

BROWNSBURG COMMUNITY SCHOOL CORPORATION



MIDDLE SCHOOL STUDENT HANDBOOK

2011-2012

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REGULATORY COMPLIANCE

Brownsburg Community Schools complies with the Federal Education Rights and Privacy Act (FERPA) and the Protection of Pupil Rights Amendment (PPRA). Additionally, we've adopted Equal Educational Opportunity provisions governing discriminatory behavior which is inclusive of Section 504 and IDEA. The specific language of all of these policies is available through our 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 Assistant Superintendent Mrs. Kat Jessup 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 and Pupil Services Dr. Scott Wyndham 444 East Tilden Drive Brownsburg, IN 46112 852-5726	Homeless Liaison Registrar Mrs. Brenda McCoy 444 West Tilden Drive Brownsburg, IN 46112 852-5726
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For more information regarding the school, including a staff directory, please access the school's website at <http://www.brownsburg.k12.in.us/>.

ADDITIONAL INFORMATION FOR PARENTS AND STUDENTS

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

<ul style="list-style-type: none"> • Healthy Food Guidelines • Hendrick's County Project Attend • Foods of Minimal Nutritional Value • Title I Rights to Know • Additional Information related to Discipline • Suspension/Expulsion Process 	<ul style="list-style-type: none"> • PE Class Policies • Extracurricular Eligibility • Dangers of Cell Phone Possession • FERPA • PPRA
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Welcome to our schools.

BROWNSBURG COMMUNITY SCHOOL CORPORATION

CENTRAL OFFICE

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

BROWNSBURG HIGH SCHOOL

1000 South Odell Street
Brownsburg, IN 46112
Telephone: 317-852-2258
FAX: 317-852-1490

BROWNSBURG EAST MIDDLE SCHOOL

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

BROWNSBURG WEST MIDDLE SCHOOL

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

BROWN ELEMENTARY SCHOOL

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

CARDINAL ELEMENTARY SCHOOL

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

DELAWARE TRAIL ELEMENTARY SCHOOL

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

EAGLE ELEMENTARY SCHOOL

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

REAGAN ELEMENTARY SCHOOL

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

WHITE LICK ELEMENTARY SCHOOL

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

TRANSPORTATION

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

HARRIS ACADEMY

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

CHALLENGER LEARNING CENTER

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

EDUCATIONAL SERVICES

Brownsburg, IN 46112
Telephone: 317-852-1020
FAX: 317-858-2196

FOREWORD

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 Team 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.
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, personalized, rigorous opportunities for learning with an emphasis on 21st Century Skills.
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

SECTION I: GENERAL INFORMATION

SCHOOL DAY

Brownsburg Middle Schools opens to students at 7:22 AM. Students who wish to eat breakfast at Brownsburg Middle Schools should go directly to the cafeteria. The first class of the school day begins at 7:35 AM. The school day ends at 2:35 PM. The school's office is staffed on school days during the following business hours: 7:00 AM to 3:30 PM.

Please Note: All Brownsburg Schools participate in Professional Learning Community meetings on Wednesdays, as noted on the school calendar. Accordingly, the school day is shortened and middle school dismissal occurs at 2:05PM.

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.

Parents wishing to withdraw a student to home school should contact Brenda McCoy at Central Office, 852-5726, to assist with the online enrollment process.

Information or answers to questions regarding the Home School Enrollment Process please contact the Indiana Department of Education's Home School Liaison at 317-232-9111.

SCHEDULING AND ASSIGNMENT

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

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.

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

EARLY DISMISSAL

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

TRANSFER OUT OF THE CORPORATION

If a student plans to transfer from Brownsburg Middle Schools, the parent must notify the Guidance Office. 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 Middle Schools shall be approved by the principal. Students are not permitted to sell items for personal gain or for organizations that are not part of the school.

EMERGENCY CLOSINGS AND DELAYS

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

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.

LOITERING

Students should refrain from loitering on school campus without cause. An expectation exists that students will leave school grounds within 15-20 minutes of dismissal, unless staying on campus for an approved and supervised event or purpose.

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. Each school makes use of parent volunteers in ways that are most suitable for the particular building. Volunteers who are working in the school may not bring other children. Volunteers are subject to a criminal history background screening which must be renewed every 5 years.

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.

