

BROWNSBURG HIGH SCHOOL STUDENT HANDBOOK

PRINCIPAL'S MESSAGE

As a new student or as a returning student, we welcome you to Brownsburg High School and to the many opportunities available. Our collective goal as faculty, staff and students is to provide everyone with the best possible educational program along with good opportunities for social, emotional, and physical development. Through your hard work as students and with our help as faculty and staff, almost anything can be accomplished. We need each other because as a team we are strong in resolve and purpose, and we are better able to reach our individual goals.

In an ever-changing world, a high quality of education is considered a necessity, as is high school graduation. Without it, each of us is virtually enslaved. Thus the faculty and staff of Brownsburg High School are ready to lend assistance wherever needed to aid each student. Call upon us individually or work through the guidance counselors, but allow us to help you obtain your educational and personal goals. Your success as an individual will be our success as educators.

Study hard but take enough time to have fun, develop some lasting relationships and most of all, and remember those who helped you get to this wonderful time in your life. Family and good friends are of great importance, and they will continue to be of value as you find your place in the high school, the community and ultimately in the world. We wish the best for you.

Have a great year!

Mr. Bret Daghe , Principal, Brownsburg High School

For more information regarding the school and the staff directory, please access the school's website at <http://www.brownsburg.k12.in.us>.

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

Homeless Liaison
Registrar
Mrs. Brenda McCoy
444 East Tilden Drive
Brownsburg, IN
46112
852-5726

School Year 2009-2010

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 Administrative Dean, who 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 education records states that they contain information directly related to a student; and 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 records in the sole possession of the maker of the record accessed and revealed only to a substitute and not shared with others; records of a law enforcement unit that was created by that law enforcement unit specifically for law enforcement purposes; 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; 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; records received by a school after a person is no longer a student or enrolled at the school; and grades on peer-graded papers before they are collected and recorded by the teacher.

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, to 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, and to 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 electronic, 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, enrollment status, participation in officially recognized activities and sports, address, telephone listing, weight and height of members of athletic teams, e-mail address, 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, and the most recent educational agency or institution attended

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:

1. The Act concerns the student record of both elementary and secondary schools.
2. The parents' rights under the Act extend until the student is 18 years of age, is enrolled in a post high school institution, or is older than 18 but is still a dependent; thereafter, only the student himself may exercise the rights.
3. Parents, students, and legal guardians have a right to examine the student records at reasonable times during the school years.
4. 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.
5. Students or parents may opt-out of disclosure of directory information while they are in attendance at a school; however, this request cannot be used to prevent a school from requiring a student to disclose his name.
6. 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. These individuals are Superintendent of Schools, Associate Superintendent, 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, and 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.

7. 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.
8. A copy may be furnished pursuant to a court order of subpoena but only if the parents are given advance notice.
 9. 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.
 10. 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 includes the following steps. 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. 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.) 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. The principal shall make provision for assistance in the interpretation of the records.

There shall be no fee or costs for reviewing the student records at the school. 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.

Brownsburg Community School Corporation follows the following summarized practice for releasing 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. Health records may also be included in this release.

Release of education records to law enforcement agencies:

- a. 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.
- b. 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.
- c. 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.
- d. 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."

Brownsburg Community School Corporation follows the following summarized practice for releasing 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.

The school corporation is required to identify and to authenticate the identity of any person or party who is requesting education records.

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 or proof of residency. For additional information contact the Brownsburg Community School Corporation Registrar at 852-5726.

FIRE, TORNADO, AND SAFETY 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.

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

[School District will/has develop[ed] and adopt[ed]] 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. [School District] will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. [School District] 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. [School District] 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's Guidance Office at 317-852-2258.

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's Guidance Office at 317-852-2258.

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

Brownsburg High School opens to students at 6:45 AM. Students who wish to eat breakfast at Brownsburg High School may do so beginning at 7:00. The first class of the school day begins at 7:40 AM. The school day ends at 2:50 PM.

The school's office is staffed on school days during the following business hours: 7:00 AM to 4:00 PM.

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 contacts a parent without the nurse's permission to be picked up from school, the absence will 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)

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 or the nurse. 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 office 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.

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.

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.

Stock Medication

Acetaminophen (Tylenol) and Ibuprofen will be available for students at the secondary level, in the clinic. While the clinic is not a pharmacy, this service is provided to students with onset of a sudden headache, cramps, or other illness/injury that might be relieved with these medications in order to keep them in class. In order for a student to receive these medications, a salmon over the counter (OTC) Card must be completed and signed by the parent then returned to the clinic. Medications will be administered according to the directions on the bottle. If a student is not age appropriate to receive a medication, a physician must complete a "Hold Harmless" form. This form must be renewed at the start of every school year.

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. 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.

Immunizations

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.

Guidance Department and Student Well-Being

The responsibilities of the counselors include assisting the student in their adjustment from the middle school to the High School or from another community. Academic counseling regarding grades and the student's achievement, career planning, social and personal counseling, and standardized test administration and interpretation are areas in which the counselors can be of assistance. To provide consistent support, the counselors will work with students in the same section of the alphabet each school year. However, students may see any counselor for problems of a personal nature.

We urge students to contact the guidance office if a question or problem arises. Students are encouraged to tell a teacher or counselor if they are having difficulty with a peer. When a conflict has been identified, conflict mediation may take place. Conflict mediation is when the students are brought together with their counselor to discuss their differences and come to some common solutions. Parents are also urged to contact a counselor if questions or concerns arise regarding their child.

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.

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

No student under the age of eighteen (18) will be allowed to withdraw from School without an exit interview with the Principal who must agree to the withdrawal. The Principal is also required to provide to the Bureau of Motor Vehicles the name of any student under the age of eighteen (18) who withdraws from School for revocation of the student's driver's license. Also, the student may not be able to obtain an employment certificate needed to obtain a job.

If a parent is withdrawing a student to home school, contact Barbara Leamon (for grades 9-12) at BHS 852-2258 to assist the parent with the online enrollment process.

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.

FULL TIME ENROLLMENT

Students must maintain at least six credit generating classes per semester in order to maintain a timely progress towards high school graduation. Neither the Superintendent nor the Board will grant approval per IC 21-33-2-13 for students from non-public, non-accredited, or a non-approved school including home educated (home school) students to enroll in fewer than six credit generating courses unless an Individual Education Plan (IEP) is in effect.

SCHEDULING AND ASSIGNMENT

The Guidance Counselors 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 Guidance Counselor.

