Parents are given the opportunity to purchase student accident insurance for their child at a reasonable rate at the beginning of each school year. We urge parents to read the brochure carefully to understand the coverage.

LOST AND FOUND

Students who find lost articles should turn them in to the office. Students who have misplaced articles should check the lost and found to see if the articles are there.

MEDIA CENTER

The library has books and magazines for study and recreational reading. It is open for use during the entire school day and a short time before school. Books are expected to be returned on time. If a student loses a book, he/she must pay for it. If a book is damaged while checked out to a student, he/she must pay for its repair or replacement. Fines are charged for overdue material.

PHYSICAL EDUCATION

Physical Education classes have special dress requirements. Student dress for physical education classes will allow modest and safe performance of all physical education activities. Every student will wear flat-soled athletic shoes that are not slip-ons. A portion of the student's grade is dependent on appropriate dress. A doctor's statement will be required for a third consecutive absence from physical education class in one grading period. A parent note will excuse a single week's absence from participation in physical education class.

RECESS

Student school day may include a recess time. No more than 30 minutes of student school day may be recess time. Usually students will go outdoors for recess period. Inclement weather, excessively cold wind chill, or unsuitable playground conditions may cause recess to be indoors. The building principal will determine whether recess will be inside or outside on a daily basis, keeping the health and safety of students in mind. When the wind chill is below 0 degrees, recess will be indoors.

The elementary school recognizes that a child may occasionally be well enough to attend school, but because of recent illness or health condition is unable to go outside to play. A note from a parent will excuse a child from outside recess activities on a daily basis. Missing outside recess for more than five days at one time requires a doctor's excuse.

It is the responsibility of the building principal to decide where an excused child will be assigned during the time the child's class is outdoors.

SAFETY HOTLINE

The entire school community has a responsibility to report any incident that may interfere with school purposes or endanger others. A hotline is in place for students and parents to take proactive steps in school safety. Tips may be made anonymously. To report any unsafe or illegal activity during school hours, call 852-3143 ext. 1TIP (1847). Hotline messages will be checked weekdays until 4:00 p.m.

SOCIAL HEALTH PROGRAM / BODY AND PERSONAL SAFETY PROGRAM

A Social Health Program is offered for 4th and 5th grade students. Students are shown appropriate films for their group followed by a question and answer period. Parent/Guardian previews of all films are held before the films are shown to students. Any parent/guardian who does not wish his/her child to participate in this program may contact the elementary school office and appropriate arrangements can be made.

The Body and Personal Safety program is a comprehensive Kindergarten through 5th grade program that will help our students develop the ability to judge between appropriate and inappropriate touch, learn assertive self-protection skills and know whom they can ask for help.

STUDENT COUNCIL

Each school may have a student council. Its purposes are to provide service to the school, to increase school spirit, to promote better relationships and understanding between administration, faculty, and students, to introduce new ideas for policies and activities with the school and to discuss problems arising within the school community.

Student Council members represent their classes by bringing ideas, suggestions, comments, and questions to the council and taking information, ideas, and plans back to their classmates. The Student Council represents the student body as a whole by presenting ideas, suggestions, and comments to the school faculty and administration.

SUPERVISION OF STUDENTS

Students are supervised by teachers throughout the day. Students are to exit the building by 4:00p.m. unless they are under the direct supervision of a staff member. Students staying after school for an extracurricular activity must be under the sponsor's supervision at all times.

WHAT TO DO IF YOU HAVE A COMPLAINT OR CONCERN

Though the faculty and administration make every effort to avoid problems, parents and students will occasionally disagree with decisions that are made in regard to discipline or grades. In most cases, problems can be resolved when parents speak to the person who is directly responsible for decisions that have been made concerning a student. The appropriate channels for help with a concern about teacher or sponsor are as follows: 1. assistant principal; 2. principal; 3. superintendent; 4. school board.

ADDITIONAL INFORMATION FOR PARENTS AND STUDENTS

Some of the material, such as those listed below may now be found on the school's website (<http://www.brownsburg.k12.in.us/corpwms/>). In addition, information about these items may be located in the school's main office, guidance office, or athletic office.

- Hendrick's County Project Attend
- Foods of Minimal Nutritional Value
- Book Rental Information
- PE Class Policies
- Extracurricular Eligibility

IMPORTANT DATES

End of the Nine Week Grading Period Dates:

October 14, December 22, March 12, May 27

Report Card Distribution Dates:

October 21, January 8, March 19, May 27

PARENTS' RIGHT-TO KNOW • A Title I School Requirement

In accordance with the Elementary and Secondary Education Act, Section 1111(h)(6) PARENTS' RIGHT TO KNOW, this is a notification from Brownsburg Community School Corporation to every parent of a student in a Title I school that you have the right to request and to receive information in a timely manner regarding the professional qualifications of your student's classroom teachers. This information regarding the professional qualifications of your student's classroom teachers shall include the following:

- If the teacher has met state qualification and licensing criteria for the grade level and subject areas taught;
- If the teacher is teaching under emergency or temporary status in which Indiana qualifications and licensing criteria are waived;
- The teachers baccalaureate degree major, graduate certification, and field of discipline; and
- Whether the student is provided services by paraprofessionals, and if so, their qualifications

If at any time your student has been taught for 4 or more consecutive weeks by a teacher that is not highly qualified, you will be notified by the school of this information. If you have questions or concerns, please feel free to contact the principal of your child(ren)'s school.