CAFETORIUM/FOOD SERVICE

Every full day of school, breakfast and lunch will be available for students to purchase in the cafetorium. 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 student's 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 should not 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, a \$3.00 fee 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 cafetorium during their lunchtime. Due to sanitation concerns, food items shall not be permitted outside of the cafetorium 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 7:22 AM. 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/ HEELYS & 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 7:22 AM. Heelys or other wheeled shoes are not permitted in school.

The Board of School Trustees believes that helmets have been shown to reduce head injury in students who are involved in accidents involving bicycles, scooters, motorcycles, and mopeds. Therefore, as a part of its overall safety program, it is required that students who ride bikes, scooters, mopeds, or motorcycles on school property must wear a helmet. Students who do not have on a helmet while riding bikes, scooters, mopeds, or motorcycles on school property may have their bike, scooter, moped, or motorcycle privileges suspended for a period of time to be determined by the principal. This policy is in effect at all times. Further, the Police Officer is encouraged to stop vehicles in which students are not wearing seat belts and direct them to use their seat belts. Further, 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.

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.

HOMELESS STUDENTS

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the Corporation. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information contact Brenda McCoy, 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 described 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 also be conducted during the school year. Teacher will provide specific instructions 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.

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.

DRIVING/ DRIVER'S LICENSE & BEGINNER'S PERMITS

Middle school students are not permitted to drive any type of motorized vehicle to school or to school events.

STUDENT IDS

Every student enrolled in Brownsburg Middle Schools will be issued an identification card for security reasons and for the safety of the student body. Students must wear photo ID's at all times while inside the building; this includes before and after school. ID's must be worn on a school issued lanyard around the neck and they must be clearly visible above the waist. The school will provide a lanyard. Subsequent lanyards will be the responsibility of the student and can be purchased at the bookstore. Metal chains are not allowed and will be confiscated. This identification card is to be worn around the student's neck at all times and may be requested before admittance to any function or activity sponsored by the school. The ID card will be required for use in the cafeteria, media center, entrance into the building and other school-related activities as required. These cards are for the protection of the students and staff. This card is the property of Brownsburg Middle Schools. If at any time a student withdraws from school, the identification card must be turned in to the Registrar.

HALL PASSES

In order for students to become more responsible and organized, all students will carry a Passport. The Passport will be an organizer for students to use to keep track of assignments. Student corridor passes will be part of the student Passport. Each student will have nine passes each grading period to use in the case of an emergency, as the passing period provides adequate time to take care of normal needs. Ultimately, pass usage is a privilege, and it is the teacher's decision as to whether a student may use a pass. Students may not leave the classroom once their passes are used up for that grading period. Any student who does not budget his/her passes wisely and asks for additional passes shall be assigned a detention. An exception to this policy will involve students with medical problems, which require the student to go to the clinic. A special pass will be issued by the nurse for a student who has a chronic medical condition documented by a physician.

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. Locker 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 and 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 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 or assistant superintendent 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

BACKPACKS OR LARGE BAGS

The use of backpacks or other large bags is prohibited during school hours. Bags may be used to bring materials into school, but should remain stored in lockers throughout the day.

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.

ELEMENTARY PREMISES

Middle school students are not to enter the elementary schools during school hours unless they are under a staff member's supervision.

ADDRESS CHANGES WITHIN THE CORPORATION

To ensure proper lines of communication, the school requires that any enrolled student who changes addresses within the school corporation provide documentation of their new address. If a student's address within the school corporation changes please visit the guidance office or www.brownsburg.k12.in.us to obtain the proper documentation forms.

SECTION II: HEALTH SERVICES

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 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 transmitted 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 ask to be picked up without the nurse's permission. If the student does contact his or her parent and asks to be picked up without the nurse approval, the absence would be unexcused. If a parent cannot be reached, the school nurse or office personnel will call the persons listed as emergency contacts and request that they pick up the child.

Health and Safety

Parents are encouraged to keep the school informed of the status of the student's health by communicating with the school nurse. It is crucial that any student allergies to medications and various foods be communicated by the parent to the school nurse. Food allergies require a doctor's 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.

A detailed listing of all required immunizations can be found online at http://www.brownsburg.k12.in.us/h1n1/documents/updated_Immunization.pdf.