Schedules are provided to each student at the beginning of the school year or upon enrolling. The schedule is based upon the student's needs and available class space. Any changes in a student's schedule should be handled through the guidance counselor's office. It is important to note that some student requests to take a specific course may be denied. Students are expected to follow their schedules. Students may not change/drop a course after the tenth day of the semester.

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 timely notification from the parent or guardian. A parent may come to the School office to personally request the release of their student. No student will be released to a person other than a custodial parent(s)/guardian without a permission note signed by the custodial parent(s) or other legal authorization. Different guidelines regarding release from school property may apply to students in the Senior Academy.

The Senior Academy is a unique learning environment based on student accountability. Students in the Senior Academy have privileges based on trust. Discipline issues which indicate that a student cannot follow Senior Academy guidelines or the Brownsburg High School Code of Conduct may result in loss of privileges. A loss of Senior Academy privileges could include a reassignment of the student to a different educational program at the discretion of the administration.

There may be times during the school day when a Cadre student leaves the Senior Academy for college classes, career experiences, or community work. Students who have an assigned release for college, career, or community experiences must have a signed release from a parent to participate in this program and must also follow a sign out protocol that will be developed by administration and will be distributed to students in the Cadre by the Senior Academy Faculty. Failure to follow this protocol may result in loss of release time during the school day.

LEAVING SCHOOL BUILDING OR GROUNDS

Brownsburg High School has a CLOSED CAMPUS. Students are not allowed to leave the school building or grounds without permission of the administration. Permission will only be granted for special circumstances such as necessary appointments, (a parent must call the attendance office to arrange student release). Students being sent home for illness by the clinic, or students leaving as an extension of the educational program. Students who return to

the school grounds before the end of the school day, or who initially arrive at school after the school day has begun, must first report to the attendance office and sign in.

TRANSFER OUT OF THE CORPORATION

If a student plans to transfer from Brownsburg High School, the parent must notify the Registrar. School records shall be transferred within five days of receiving a request from the new school corporation. Parents are encouraged to contact the Guidance Office for specific details.

STUDENT FUND-RAISING

All fund-raising activities at Brownsburg High School shall be approved by the principal or designee. 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.

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. 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 and lunches 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.

STUDENT LOCKER USE

Every student will be assigned a locker. A student should record the locker number in two locations in school and one place at home. It is the student's responsibility to keep his/her locker clean and in good order. Lockers should not be abused, forced, or kicked. A locker should be left in the same condition in which it was issued. Lock combinations should be kept secret for the student's protection of his/her possessions. Combinations or lockers should not be shared with friends. All lockers made available for student use on the school premises, including lockers located in the hallways, physical education athletic dressing rooms, and classrooms, are the property of the school corporation. These lockers are made available for student use in storing school supplies and personal items necessary for use at school, but the lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules. The student's use of the locker does not diminish the school corporation's ownership or control of the locker.

LOCKER RULES/INSPECTION

In order to implement the School Corporation's policy concerning student lockers, the School Board adopts the following rules and regulations:

An inspection of all lockers in the school, or all lockers in particular area of the school, may be conducted if the principal, superintendent, assistant superintendent, assistant principal, or administrative dean reasonably believes that such an inspection is necessary to prevent, impede or substantially reduce the risk of an interference with school purposes or an educational function, a physical injury or illness to any person, damage to personal or school property, or a violation of state law or school rules. If a general inspection of a number of lockers is necessary, then, all lockers in the defined inspection area will be examined. Students will not necessarily be given the opportunity to be present while an inspection is being conducted. The school may request the assistance of law enforcement officials to assist the school administration in any inspections. Examples of circumstances justifying a general inspection of a number of lockers include, but are not limited to, the following:

- When the school receives a bomb threat
- When evidence of student drug or alcohol use creates a reasonable belief of a high level of student use
- At the end of a grading period, and before or during school holidays to check for missing school equipment
- Where student violence or threats of violence creates a reasonable belief that weapons are stored in the lockers

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. Students are to report to the cafeteria during their

lunchtime. Due to sanitation concerns, food items shall not be permitted outside of the cafeteria area.

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 not arrive before 7:00 a.m. Students are expected to respect the property of others when walking to and from school keeping in mind that school rules apply. Upon arrival to school, students must stay on school grounds.

BUS PASSES

No bus passes will be provided except in extreme emergencies.

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 not arrive before 7:00 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 or designee. This policy is in effect at all times. Furthermore, the BCSC Police Officers are encouraged to stop vehicles in which students are not wearing seat belts and direct them to use their seat belts. Additionally, 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.

RIDING TO SCHOOL IN CARS

To avoid traffic congestion, parents should pick up and deliver students outside Door 1. School buses load and unload on the south side of the building outside Doors 3-5. This area must be avoided by all other traffic.

DRIVING/ DRIVER'S LICENSE & BEGINNER'S PERMITS

The Indiana Motor Vehicles Code 9-24-2-1 and 9-24-2-4 has been amended by HEA 1279 and became effective July 1, 1995. The new law states that a driver's license or a learner's permit may not be issued to an individual less than eighteen (18) years of age who meets any of the following conditions:

1. Is a habitual truant; (as defined by IC 20-33-2-11)
2. Is under at least a second suspension from school for the year;
3. Is under an expulsion from school, or
4. Has withdrawn from school, for a reason other than financial hardship and the withdrawal was reported under IC 20-33-2-9 before graduation.

The right to drive a motor vehicle is controlled by the State of Indiana. The operation of a motor vehicle is controlled by various regulations and laws for the safety of all concerned and should be viewed as a privilege. It is the school's responsibility to notify the Bureau of Motor Vehicles indicating that the student is ineligible to receive a learner's permit or a driver's license for 120 days from the date of the second suspension or 180 days for an exclusion or expulsion. Students and parents have a right to judicial review to appeal the invalidation of driving privileges. Details of the appeal process are available on notification of the invalidation.

Student drivers must be aware that school buses always have the right of way on school property.

Students who plan to drive to school at any time during the school year must register their vehicle(s) in the discipline office and park in the designated student parking lot, north and southwest of the building unless otherwise specified by the school administration. Student parking passes cost \$10.00. Lost tags must be replaced at the same cost to students. Once in the designated lot, parking is on a first come/first served basis. Vehicles are to be properly aligned in the parking space. Students who abuse their parking privileges may have their vehicle removed from school property at their expense.

Students are not permitted in their cars during any part of the school day with the exception of those students who are released early by the school administrators. Upon arriving at school, students are to lock and leave their cars immediately. The student parking lot is for the parking of cars only, and students are not to congregate in the parking lot before, during, or after school. Students who fail to abide by these rules and regulations or who operate their vehicle in an unsafe manner will lose the privilege of driving their vehicles to and from school.