NWEA Data Record Sheet

NWEA Data							
	Fall 09 Baseline Data	Fall 09 to Spring 10 Growth Goal	Notes	Spring 10 Goal Score	Spring 10 Final Score	Fall 09 to Spring 10 Net Growth	Goal Achieved? Yes or No
<i>example</i>	228	3.6		233	237	9	Yes
Math							
Reading							
Language							

Signatures

Parent

Date

Teacher

Date

Fall X _____ X _____

Spring X _____ X _____

	Fall 09 Baseline Data	Fall 09 to Spring 10 Growth Goal	Spring 10 Final Score	Fall 09 to Spring 10 Net Growth	Goal Achieved? Yes or No
Problem Solving					
Reading Comprehension					

Signatures

Parent

Date

Teacher

Date

Fall X _____ X _____

Winter X _____ X _____

Spring X _____ X _____

Istep + Test Data	Passed? Yes or No
English	
Math	
Science (7 th Grade)	

**"Failure is
not reaching
your goal,
But having
no goal to reach. "
~Benjamin Mays**

Childhood Wellness and Guidelines for Classroom Snacks

The elementary schools are committed to providing a school environment that enhances learning and developing lifelong wellness practices. It is important that children who are developing lifelong eating habits receive consistent nutrition messages throughout the school. These guidelines will apply to all food distributed to students during the school day by school personnel.

1. Every food item and beverage must have manufacturer's label that lists ingredients and nutritional value. No home baked or homemade food products will be distributed to students.
2. All food items and beverages will meet the Healthy Food Guidelines for Elementary Schools. (See below.)
3. Food items and beverages provided for the three elementary school classroom parties must meet the Healthy Food Guidelines for Elementary Schools. (See below.)
4. Foods of Minimum Nutritional Value (see below) will not be used to reward elementary school students during the school day. (Exception will be made for special needs students whose Individualized Education Program plans indicate the use of these treats.)
5. Birthday snacks will not be permitted in elementary school classrooms. (See 2006-07 Elementary School Student Handbook, **BIRTHDAY RECOGNITION**)

HEALTHY FOOD GUIDELINES FOR ELEMENTARY SCHOOLS

A food item that meets the following nutrition standards is considered healthy:

sugar is not the first ingredient **and** it provides at least 5% of the recommended daily intake value for one of the following nutrients: vitamin A, vitamin C, calcium, iron, protein, fiber, niacin, riboflavin, or thiamin

Healthy beverages include water, milk, and juice (with no added sweeteners)

Examples of healthy snack foods:

fruits (fresh, frozen, dried, or canned), **vegetables** (fresh, frozen, or canned), **granola/cereal bars**, **cereal**, **crackers**, **baked chips** (potato or corn), **pretzels**, **popcorn**, **trail mix**, **Chex Mix**, **Fig Newtons**, **animal crackers**, **graham crackers**, **pudding**, **yogurt**, **Jell-O**, **sherbet**, **cheese**, **peanut butter**, **frozen fruit slushies**, **frozen fruit bars**, **whole grain cookies**, **rice krispie treats** (or made with other cereal)

*Foods of Minimum Nutritional Value (FMNV) will **not** be distributed to students in elementary schools during the school day by school personnel. Foods of Minimum Nutritional Value are:*

carbonated beverages

water ices - (popsicles) that do not contain fruit or fruit juices

chewing gum

hard candy - (a product made predominantly from sugar and corn syrup which may be flavored and colored, is characterized by a hard, brittle texture and includes such items as sour balls, fruit balls, candy sticks, lollipops, starlight mints, after dinner mints, sugar wafers, rock candy, cinnamon candies breath mints, and jaw breakers.)

jellies and gums - (a mixture of carbohydrates which are combined to form a stable gelatinous system of jell-like character, and are generally flavored and colored, and include gum drops, jelly beans, jellied and candied fruit slices)

marshmallow candies - (an aerated confection composed as sugar, corn syrup, invert sugar, 20% water and gelatin or egg white to which flavors and colors may be added) **RICE KRISPIE TREATS ARE ACCEPTABLE.**

fondant - (a product consisting of microscopic-sized sugar crystals which are separated by thin film of sugar and/or invert sugar in solution, such as candy corn and soft mints)

licorice - (a product made predominantly from sugar and corn syrup which is flavored with an extract made from the licorice root)

spun candy - (a product that is made from sugar that has been boiled at high temperature and spun at a high speed in a special machine)

candy coated popcorn - (popcorn which is coated with a mixture made predominantly from sugar and corn syrup)