INJURY AND ILLNESS

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

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

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

Any student returning to school with crutches must obtain written permission from a physician stating that the student is allowed to use crutches in school. The note should also contain the duration of the use of crutches and any excusals from class including physical education. The parents should contact the transportation department if the child will be attending field trips or rides the bus regularly for temporary disability needs. The student should present the note to the school nurse upon arrival at school. The school nurse will issue a pass to leave class early and for student assistance including permission to use the elevator. The pass will remain in effect for the duration of the use of the crutches and/or medical treatment. Specific guidelines for use of equipment on school campus will be discussed upon the student's return. Wheelchairs available in the nursing clinic are only used to transport students or staff members who are ill or injured in acute situations during the school day. In the event your child needs crutches or a wheelchair to attend school, the parent must make arrangements with your health care provider.

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 day after the last day of student attendance unless the authorization form has been submitted.

Hearing and Vision Screening

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

According to Indiana Code (IC) 20-34-3-14, hearing screenings should be performed at grades Kindergarten or grade 1 and grades 4, 7, and 10. The speech therapist for the School Corporation performs this screening. Vision screenings should occur at kindergarten or grade 1 and grades 3 and 8 per Indiana Code (IC) 20-34-3-12. The school nurse conducts this screening. It is important to remember the tests performed are only screening tools.

Pediculosis (Head Lice) Policy

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

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

Cummins Behavioral Health Systems Satellite

For middle school students with emotional or other counseling needs, Cummins Behavioral Health Systems can provide services at Brownsburg Community School Corporation middle schools.

SECTION III – ACADEMICS

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.

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.

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 made available to view every nine weeks. Teachers are always happy to talk with parents about the work of their child. Parents should feel free to call the teacher or team to set up an appointment to discuss their child's academic progress.

Student grades can be monitored daily by parents and students through PowerSchool, a secure online student information system. PowerSchool may be accessed through the school website at <http://powerschool.brownsburg.k12.in.us/public/>.

If a student's grade performance becomes a concern after checking PowerSchool or receiving a report card, it would be an excellent time for parents to contact the student'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 twenty days of the grading period. If enrolled for fifteen to nineteen days, a student may receive incomplete grades. 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. 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.

The grade for the class may not be impacted by failure or inability to attend a performance. A grade is to reflect the academic achievement of the student. The achievement should be reported on student performance based on academic standards. Behavior, effort, and attendance are not to be included in the grade. Attendance will be reported separately on the report card.

Brownsburg Middle Schools 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 to a grade within two weeks of grade report.)

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

Students at the middle school level may select or be invited to take courses which make them eligible for high school credit. Students enrolled in courses eligible for high school credit who earn a passing grade will be asked at the end of the eighth grade year to determine, with the help of family and guidance personnel, if they wish to apply the course grade to the high school transcript. If this option is selected, those grades are included on the high school transcript and are factored into the high school GPA. Students will advance to the next level of the course if a B- or higher is earned; if the grade is below a B-, the student may choose to retake the course. A student who is enrolled in a course for high school credit in the middle school who earns a failing grade will not earn high school credit and thus, will not have the failing grade listed on the high school transcript. In the case of Algebra I and Biology, the High School may consider the ECA as demonstration of credit by proficiency. These decisions are made on a case by case basis.

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

All 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 excused from the test for reasons specified by the Indiana Department of Education, 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+ Testing Schedule for 2011-2012	
ISTEP+	March 5 - March 14

Grades 3-8 Applied Skills	
ISTEP+/IMAST Grades 3-8 Multiple Choice	April 30 - May 9

Acuity Predictive

To allow teachers to monitor progress, students in grades 3-8 (and Algebra I) will complete three Acuity Predictive assessment throughout the year. These assessments are aligned closely with Indiana Academic Standards and can be useful in predicting ISTEP+ performance.

Acuity Predictive Testing Schedule for 2011-2012	
Acuity Predictive A Grades 3-8 - Math Grades 3-8 - ELA	September 26 - September 30 October 3 - October 7
Acuity Predictive B Grades 3-8 - Math Grades 3-8 - ELA Grades 4 & 6 - Science Grades 5 & 7 - Social Studies	November 28 - December 2 December 5 - December 9 December 12 - December 16 December 12 - December 16
Acuity Predictive C Grades 3-8 - Math Grades 3-8 - ELA Grades 4 & 6 - Science Grades 5 & 7 - Social Studies	February 8 - February 14 February 15 - February 23 February 1 - February 7 February 1 - February 7

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, English 10, and Biology I.

Beginning with the Class of 2012 and beyond the Graduation Qualifying Exam will consist of the passing both the Algebra I and English 10 End-of-Course Assessments.