School officials have the right to search any student's vehicle that he/she has driven to school if reasonable suspicion exists that any illegal substance, material, weapon or firearm might be discovered in any part or area of the vehicle.

SCHOOL HOURS OFF CAMPUS DRIVING

Only students involved in the following programs can travel in a vehicle driven by another student- and then only with the principal's permission and only during the time required: Cadet teachers, DECA students, child care, and vocational students.

WORK PERMITS

In order to accept employment work permits may be offered for student of the ages 14-17. Those students within the Brownsburg School Corporation boundaries should contact the Guidance Office for a permit. A minor may not hold two work permits. The issuing officer cannot issue the second one until the termination card has been received from the first employer. Also, the issuing officer may refuse to issue a work permit if the minor's grades and/or attendance do not meet the school's standards. Once issued the issuing officer may revoke the work permit for the same reasons. The intent to employ card must be turned in to the Guidance Office before noon in order to be finished by school dismissal of the same day.

Section II – Academics

COURSE OFFERINGS

For a list of Brownsburg High School's 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 and/or receive consequences for inappropriate behavior.

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 or email the teacher or team to set up an appointment to discuss their child's academic progress (852-2258). In most cases 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 Powerschool 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.

Students wishing to drop a course must do so at a grading period break in order to make it possible to add a new course. Once a grading period has been in session for three or more

days, a dropped course may only be substituted with study hall. Students may drop a course within ten (10) days of its beginning with approval of a guidance counselor; withdrawals beyond ten (10) days require the approval of administration.

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

Brownsburg High School uses the BCSC grading scale:

98-100	A+	4.0
93- 97	A	4.0
90-92	A-	3.67
88-89	B+	3.33
83-87	B	3.0
80-82	B-	2.67
78-79	C+	2.33
73-77	C	2.0
70-72	C-	1.67
68-69	D+	1.33
63-67	D	1.0
60-62	D-	.67
59 and below	F	

F = Failure; I = Incomplete (Incomplete grade must change within two weeks of grade report.)

Weighted Grades

Some grades at BHS are weighted, given an additional 1 point toward the student's GPA. All AP classes are weighted if the student receives a C or higher and takes the AP test. This additional point will not show up on the report cards, but will be calculated into the student's GPA.

Dual Credit Courses

BHS offers several dual credit courses. These courses allow students an opportunity to earn college and high school credit at the same time. Students who are enrolled in dual credit classes must pay the college fee in order to receive college credit. Dual credit courses receive weighted grades.

Honor Roll

An Academic Honor Roll is compiled at the close of each grading period. In order to be on the Academic Honor Roll, a student must have a 3.2 grade point average with no individual grade below a C-. The school may publish student honor rolls in school and community newspapers.

High School Credit

One semester of each course offered at BHS earns one high school credit. Refer to the BHS course book and the BHS website for more details.

Excessive absences from classes in which a student is attempting to obtain high school credit may result in no credit being awarded.

Under all circumstances, the students must complete six credits of mathematics and science course work at Brownsburg High School. In order to receive the Core 40 with Academic Honors

Diploma, the student must earn eight credits in mathematics courses that are listed on the high school transcript.

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. Students in grades 11-12 only need to retake those parts of the test (Graduation Qualifying Exam) they do not pass. Make-up dates are scheduled (for grades 3-8), but unnecessary absences should be avoided.

ISTEP+ Testing Schedule for 2009-2010

Grade Levels	Fall 2008	Spring 2009
Grades 3-8	N/A	March 1-10 April 26-May 5
Grades 11-12 GQE Retest	September 15-17	March 9-11

End-of-Course Assessments

As part of Indiana's school accountability system, End-of-Course Assessments (ECAs) are designed to ensure the quality, consistency, and rigor of Core 40 courses across the state. Aligned with Indiana's Academic Standards, End-of-Course Assessments are final exams measuring what students know and are able to do upon completion of targeted Core 40 courses. These exams would also serve an additional purpose of providing valuable information for college placement. The ECAs are administered at the completion of the following courses: Algebra I, Algebra II, English 10, English 11, and Biology I. ***Beginning with the Class of 2012 and beyond the Graduation Qualifying Exam will comprise of passing both the Algebra I and English 10 End-of-Course Assessments.***

NWEA

Additional standardized tests known as NWEA (Northwest Evaluation Association) are given to students in grades 1-10 to monitor progress and determine students' instruction 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
Grade 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.

Note: Insert this blue highlighted information in the secondary handbooks only. Career and technical career interest surveys may be given to identify particular areas of student interest or talent. These are often given by the guidance staff.

College entrance testing information can be obtained from the Guidance office.

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

SCHOOL-SPONSORED CLUB AND ACTIVITIES

Brownsburg High School provides students the opportunity to broaden their learning through curricular-related activities. A co-curricular activity may be for credit, required for a particular course, and/or contain academic subject matter. Such activities are, but not limited to choir, band and theatre, etc. An extra-curricular activities are those activities students do for enjoyment and or competition and are affiliated with BHS, such as sports & clubs.

BHS has many student groups that are authorized by the School. It is the Corporation's policy that authorized groups, must be approved by the Board of School Trustees and sponsored by a staff member. Authorized groups include but are not limited to:

- Academic Superbowl
- Art Club
- Choir
- Musical
- Art Show
- Solo & Ensemble Contest
- Diversity Club
- Student Assistants
- Band
- Young Artist Contest
- PLTW CLUB
- Key Club
- Interact Club
- National Honor Society (Membership criteria can be found at <http://www.brownsburg.k12.in.us/bhs/nhs.pdf>)
- Student Council
- Jazz Band
- International Club
- Knitting Club
- Safety Club

Some extra-curricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. Eligibility requirements do include that students must be enrolled full-time in the school in which the activity is sponsored.

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 or designee. 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. Students must also submit in their request, the name of a possible sponsor, bylaws and a constitution. 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

Student ID's

All students are required to wear their ID's at all times. The ID's are essential in order to have a safe and secure learning environment.

ATTENDANCE

School-Attendance Policy

It is imperative that students be in attendance each school day. Learning is a result from active participation in classroom and other school activities which cannot be replaced by individual study.

This policy addresses students in grades 6—12 who have either excessive excused absences or unexcused absences

Excused absences include college/high school visit, court appearance, death in the immediate family, personal illness (Physician's notes required after seven days.), religious holidays, possession of a note from a physician stating that the student should not attend school that day, and serving as a page for state legislature.