ECA Testing Schedule for 2011-2012	
Early Winter Algebra I, Biology, Eng10	December 8 - January 17 *8 day window TBA
Spring Algebra I, Biology, Eng10	April 23 - June 6 *8 day window TBA

Additional Assessments

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. 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 IV – STUDENT ACTIVITIES

SCHOOL-SPONSORED ACTIVITIES

Brownsburg Middle Schools provide students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain School subject matter.

The School has many student groups that are authorized by the School. It is the Corporation's policy that only authorized groups are those approved by the Board of School Trustees and sponsored by a staff member. See the guidance department for a current list of active clubs and activities. Authorized groups may include:

EMS CLUBS

- Academic Superbowl
- Peer Conflict Mediators
- Art Club
- Jazz Band
- Yearbook
- Pride
- MAC
- Solo & Ensemble Contest
- Generations Club
- Destination Imagination
- Student Assistants
- Band
- Honor Choir
- Art Show
- Voice
- Diversity Club
- National Junior Honor Society
- Robotics
- Sew What!
- CHAIN Link
- All-Region Band
- Musical
- Club Cook
- Gateway-to-Technology Cadre
- Young Hoosier Book Club
- Brain Brawl

WMS Clubs

- Peer Conflict Mediator
- Art Club
- Jazz Band
- Yearbook
- Afternoon Rocks
- Academic Superbowl
- CHAIN Link
- Band
- Honor Choir
- Art Show
- Girls Inc.
- Voice
- All-Region Band
- Musical
- Brain Brawl
- National Junior Honor Society

Detailed descriptions of the clubs/activities listed above are available on our corporation web site or in the main office.

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.

Extracurricular Eligibility

To be eligible to participate in an extracurricular activity, a student may not receive a failing grade in any class on any predetermined eligibility date. The eligibility date intervals are designed to hold students accountable but also allow students to establish short-term goals for improvement. Parents of students who are involved with extracurricular activities will be notified if their child becomes ineligible. The following conditions apply for eligibility:

1. A student cannot become ineligible at a midterm date.
2. A student may be taken off the ineligible list at a midterm date.

3. A student may only be added to the ineligible list at the end of a quarter.

Students who are not academically eligible, shall be permitted to practice in athletic practices or attend business/club meetings/practices but shall not be permitted to dress in the team/club uniform, sit with the team, or participate in any contests or recreational activities. If a student becomes ineligible with two weeks less or remaining in a team's season or club's schedule, he/she will not be permitted to participate in practices, performance, and competitions.

School Socials

Parties and other social activities are intended for middle school students to have fun and to help them to develop social skills. Students are expected to obey the Public Display of Affection rules or risk being asked to leave. Elementary students, high school students, students from other schools, and home-schooled students may not attend school parties. Students who have accumulated considerable disciplinary infractions may not be permitted to attend. Parents are always welcome and have a standing invitation to attend school activities. If parents are serving in the role of chaperone or supervisor, criminal history check is required. The school appearance code policy is enforced at school socials.

There is a special end-of-the-year, eighth-grade-only, social activity called the 8th Grade Celebration. The school appearance code policy is enforced for school socials. Please do not wear cocktail dresses, strapless gowns, back-less gowns, formal gowns, or rent tuxedos or limousines. Students will not be admitted if they do not meet these dress requirements. Disciplinary action may occur for those who refuse to follow these rules.

STUDENT ATTENDANCE AT SCHOOL EVENTS

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

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

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

SECTION V – STUDENT CONDUCT

SCHOOL ATTENDANCE POLICY

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

If a student cannot be in attendance for the regular school day, the child's parent should contact the school's office by no later than 10:00AM the day of the absence.

The school understands that families have a variety of justifications for school absences:

Parentheses indicate the codes often used in PowerSchool regarding these situations.