Parents must provide an explanation for their child's absence by no later than 10:00 AM on the day of the absence. They are to call the school's attendance officer and explain the reason for the absence. When a student is absent and no verification 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, 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 attendance at least the last ½ of the school day in order to participate in or to attend an extracurricular activity.

Absence Policy Implementation:

1st Unexcused Absence	<ul style="list-style-type: none"> • Contact will be made with the parent(s) upon the first unexcused absence or the seventh total absence from school. • Additionally, the social worker will meet with the student.
2nd Unexcused Absence	<ul style="list-style-type: none"> • A meeting will be held at school or home with the student

	<p>and parent(s) regarding the second unexcused absence.</p> <ul style="list-style-type: none"> • An attendance contract will be signed.
3rd Unexcused Absence	<ul style="list-style-type: none"> • A referral to Project Attend will be made at the third unexcused absence. Project Attend is a program through the Hendricks County Juvenile Probation Department to help prevent truancy and to assist schools with student attendance. • As a last effort, the probation officer through Project Attend may file charges against a student.
5th Total Absence (Excused and/or Unexcused)	<ul style="list-style-type: none"> • When a student misses 5 days of school without providing a doctor's note, the student will meet with the school social worker at schools and a letter will be sent home through the mail to parents. • At the student's meeting with the social worker, the student will be informed of his/her current attendance and will be told of the consequence of future absences. Additionally, barriers to attendance will be identified and a plan developed to assist the student in improving his/her attendance.
9th Total Absence (Excused and/or Unexcused)	<ul style="list-style-type: none"> • When a student misses nine excused days of school, the social worker will meet with the student and parent(s) to discuss obtaining a Certificate of Incapacity from a doctor. • A release of information from the doctor will also be discussed to facilitate communication between the doctor's office and the school.
Excessive Absenteeism 10 or More Absences per Semester (Excused and/or Unexcused)	<ul style="list-style-type: none"> • Excessive absenteeism shall be defined as exceeding 10 days per semester. • Loss of credit may result from absences over 10 days. • Extenuating circumstances, such as a lengthy illness or other medical concern, will be handled on a case by case basis by the school's administration. Appeals regarding excessive absences may be made to an appeal committee.

Documentation of all meetings will be kept in a secured file cabinet in the social worker's office.

Truancy

Students absent from school without the permission and/or knowledge of their parent(s) or school officials will be regarded 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, s/he will be considered a habitual truant, and a report will be filed with Project Attend. Truancy may have an effect on a student's Indiana driver's license—both the application and current possession

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 no later than 1:00 PM on the day of the absence or by the following day. They are to call the school's attendance officer at 317-852-2258 and explain the reason for 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. For BHS, ½ day is four class periods.

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 your child's guidance counselor for more information regarding homebound services.

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.

College Visitation

Most colleges and universities understand the importance of high school attendance and schedule visitation activities on Saturdays and after school hours. BHS strongly encourages students to take advantage of these opportunities. Juniors and seniors may visit colleges for a maximum of two (2) days each school year. These visitation days must be scheduled well ahead of the actual date by completing the required paperwork through the guidance office. Please see your guidance counselor for details. Notice of a visitation must be given by calling the attendance office at least 24 hours before the day of the college visit. Students must return with official documentation of their visit and submit it to the attendance office the next school day. It is the student's responsibility to follow all proper procedures.

College visitation days will count as a student absence. Seniors may use two (2) days of absence to visit a college or university that the student has serious intentions of attending without losing final exam exemption status, provided that all of the appropriate steps have been followed. The administration reserves the right to make the final decision to grant or not to grant final exam exemption for a college visit.

Homework Requests

Parents will be able to leave messages for teachers or access homework through the internet, e-mail, or phone. In the event of an absence, parents and students may access PowerSchool to identify any missed assignments. If the student's books are not already at home, a parent may come in to school to pick up any books and any other materials.

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. A student may sign himself or herself out after notification is made by a parent. 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, neither excused nor unexcused. These absences will be coded as OSS in PowerSchool and not be added in the 10 absence maximum.

- 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 Attendance 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.

Each student is expected to be in his/her assigned location throughout the school day. If a student is late in arriving at School, he/she is to report to the School office before going to his/her first assigned location. Any student who is late to class shall have consequences issued by the teacher. Excessive tardies will be referred to Administrative Dean for consequences. Students who miss more than half of the class will be considered absent for that instructional period. Consequences for tardiness shall not be grade-related. Consequences for tardies are :

1. first, second and third tardy= Teacher
2. fourth = detention
3. fifth = detention
4. sixth= Friday school
5. seventh = one day of ISS
6. eighth = loss of credit

Any time a student is late to school a parent should call in, send a note, or come into the office to sign-in the student. If less than one-half of the period is remaining, the missed time shall be considered an unexcused absence to that class.

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.

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-Seniors Only

In order for a student to have perfect attendance, he/she must not be tardy or miss any part of the school day. Any senior having perfect attendance, as defined below, will be considered exempt from each review period and final examination for which they meet the definition. This is looked at by each individual class period, each semester. Seniors may take the exams if they so choose. If seniors decide to exercise this option, grades can only be enhanced, not harmed.

Perfect attendance is defined as: no absences or partial absences, no tardies, no failing grades for any grading period that semester, and no disciplinary incidents of any kind that semester. (Note: There are a few exceptions to the absence clause such as bereavement, college visits, serving as a page, election poll worker, etc.)

Note: The State of Indiana and Brownsburg High School require end-of-course assessments in certain Core 40 classes. All students in select Core 40 classes must take these exams, regardless of the dates on which the tests may be scheduled, even if they have perfect attendance.

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. Remember, all school rules apply at school activities during non-school hours.

STUDENT BEHAVIOR STANDARDS: BCSC RULES

A major component of the educational program at Brownsburg High School 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 High School adheres 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 High School 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 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

For these severe behaviors, 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.

1. FIGHTING POLICY

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. Verbal confrontations can be considered 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 will be as follows:

- First Offense: Five (5) day out-of-school suspension and notification to the BCSC School Police Officer.
- Second Offense: Ten (10) day out-of-school suspension, notification to the BCSC School Police Officer, and the recommendation of 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 BCSC School Police Officer, and drug screen according to reasonable suspicion policies.
- Second offense - Ten (10) day out-of-school suspension, notification to the BCSC 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 minimum consequences for violation of this policy will be as follows:

- First Offense: Ten (10) day out-of-school suspension, notification to the BCSC 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 BCSC 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.

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

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

*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.

- 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.

For these severe behaviors, 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.