- illness, family emergency, or religious holiday prompting a parent to excuse attendance (EXE)
- the funeral of a family member or loved one (FFX)
- high school/college visits (CVT)
- short term juvenile detention (JUV)
- illness prompting medical staff to excuse attendance (MED)
- truancy (TRU)
- parental decisions directing the student not attend, i.e. vacation (UNX)
- school suspension (OSS)
- unknown reasons (UNV)

Regardless of explanation, however, all of these events deny the student opportunity to learn in school and all are regarded as absences within state and federal school accountability measures (AYP, PL221, 4-Star Schools). State law recognizes very few permissible absences:

Per IC 20-33-2, these events are coded in PowerSchool as "Absent, but Present" (ABP)

- service to the election board or a political candidate on election day
- duty with the National Guard
- a principal approved educationally sound activity consistent with IC 20-33-2-17.5
- medical fragility that precludes attendance in high contagion circumstances
- service as a legislative page
- a court subpoenaed witness

Because of this inflexibility, the school must strive for the 95% attendance rate required by PL221. To meet this expectation, no student should exceed 9 absences per year.

Unless we've previously been informed of extenuating circumstances, the school will initiate parental communication whenever a student reaches the midway point of 5 absences. This communication, whether by phone or letter, will lead to one of two outcomes:

- parents and school will complete a medical release that allows our school nurse to communicate with a family physician to verify a medical incapacity that prevents acceptable attendance.
- parents and school will agree to closely monitor attendance in hopes of avoiding the need for a school attendance contract conference (following 9 absences) and a Hendrick's County Court Project Attend referral (following 11 absences).

Making-up work missed due to absence

Following a return from absence, students will have time equal to the length of their absence to complete their missed work. Please do not request homework in anticipation of a planned absence. If requesting homework during an illness, requests should be made by 10:00AM. Leaving messages on teacher voice mail may not ensure homework being ready. Parents may call the office to request homework and pick up books and materials at the end of the day.

Academic & Behavioral Consequence of Missed Attendance

Excessive period absences may result in disciplinary consequences, course reassignment, or loss of credit. Each team will monitor attendance by period on a daily basis. Student truancy may trigger a Project Attend referral in as few as two instances. Leaving the school building and/or grounds without permission is considered truancy.

STUDENT BEHAVIOR STANDARDS: BCSC RULES

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

The following is a list of rules established by the School Board. 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. 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. Additionally, administration may use past disciplinary records to make decisions regarding disciplinary consequences. Based on a thorough investigation, administration 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 administrator the final authority to place a 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.

Nothing in this policy will prevent an administrator from assigning a more severe consequence, up to and including suspension and a recommendation of expulsion. And, the school reserves the right to alter student consequences as new information is obtained.

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

Student Due Process

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

ENFORCEMENT OF STUDENT BEHAVIOR STANDARDS AND CODE OF CONDUCT

1. The standards and the Code of Conduct will be enforced by School administrators, teachers, teacher aides, bus drivers, and any other adult authorized by the School to supervise students.
2. The objectives of the enforcement of these standards and the Code of Conduct are:
 - a. to protect the physical safety of all persons and prevent damage to property;
 - b. to maintain an environment in which the educational objectives of the School can be achieved;
 - c. to enforce and instill the core values of the Brownsburg Community School Corporation and its School community.
3. The seriousness of the offense and nature and extent of any discipline utilized to enforce student behavior standards and Code of Conduct will be determined by:

- a. the nature and extent of any potential or actual injury, property damage, or disruption;
- b. the student's prior disciplinary history and the relative success of any prior corrective efforts;
- c. the willingness and ability of the student and the student's parents to participate in any corrective action;
- d. the interest of other students in the School in a school environment free from behavior that violates the School's behavior standards;
- e. any other aggravating or mitigating factor or circumstance including but not limited to zero tolerance policies.

CORPORATION RULES FOR SAFETY AND SECURITY

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. 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.

2. DRUGS AND CONTROLLED SUBSTANCES

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

Additionally, 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.

*Prescribed use of a drug authorized by a medical prescription from a registered physician shall not be a violation of this rule. Medication of this sort should be housed in the school clinic.

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.

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. This includes play guns, wooden guns, plastic toy guns, rubber or toy knives, BB guns, pellet guns, grenades, rockets or any similar explosive, firecrackers, fireworks, incendiary, or overpressure devices.

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

5. SEXUAL BEHAVIOR

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

6. ANTI-HARASSMENT & THREATENING BEHAVIOR POLICY

The following behaviors are unacceptable:

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

In accordance with I.C. 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.

7. BULLYING

Bullying is a form of aggression and it occurs when a person willfully subjects another person to an intentional, unwanted and unprovoked hurtful verbal and/or physical action(s). 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.

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.

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. In some instances, if appropriate, a counselor may mediate between parties and/or parental involvement may be sought in order to prevent further occurrences.

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.

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.

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.