6. ANTI-HARASSMENT & THREATENING BEHAVIOR POLICY

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

- First Offense: Five (5) day out of school suspension and student educational training.
- Second Offense: Ten (10) day out-of-school suspension, notification to the BCSC School Police Officer, and the recommendation of expulsion.

For these severe behaviors, 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 student's consequence on the continuum of discipline.

7. BULLYING

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.

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 student assistance 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. Recommendation for expulsion

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 BCSC School Police Officer, and reimbursement where appropriate.
- Second Offense: Ten (10) day out-of-school suspension, notification to the BCSC 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. This policy may also be applied to students in possession of tobacco-related paraphernalia like lighters or cigarette wrapping paper.

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

- First Offense - Three (3) day In-school suspension and meeting with the Student Assistance Program staff member for an educational session.
- Second Offense - Five (5) day out-of-school suspension and a meeting to implement a rehabilitative plan which includes the successful completion of a smoking cessation program.
- Third Offense - Ten (10) day out-of-school suspension with a recommendation for expulsion. Student will also lose the privilege of extra-curricular activities for the remainder of their BHS career.

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.

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: BROWNSBURG HIGH SCHOOL

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.

Brownsburg High School dedicates itself 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. BROWNSBURG HIGH SCHOOL RULES

1. Treat others with the same respect you are treated with by the adults in this school.
2. Your actions, dress, and possessions, etc. may not cause a problem for anyone else.
3. If your actions, dress, or possessions cause a problems for anyone else, you will be asked to solve that problem.
4. If you cannot solve the problem, or choose not to, staff members will impose upon you an appropriate consequence. These consequences will depend upon the situation and the person or persons involved. Staff members will use their best judgment based upon the information they have at the time.
5. If student and/or parents feel that consequences are unfair, they should request a “due process” hearing.

* In accordance with the rights of due process which are guaranteed to all Americans, students will always have the opportunity to present their version of the incident.

D. 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 students' and /or their 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.

E. 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. Teacher assigned detentions
4. Referral to Administrative Dean
5. Administrator – teacher – parent conference
6. 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:

<ol style="list-style-type: none"> 1. Interference with school Purposes 2. substantial disobedience 3. Theft of school/personal property 4. Fighting 5. Failure to serve a previously assigned consequence 6. Forgery or alteration of school forms 7. Excessive disruptive behavior 8. Engaging in sexual behavior on school property 9. Verbal abuse and/or disrespect (see Bullying Policy) 10. Theft and/or possession of stolen 	<ul style="list-style-type: none"> • Disrupting detention, Friday 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
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goods	its intent was a joke
11. Vandalism or destruction of private or school property	• Failing to report terroristic actions, plans, or threats of another person that could result in harm to another person(s) or property
12. Affiliation or gang related activities	• Use or possession of tobacco products, lighters, matches, and smoking or drug paraphernalia
13. Violation of appearance/dress code	• Lying to a staff member
14. Display of Public Affection	• Gambling
15. Disrespecting a staff member	• Skipping class or truancy
16. Cafeteria misconduct	
17. 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	
18. Violating the Honesty Code	

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"> • 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 inappropriate ideas 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. 	<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 as long as the end of the fingertips. Spandex shorts are unacceptable. • Pants are to be worn at the waistline. Belts and overall straps must be fastened. • All shirts must have a modest neckline. • All shirts/tops shall have a sleeve that covers the shoulders. • Torn or ripped garments are not permitted if immodest. • Pajamas are not allowed.
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Problems Related to Possessions of Nuisance Items

The following are examples, and 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 school declared emergencies.) • Laser pointers 	<ul style="list-style-type: none"> • Personal electronic devices (To avoid problem situations, electronic devices should remain in lockers and be powered off during school hours.) • 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. Guidance referrals are made by teachers.
- **Mediation**—Students will resolve student to student conflicts with the assistance of a trained student peer mediator.
- **Confiscation of Nuisance Items**- If disruption of school purposes occur, any BHS staff member may confiscate the item. The second time it is confiscated, a parent will have to pick it up from the Dean’s office.
- **Teacher-Assigned Detention** – The location, time, and work to be completed will be determined by each teacher.
- **After-school Detention** – Detentions are held each day from 2:50-3:30 p.m. Students must report to the detention room with study materials. Students may be detained in school for disciplinary action or other reasons, under direct supervision of a detention supervisor, provided that satisfactory arrangements have been made for transportation and supervision from school to home (24 hour notice). Detentions will not be rescheduled for athletic tryouts, practices, or competitions. Students who are late to detention or fail to serve an assigned detention will be assigned an hour or hour and a half detention or a Friday school.
- **Lunch Detention** – Lunch detentions are held daily throughout the lunch periods. A student assigned to lunch detention would report to the detention supervisor by the tardy bell and receive a sack lunch. Students who fail to attend an assigned lunch detention will be assigned an after-school detention by the Administrative Dean if desired.
- **Monetary Reimbursement** – In some cases, damage to school or personal property may result in, but may not be limited to, required monetary reimbursement.
- **In-school Suspension**- Depending upon each individual situation, students may be assigned from one to eight periods each day of ISS, eighth period detention is from 2:50-3:30pm. Students shall report to the ISS room 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.
- **Friday School** - Friday School runs from 3:00 to 6:00 p.m. Students who miss Friday School, or who violate Friday School rules, will be assigned to three days in-school suspension.
- **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 by 8:00 a.m. 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.
2. 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 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 High School adheres 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 or designee has the authority to engage in a random search of students if there is 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 or designee 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 will be implemented at BHS in August, 2009. 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.

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

Section V- Drug Testing Policy

Random Student Drug-Testing Program

Brownsburg Community School Corporation believes that drug and alcohol abuse in the school is a threat to the safety and health of students, faculty, and staff. It jeopardizes the efficiency and the quality of our educational programs. Brownsburg Community School Corporation uses

Random Student Drug Testing practices and Reasonable Suspicion guidelines to provide a drug free learning environment for all teachers, staff, and students.

Purpose:

The primary purpose of the Random Student Drug Testing program is not intended to be disciplinary or punitive in nature, but to educate our students. Education directs students away from drugs and alcohol abuse and toward a healthy, safe, and drug free life.

Participants:

Every student in grades 6-12 intending to take part in any extra-curricular activity or drive to school must submit a consent form agreeing to participate in the Random Student Drug Testing program. The extra-curricular activity (driving to school, athletics, co-curricular activities, clubs, or student groups) programs of Brownsburg Schools are an integral part of the school system and the Brownsburg community. The recognized value of extra-curricular participation to a student's personal development has given these activities a high priority in the total school program. It is a privilege offered to students and necessitates that students meet the high standards set by the Brownsburg Community School Corporation. Driving to school is not a right but a privilege granted to students under conditions that include operating the vehicle in a safe and legal manner. One condition set by the school shall be an agreement by the student to submit to testing for the use of drugs and alcohol, if selected, in accordance with the testing program.

Procedures and Policies for testing:

- A consent form must be submitted at the beginning of the school year or within 5 days of enrollment. Consent forms are valid for the entire year and consent may not be revoked after a extra-curricular activity or sport has ended. Conversely, a student may not deny consent at the beginning of the school year and change such consent when an extracurricular activity begins.
- Each year, 6th grade students will be provided with an educational session to prepare them for participating in the Random Drug Testing program.
- The implementation of this program will not affect the policies, practices, or rights of the Brownsburg Schools in dealing with drug and alcohol use where reasonable suspicion is obtained by means other than the random sampling provided within this program.
- Students will be assigned a number at the beginning of the school year. On testing days, an outside company will provide the Student Assistance staff a list of random numbers for testing. These students will be released from their class and escorted to the clinic by a member of the Student Assistance Program staff.
- A chemical test of the student's breath, saliva and/or urine will be conducted at the discretion of the school corporation.
- Any attempt or effort by any student to alter a urine sample that has been submitted for drug testing, or that is being submitted for drug testing, will be considered a severe disruption. This includes possession of chemicals identified as agents known to invalidate such tests. The student who produces the urine sample and/or the person(s) who attempted to alter the urine sample will be subject to suspension and/or a recommendation for expulsion.
- Students will be given a three hour window to provide a urine sample for testing. If the student refuses/unable to provide a urine sample, SAP staff will initiate obtaining a sample using an alternate collection method.

Test Results

- Negative test results will be mailed to the parent/student along with a copy of the lab report.
- A record of all testing will be kept in a file separate from each students' school records. This file will be destroyed after graduation.

1st Positive Test:

- The student's parents will first be notified by telephone and receive a certified letter coupled with a written copy of the lab results of the drug test.
- The student and his/her parents will be required to meet with the Student Assistance Program staff member for an educational session and to develop a rehabilitative plan.
 - This meeting is to be scheduled within seven days of the school receiving notification of the student's positive test result. The student or parent should notify the Student Assistance Program staff member of his/her involvement in school activities or driving to school during this meeting.
 - Coaches and sponsors will be notified of the student's ineligibility for extracurricular activities. If the student is an athlete, he/she is also subject to a 10% game penalty in which he/she must not play in the games, but is allowed to observe the game. Please refer to the athletic handbook for complete details.
 - During the meeting, a Medical Review Officer will be contacted and the parent will have the opportunity to ask questions regarding the positive test and an opportunity to provide prescription information if necessary.
 - The Rehabilitative Plan will require obtaining a substance abuse assessment and following any and all recommendations made in the assessment.
 - Follow up drug tests will be conducted for the remainder of the school year,
 - After completing the assessment and providing a negative drug test, the student can resume participation in activities and driving to school. All recommendations need to be completed in a timely manner or the student may lose privileges until the entire plan is fulfilled.

2nd Positive Test:

- The student will be prohibited from participating in all activities (as defined above) and/or driving to school for one year from the date of the second test.
- The student's parents will be notified by telephone and receive a certified letter coupled with a written copy of the lab results of the drug test.
- A meeting with a Student Assistance Program staff member is required to develop a second rehabilitative plan. The second rehabilitative plan will require the completion of a treatment program if deemed necessary by the treatment providers.
- During this period of ineligibility, the student will be required to continue random testing, to determine the student's ability to maintain a drug free lifestyle.
- Six months after the second violation's penalty is invoked, the student may apply for probationary status which requires submission of an application and a negative drug test. An application may be obtained from the Director of Student Assistance.

3rd Positive Test:

- The student is prohibited from participating in all activities or from driving to school for the remainder of his/her tenure at Brownsburg Schools.
- **Violations are cumulative and include any positive drug test results that were conducted for random testing or under reasonable suspicion.**

Student is randomly selected for a drug test (method determined by BCSC).	
▼	▼
If Negative	If Positive

▼	
A letter is sent to his/her parents and the student continues in his/ her regular activities.	If results are positive for any substance, Student Assistance Program Staff (SAP Staff) will contact the parent by telephone to inform the parent of the results and a certified letter with a written copy of the lab results is sent to the parents. A meeting with the student, parent and SAP staff should take place within seven calendar days. The student is not allowed to participate in any school extracurricular* activities until all rehabilitative plan requirements have been met.
▼	▼
During the meeting with the SAP Staff, a rehabilitative plan will be developed and the process for resuming participation in all extracurricular activities will be discussed. This requires a substance abuse evaluation, follow up drug screen with negative results and agree to additional random testing to ensure sobriety. If any recommendations are made from the substance abuse evaluation, the student must complete them to regain eligibility to participate in activities. BCSC will offer a mandatory drug education program for those students who test positive if he/she does not receive treatment as a result of the substance abuse evaluation.	
▼	▼
The student will be retested according to the MRO guidelines.	

Reasonable Suspicion

Brownsburg High School is authorized to require any student to submit to a chemical test of the student's breath, saliva or urine if the administration has "reasonable suspicion" (as defined below) that the student is using or is under the influence of alcohol, marijuana, or any other illegal substance or look alike drug (as defined by Indiana law) while:

- On school grounds immediately before, during, and immediately after school hours and at any other time when a school group is using the school.
- Off school grounds at a school activity, function or event; or
- Traveling to or from school or a school activity, function or event.

Reasonable suspicion may arise from the following:

- A student's behavior, in conjunction with physical appearance and/or odor, indicates the possible use of alcohol, marijuana or any controlled substance.
- The student possesses drug paraphernalia, alcohol, marijuana or any controlled substance.
- Information communicated to an administrator by a teacher, parent, law enforcement personnel, other adult, or a student indicating a student is using, possessing, or under the influence of alcohol, marijuana, or any other illegal substance. (Any such report will be investigated by the administration and will be substantiated by other indicators, if deemed necessary.)

A student's refusal to submit to the chemical test will result in the administration proceeding as if the test were positive. If a parent or guardian refuses to allow the test to be administered to his/her child, a disciplinary action will be recommended as if the test were positive.

Test Results

If a student is tested for reasonable suspicion and tests positive for any substance for which the test is designed to screen, that student will be considered to be in violation of the BCSC rules against illegal drug use. The student will be suspended out of school for up to ten days and possibly recommended for expulsion for up to one school year.