SCHOOL RULES FOR SAFETY AND SECURITY

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

A. CORE BELIEFS:

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

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

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

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

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

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

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

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

C. CARE OF PROPERTY

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

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

D. SEQUENCE FOR DISCIPLINE PROCEDURES

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

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

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

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

CODE OF CONDUCT

Problematic Actions and Choices

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

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

While the major responsibility for good grooming rests in the home with the student and parents, the school has certain concerns based on consideration of health, safety, and the maintenance of the school atmosphere that promotes study and learning. Reasonable conformity to current fashions in student dress is to be expected and is appropriate; however, when student appearance becomes extreme and, in the considered opinion of the school administration, violates health or safety regulations, is not in keeping with appropriate dress for school, or violates commonly accepted standards of modesty; such appearance is not acceptable. If a student has selected a manner of appearance that disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting.

The following statements are provided as guidelines to promote understanding of a few areas of concern:

Any apparel showing suggestive or profane pictures or wording; showing alcohol, tobacco, or drug-related sayings or pictures; promoting sex, violence or self-destructive behavior; or any item that defames the nation, state, community or an individual will not be permitted.

- ✚ Tight-fitting or excessively short shorts, skirts, or tight fitting pants such as spandex, are not permitted at anytime. If leggings are worn they must have a shirt/sweater to cover that is no shorter than 4 inches above the knee. All shorts/skirts/dresses must not be shorter than 4 inches above the knee.
- ✚ Clothing should be so constructed and worn in a manner that is not unduly revealing. Tops that may NOT be worn are tank tops, muscle shirts, tube tops, halter tops, backless shirts, tops with spaghetti straps, sheer or fishnet shirts, and cut-offs or other tops which show midriff. Plunging neck lines and excessive exposure is not acceptable. Our gauge for necklines will be 3"; the length of a standard business card.
- ✚ Clothing with group markings, same color clothing or accessories symbolizing gang membership will not be tolerated.
- ✚ Proper footwear must be worn at all times in the school buildings.
- ✚ Belts and overall straps must be fastened
- ✚ Metal studded clothing, spiked jewelry or chains are not acceptable.
- ✚ Coats and jackets must be stored in your locker and not worn to class or in the hallway.
- ✚ Sunglasses are not to be worn in the building.
- ✚ Hats, headbands, bandanas, are not to be worn in the building and are to be kept in assigned lockers.
- ✚ Students who wear hooded sweatshirts are not permitted to wear the hoods.
- ✚ All shirts/tops must have a sleeve that covers the shoulder and be long enough to be able to have enough material, two inches, to be tucked into pants/shorts. Clothing that is suggestive, has a double meaning or innuendo, or suggests an inappropriate idea is unacceptable.

- ✚ Pants and shorts should not have tears or rips 4 inches above the knee.
- ✚ Shoes with wheels are not permitted.
- ✚ Attire that may damage school property or cause personal injury such as spikes or chains may not be worn.
- ✚ Clothing should be worn so that the midriff is never exposed.
- ✚ No undergarments should be visible (male or female) whether standing or sitting. Sagging pants or shorts are not permitted (waist line level at all times).
- ✚ Pants must not drag the floor, as this presents concerns regarding safety.
- ✚ Any new "fads" in clothing or anything not specifically covered in the above guidelines, which is considered inappropriate dress shall be dealt with at the discretion of an administrator/designee

If there are any questions as to the appropriateness of any type of clothing, the school should be contacted in advance.

In the event inappropriate clothing is worn or displayed, it is the responsibility of the student to make arrangements to immediately remedy the situation. Students will be sent to their respective grade level office until appropriate clothing is obtained (t-shirts will be available in the office); students will not be permitted to leave the school to obtain appropriate clothing.

Problems Related to Possessions

The following are examples. The list is not exclusionary.