If this is the student's **first drug-related offense**, under reasonable suspicion guidelines, he/she **may be** disciplined under the rehabilitative clause. This expulsion waiver requires that the student be suspended from attendance at school for a period of up to 10 days. The student may regain eligibility to participate in extra-curricular activities 40 days after returning if the student provides a negative result during a random drug test, and agrees to

- 1) present documentation of participation in a recognized multi-session treatment/assistance program;
- 2) participate in the Student Assistance Program; and
- 3) participate in random testing, administered by the school, throughout the school year.

Failure to participate in any of these activities or to comply with the Student Assistance Program staff will result in recommendation for expulsion. If the drug/alcohol offense is related to safety issues, extreme disruption, and/or trafficking, the student is not eligible for disciplinary action under the rehabilitative clause and will be recommended for expulsion following a 10 day suspension.

Drugs, Narcotics, and Alcoholic Beverages

(Violation of any part of this policy will result in a ten day out of school suspension and a recommendation for expulsion).

- No student may provide to any other student, by sale or any other means, any substance which is represented to be a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, inhalant, legend drug, depressant, or intoxicant of any kind.
- No student may possess, use, or be under the influence of any substance which is, or the student has reason to believe is, or which has been represented to be a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, legend drug, depressant, inhalant, or intoxicant of any kind, or any item that closely resembles or is represented to be any of the foregoing items.
- Students are prohibited from possessing, using, transmitting, selling, or being under the influence of caffeine-based pills or substances containing phenylpropanolamine (PPA) or stimulants of any kind with or without a prescription.
- Any substance for which a student has a prescription or written permission from a parent must be brought to the school health office and administered or taken there.

The following conduct is criminal under Indiana Code and school officials are required to report such conduct - on school grounds, or within 1000 feet of school grounds - in writing to a law enforcement officer.

1. Knowingly or intentionally manufacturing or delivering cocaine, a narcotic drug, or other controlled substances including marijuana, hash oil, or hashish; or possessing with intent to manufacture or deliver, the above named substances, including marijuana, hash oil, or hashish.
2. Knowingly or intentionally delivering any substance that is represented to be a controlled substance.
3. Knowingly or intentionally manufacturing, advertising, distributing, or possessing with intent to manufacture, advertise, or distribute a controlled substance.
4. Knowingly or intentionally possessing a controlled substance.
5. Knowingly or intentionally creating or delivering a counterfeit substance or possessing, with intent to deliver, a counterfeit substance.
6. Knowingly possessing, without a valid prescription, cocaine or a narcotic drug.
7. Knowingly possessing, without a valid prescription, a controlled substance, except marijuana or hashish.

8. Knowingly or intentionally manufacturing, designing, keeping for sale, offering for sale, delivering, or possessing an instrument, device, or other object that is intended to be used primarily for introducing a controlled substance into the human body, testing the strength, effectiveness or purity of a controlled substance, or enhancing the effect of a controlled substance.
9. Knowingly or intentionally manufacturing or delivering, or possessing, with intent to manufacture or deliver, marijuana, hash oil or hashish.
10. Knowingly or intentionally possessing marijuana, hash oil, or hashish.

Drug-related or otherwise illegal incidents may also result in the involvement of law enforcement officers.

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 VI-Transportation

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. Students will be released at their designated bus stop only, unless prior written permission has been given by the school to exit the bus at another location.
17. 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).
18. Girls sit with girls and boys sit with boys.
19. Skateboards, scooters, etc. are prohibited on buses.
20. Students should be at their designated bus stop waiting for their buses 5 minutes prior to 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 driver has 20 stops and waits 30 seconds at each stop this causes the bus to be behind schedule 10 minutes. Also, when a school bus is stopped for any length of time the wait may cause an unsafe traffic build up behind the bus. If a student misses a bus, because he/she was late getting to their 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 he/she can attend school.

21. The Transportation Department Administration will designate the bus stops and pick up times for students at the beginning of the school year.
22. Smoking, lighters, matches, drug possession, fighting, weapons and/or damage to the school property are not tolerated and prohibited.

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 VII – Supporting Information

ARRANGING A CONFERENCE

Parents wishing to arrange a conference with a teacher, a group of teachers or with an administrator should contact the individual(s) involved to make arrangements.

ACADEMIC LATE BUS

Students who are involved in academic activities after school, may be able to ride a late bus. The bus will be provided Monday through Thursday for academic activities only. It is not available for athletics, disciplinary actions, etc. Those students who would like to ride the late bus must come to the office before noon on the day they wish to ride and sign up on the sheet provided. No students will be added to the list after noon. The late bus picks up students around 3:45 pm.

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. School hours are 7:00 am to 2:50 pm. 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.

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.

MEDIA CENTER

The media center has books and magazines, and AV equipment for study and recreational reading. It is open for use during the entire school day and a short time before school and after school until 4:30 p.m. Items are expected to be returned on time. If a student loses a book, he/she must pay for it. If materials are damaged while checked out to a student, he/she must pay for its repair or replacement. Fines are charged for overdue materials.

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.

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 852-2258 ext. 1TIP (1847). Hotline messages will be checked weekdays until 4:00 p.m..

SUPERVISION OF STUDENTS

Students are supervised by teachers throughout the day. Students are to exit the building by 3:30 p.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 by 3:30 p.m. Students loitering in and around the school building beyond 3:30 p.m. may lose the privilege of staying after school or face disciplinary action.

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

Parents, you may note that the handbook has fewer pages than in past years. 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.

- Hendricks County Project Attend
- Foods of Minimal Nutritional Value
- Book Rental Information
- Extracurricular Eligibility
- Athletic Eligibility

IMPORTANT DATES

BELL SCHEDULES

DAILY BELL SCHEDULE

Teachers are on duty at 7:25 a.m. Students may move throughout the building when they arrive but students should not congregate or otherwise block the halls. Students who congregate in the halls create traffic flow problems throughout the building due to the narrow halls and limited area for large groups.