<ul style="list-style-type: none"> • Cellular phones (To avoid problem situations, all phones should remain powered off and out of sight during school hours and may only be used when requested by the teacher for educational purposes or in declared emergencies.) • Laser pointers • Cigarettes and Tobacco 	<ul style="list-style-type: none"> • Radios/CD players/Electronic equipment (To avoid problem situations, electronic devices should remain in lockers and be powered off during school hours.) • BBs, bullets, or pellets • Non-prescribed over-the-counter medications (see OTC policy)
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DISCIPLINARY ACTIONS

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

- **Conference** – A conference may be between a teacher and a student, a teacher and a parent, an administrator and a student, or an administrator and parents. The school will arrange conferences in an effort to correct behavior when deemed necessary.
- **Referral to Guidance** – A referral will require the student to have a conference with his/her counselor to help find ways to correct a problem that is occurring.
- **Peer Mediation**—Students will resolve student to student conflicts with the assistance of a trained student peer mediator.
- **Teacher-Assigned Detention** – The location, time, and work to be completed will be determined by each teacher.
- **After-school Detention** –Students may be detained in school for disciplinary or other reasons, under direct supervision of a teacher, for not more than one hour after the close of the school day, provided that satisfactory arrangements for transportation and supervision from school to home have been made by the parents. Before a student may be detained, the parents, and/or legal guardian, must be notified as to the reason for such detention, the place, the date, and the time of the detention.

- **Lunch Detention** – Lunch detentions may be held throughout the lunch periods. Lunch detentions may be assigned for misconduct occurring in the corridors and cafeteria. A student assigned to lunch detention would report to the office after getting his/her lunch.
- **Monetary Reimbursement** – In some cases, damage to school or personal property may result in, but may not be limited to, required monetary reimbursement.
- **Community Service to School** – Under certain circumstances, restitution-based consequences may be more appropriate. The location, time, and work to be completed will be determined by an administrator.
- **In-school Suspension**- Depending upon each individual situation, students may be assigned from one to eight periods each day of ISS. Students shall report to the office on time at the beginning of the school day with their books, pencils, paper, etc. Students will be counted present on school records. They will be provided with regular classroom assignments. Students may choose to purchase a sack lunch or bring their own. Students will not be permitted to attend or participate in extracurricular activities for the prescribed length of the ISS assignment.
- **Loss of Bus Service** – Serious violations of bus conduct rules may result in loss of bus service for a prescribed length of time.
- **Out-of-school Suspension** - Students will not be allowed to attend school for the prescribed length of the suspension. In addition, they shall not be permitted to attend or participate in extracurricular activities. Missed assignments may be made up in accordance with the excused absence policy.
- **Expulsion** – Expulsion is the removal from school for more than ten (10) days or for the balance of the semester or for up to one academic school year (two semesters and a summer school).

SECTION VI – TRANSPORTATION

TRANSPORTATION CHANGES AND BUS PASSES

Every student eligible for bus transportation has a single/regular way of traveling to and from school. It is the policy of Brownsburg Community School Corporation not to allow transfers, changes, or alternative routes/stops.

TRANSPORTATION BUS CONDUCT POLICY

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

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

The 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.

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

Parent teacher conferences will be held in the fall. These conferences will be scheduled by classroom teachers/teams. Parents wishing to schedule an additional conference with a teacher/team or an administrator should contact the individual(s) involved to make arrangements.

CELLULAR PHONES & ELECTRONIC DEVICES

Students are permitted to have cell phones in school, but they must always be muted and out of sight. During school hours, cell phones can be used to make or receive calls only when requested by the teacher for educational purposes or in school declared emergencies. Any other use of a cell phone during school hours shall result in disciplinary action. At no time can these phones, or particularly camera phones, be used to invade the privacy of another student.

It is acceptable for a student to use a cell phone 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.

CHILD ABUSE/NEGELECT LAWS - DUTY TO REPORT

School employees have a duty to report child abuse, neglect, exploitation, pornography, and sexual conduct. Detailed legal requirements can be found at our website at www.brownsburg.k12.in.us.

FLOWERS AND BALLOONS

Flowers or balloons should not be 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 library has books and magazines for study and recreational reading. It is open for use during the entire school day and a short time before school and after school until 2:45 PM. Books are expected to be returned on time. If a student loses a book, he/she must pay for it. If a book is damaged while checked out to a student, he/she must pay for its repair or replacement. Fines are charged for overdue material.

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. PE uniforms should be turned into the PE teachers.

SUPERVISION OF STUDENTS

Students are supervised by teachers throughout the day. Students are to exit the building by 2:45 PM 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 2:45 p.m. Students loitering in and around the school building beyond 2:45 PM 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 are as follows: 1. teacher or sponsor; 2. assistant principal; 3. principal.

Individual Teachers

- Classroom concerns
- Classroom behavior
- Grading policy
- Referrals

- Academic progress
- Assignments
- Teacher detentions

- Grade concerns
- Student performance
- Make-up work

Team

- Parent conference
- Team rules and policies

- Team/Special projects

- Field trip information

Counselors

- Scheduling concerns
- General welfare of student
- Tutoring
- After-school peer tutoring
- Social or emotional concerns

- Non-violent peer conflicts
- Academic placement
- General academic concerns
- Outside tutoring

- Promotion & retention
- After-school remediation
- Special needs placement
- Outside resources

Assistant Principal

- Discipline concerns
- Excessive absences
- Curriculum Concerns

- Emergency leaves
- Staff Concerns
- Response to Intervention

- Attendance concerns
- Discipline Concerns
- Academic interventions at the schedule level

Principal

- Staff concerns

- Curriculum concerns

- Unresolved issues when channels followed above

Treasurer

- Book rental
- Lost textbooks

- Book store purchases
- Refunds or payments

- Textbook assistance
- Free/reduced lunch applications

Athletic Director

- Athletic schedules

- Coaching concerns

- Directions to opposing schools

IMPORTANT DATES

Midterm Dates

Sept. 9
Nov. 11
Feb. 3
April 18

End of the Nine Week Grading Period Dates:

Oct. 7
December 16
March 9
May 18

Report Card Distribution Dates:

Oct. 14
January 6
March 16
May 25

Section IV - Drug Testing Policy

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 designated area 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

- A letter stating the test was negative will be mailed to the parent/student.
- 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 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 at the parents' expense.
- 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 at parent expense, 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 (SAP) Social Worker will contact the parent by telephone to inform the parent of the results and a 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 agreement 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.	
▼	
The student will be retested according to the drug testing guidelines.	
If Negative	If Positive
▼	▼
If the test result is negative and all other requirements from the rehabilitative plan have been met, the student can resume participation in extracurricular activities.	If the test result is positive, the student loses his/her privileges for one year from the date of the second test. A meeting with the SAP staff is scheduled to develop a new rehabilitative plan, which includes MANDATORY completion of a drug education group.
▼	
The student can request to meet with the SAP staff regarding probationary status between seven months but before eight months	

	after the original violation.
	▼
	The student can complete an application for probation between seven and seven and one half months after the second violation. This application can be obtained from the SAP staff. Approval for probationary status must come from the principal and Student Assistance Staff.
	▼
	A third violation of this policy results in loss of privileges for the remainder of the student's time in Brownsburg Schools.

*Extra-curricular activities refers to all athletics, co-curricular activities, driving to school and student groups or clubs.

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.

Student is suspected to be under the influence of drugs or alcohol at school.	
An Administrator receives information that a student may be under the influence and then investigates to determine if the student is in possession of a substance or paraphernalia or presents with symptoms that he/she is under the influence. The nurse completes a clinical assessment to detect any physical symptoms of possibly being under the influence	
▼	▼
If Negative	If Positive
▼	▼
If there is not sufficient evidence to determine the student is under the influence, the administrator does not request a drug test.	If there is sufficient evidence to support that the student appears to be under the influence or in possession of paraphernalia, then the administrator requests a drug test.
A letter is sent to the parents, as well as a phone call from Administration. The student continues in his/ her regular activities.	
The student is suspended for up to 10 days out of school.	
▼	
The administrator will determine if the incident is eligible for rehabilitation under the rehabilitative clause. This option is offered only once to a student during his/her time in BCSC.	
If NOT Eligible	If Eligible
▼	▼
If the drug/alcohol offense is related to safety issues, extreme disruption, and/or trafficking, the student is not eligible to be disciplined under the rehabilitative clause.	If the student was found to meet the criteria to use the rehabilitative clause, then a meeting with the student and his/her parents will occur with the Student Assistance Social Worker. A rehabilitative plan will be developed, which will be signed by the student, parent and Student Assistance Social Worker, and will require a substance abuse evaluation, mandatory completion of a treatment program and random drug screens at the expense of the student/parent for the entire time that the student participates in the Student Assistance Program. This timeframe will also be outlined in the rehabilitative plan. During this

	process, the student is not eligible to participate in school activities or drive to school.
	▼ IF COMPLETED
	If the student successfully completes the requirements of the Student Assistance Program, he/she regains eligibility to participate in all school activities.
	▼ IF NOT COMPLETED
	If the student does not comply with the rehabilitative plan, he/she will be recommended for expulsion and suspended out of school for 10 days pending the expulsion hearing.