7:40 - 8:31 1st Period Class (51 minutes)

8:31 - 8:37 Passing (6 minutes)

8:37 - 9:28 2nd Period Class (51 minutes)

9:28 - 9:34 Passing (6 minutes)

9:34- 10:25 3rd Period Class (51 minutes)

10:25 - 10:31 Passing (6 minutes)

10:31- 11:22 4th Period Class (51 minutes)

“A” LUNCH

11:22- 11:53 **“A” LUNCH**

11:53 - 11:59 Passing (6 minutes)

11:59 - 12:52 5th Period Class (53 minutes)

12:52 - 12:56 Announcements

“B” LUNCH

11:22 - 11:28 Passing (6 minutes)

11:28 - 11:55 5th Period (27 minutes)

11:55 - 12:23 **“B” LUNCH**

12:23 - 12:28 Passing (5 minutes)

12:28 - 12:52 5th Period (24 minutes)

12:52 - 12:56 Announcements

“C” LUNCH

11:22 - 11:28 Passing (6 minutes)

11:28 - 12:21 5th Period Class (53 minutes)

12:21 - 12:25 Announcements

12:25 - 12:56 **“C” LUNCH**

12:56 - 1:02 Passing (6 minutes)

1:02 - 1:53 6th Period Class (51 minutes)

1:53 - 1:59 Passing (6 minutes)

1:59 - 2:50 7th Period Class (51minutes)

2:55 - 3:30 8th Period (Detention) only

3:15 p.m. Unsupervised Students Must Leave Building

Ben Davis (A.M.)(Bus Leaves at 7:05) 7:00 - 10:25 a.m.

Ben Davis (P.M.)(Bus Leaves at 11:30) 11:30 - 3:15 p.m.

Occasionally BHS must deviate from the regular bell schedule. On those days special schedules are in effect. They include: TWO HOUR DELAY & 1/2 DAY.

TWO HOUR DELAY TIME SCHEDULE

9:40 - 10:10 1st Period
 10:10 - 10:15 Passing
 10:15 - 10:45 2nd Period
 10:45 - 10:50 Passing
 10:50 - 11:20 3rd Period
 11:20 - 11:25 Passing
 11:25 - 11:55 4th Period
 "A LUNCH"
11:55 - 12:25 **"A LUNCH"**
 12:25 - 12:30 Passing
 12:30 - 1:36 5th Period
 1:36 - 1:40 Announcements
 "B LUNCH"
 11:55 - 12:00 Passing
 12:00 - 12:30 5th Period (30)
12:30 - 1:00 **"B LUNCH"**
 1:00 - 1:05 Passing
 1:05 - 1:40 5th Period
 "C LUNCH"
 11:55 - 12:00 Passing
 12:00 - 1:06 5th Period
 1:06 - 1:10 Announcements
1:10 - 1:40 **"C LUNCH"**
 1:40 - 1:45 Passing
 1:45 - 2:15 6th Period
 2:15 - 2:20 Passing
 2:20 - 2:50 7th Period

"A.M. Vocational students do not have to go to Ben Davis Vocational School. A.M. Vocational students are expected to attend their regular afternoon classes at BHS."

"P.M. Vocational students should report to BHS for first period and follow their regular schedule for the rest of the day. P.M. Vocational students with a 4th period class should check in the Attendance Office for instructions."

SCHOOL SAFETY - BROWNSBURG SCHOOLS TIP LINE

Brownsburg Schools sponsors a phone-in tip line. Anyone can dial a school's phone number and enter the extension 1TIP (1847). Generally, this will connect the caller with an answering machine. Occasionally the School Security Officer will answer the phone. Tips can relate to vandalism, drug use, bullying, fights weapons, rumors, or any action that interferes with a student's sense of safety at school. If there is an immediate emergency, the call should dial 911.

Brownsburg Community Schools Tip-line • 852-2258 ext. 1TIP (1847)

End of 9 Weeks Grading Period Dates

Wednesday, October 14, 2009

Tuesday, December 22, 2009

Friday, March 12, 2010

Thursday, May 27, 2010

Report Card Distribution Dates

Wednesday, October 21, 2009

Friday, January 8, 2010

Friday, March 19, 2010

Friday School Dates

August 28

September 4, 11, 18, 25

October 2, 9, 16

November 13, 20

December 4, 11

January 8, 15, 22, 29

February 4, 11, 18, 25

March 5, 19, 26

April 9, 16, 23

May 6, 13, 20

Board of School Trustees

- **Kim Armstrong**
- **David Ayers**
- **Jim Murphy**
- **Richard Sutton**
- **Kim Lucas**

BROWNSBURG COMMUNITY SCHOOL CORPORATION
2009-2010 School Calendar *High School Grade 9-12*
High School Grades 9-12

AUGUST					SEPTEMBER					OCTOBER				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
						1	2	3	4				1	2
			(13H)	(14)	7 Labor Day	8	9	10	11	5	6	7	8	9
17	18	19	20	21	14	15	16	17	18	12	13	14*	15	16
24	25	26	27	28	21	22	23	24	25	19	20	21 R	22 Fall Break	23 Fall Break
31					28	29	30			26	27	28	29	30
NOVEMBER					DECEMBER					JANUARY				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
2	3	4	5	(6)		1	2	3	4					1 Winter Break
9	10	11	12	13	7	8	9	10	11	(4)	5	6	7	8R
16	17	18	19	20	14	15	16	17	18	11	12	13	14	15
23	24	25	26 Thanksgiving	27 Thanksgiving	21	22 *	23 Winter Break	24 Winter Break	25 Winter Break	18 Holiday	19	20	21	22
30					28 Winter Break	29 Winter Break	30 Winter Break	31 Winter Break		25	26	27	28	29
FEBRUARY					MARCH					APRIL				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
1	2	3	4	5	1	2	3	4	5				1 Spring Break	2 Spring Break
8	9	10	11	12	8	9	10	11	(12)*	5	6	7	8	9
15 Holiday	16	17	18	19	15	16	17	18	19 R	12	13	14	15	16
22	23	24	25	26	22	23	24	25	26	19 Snow Day	20	21	22	23
					29 Spring Break	30 Spring Break	31 Spring Break			26	27	28	29	30
MAY					JUNE					--- Non-Attendance Day - Possible Snow Day				
M	T	W	T	F	M	T	W	T	F	() Teacher Attendance Only				
3	4	5	6	7		---	---	---	---	* End of Grading Period				
10	11	12	13	14						R Report Cards Distributed				
17	18	19	20	21										
24	25	26	27*	(28H)										
31 Holiday														

Aug.14	Teacher Orientation & Inservice	Student	Faculty
Aug. 17	First Student Attendance Day		
Sept. 7	Labor Day	1st	42 43.5
Oct. 22-23	Fall Recess	2nd	44 45
Nov. 26-27	Thanksgiving Recess		86.0 88.5
Dec. 22	End of First Semester		
Dec. 23-Jan. 1	Winter Break		
Jan.18	Martin Luther King Day	3rd	46 48
Feb.15	Presidents Day	4th	48 48.5
Mar.29-Apr.2	Spring Recess		94 96.5
May 27	End of Second Semester		
May 31	Memorial Day		
April 23, June 1-June 4	Snow Make-up if Needed		