



Harris Academy

"Teamwork Makes the Dream Work!"

2009-10

SUPPLEMENT

(TO STUDENT'S HOME HIGH SCHOOL HANDBOOK)

**HARRIS ACADEMY
725A SOUTH GREEN STREET
BROWNSBURG, IN 46112
OFFICE PHONE: (317)852-1010
OFFICE FAX: (317)852-1012**

GENERAL INFORMATION

AVON ADMINISTRATION

Superintendent..... Dr. Timothy Ogle
Assistant Superintendent Dr. Margaret Hoernemann
Director of Secondary Curriculum..... Dr. Peggy Clark
Principal, Avon High School..... Mr. Rick Adcock

BROWNSBURG ADMINISTRATION

Superintendent..... Miss Kathleen Corbin
Associate Superintendent and Title IX Coordinator Mrs. Jan Viars
Assistant Superintendent Mr. Dan Shepherd
Principal, Brownsburg High School..... Mr. Bret Daghe

ADMINISTRATIVE STAFF

Director..... Mr. Bill Titus
Guidance Counselor Mrs. Joanne Grossman
Social Worker, Anti-Harassment Coordinator and Section 504 Coordinator Miss Carrie Fitterling
Administrative Assistant..... Mrs. Kelly Wood

TEACHING STAFF

Business..... Ms. Pat Branscome
English/Language Arts..... Mr. Peter Battistini
Mathematics..... Mrs. Shara Davis
Science Mr. Tom Browning
Social Studies Mrs. Alecia Adams
Novel Stars..... Mrs. Kate Martin

Harris Academy is a joint services agreement between Avon Community School Corporation and Brownsburg Community School Corporation. **Rules and requirements of each high school will govern students coming from each corporation.**

PHILOSOPHY

MISSION STATEMENT

The Faculty and staff of Harris Academy will provide quality educational opportunities to promote each student's maximum potential, encourage lifelong learning, present a variety of interrelated challenges, and maintain democratic ideals in a positive education environment structured to meet each student's individual needs, enabling students to become fully engaged citizens who can operate in a global society.

VISION STATEMENT

- To provide a learning community where all students are engaged in challenging, personalized and flexible programs of study; and
- To inspire hope and garner mutual respect through multi-dimensional partnerships; and
- To afford all students opportunities for academic and personal success, with the goal of becoming responsible, productive members of a global society.

CORE BELIEFS

- All students can learn
- Our efforts must empower students, not enable them
- All students are valued and respected
- All students will learn in a safe and secure environment

ATTENDANCE

ATTENDANCE POLICY

Regular attendance is essential for normal progress and is required to receive maximum benefit from the educational experience. Attendance at Harris Academy is governed by the Indiana code and local policy adopted by Harris Academy Board of Governors. The State of Indiana places education at the top of its priorities. Accordingly, it is incumbent upon Harris Academy to use every reasonable measure to instill dutiful attendance habits in every student. A day lost in the classroom can never be completely retrieved. The dialogue between the teacher and the students in a classroom environment cannot be effectively duplicated. A very high positive correlation exists between formal learning and school attendance.

Students are expected to do all their work regardless of the classification of the absence. When a student exceeds five absences of *any kind* in a class during a quarter, that student may be removed from that class and have to start the class over the next time it is offered. The maximum number of classes from which a student can be removed for attendance issues is two (2). Should it become necessary to remove a student from more than two classes, expulsion proceedings may be initiated.

REPORTING STUDENT ABSENCE

Parents are expected to telephone the school by 10:00 am to report a student absence. Parents may dial 852-1010 and leave a message. Failure to call will result in your student being considered truant. After 24 hours, without contact from a parent or guardian, absences cannot be excused. For the convenience of the parents the phone system is available 24 hours a day, seven days a week.

When reporting an absence the parent should give the following information:

1. Their name and relationship to the student
2. The student's name and grade in school
3. The reason for the absence
4. The date or dates of absence

Students who are eighteen (18) years old or older must still have their parents call in to notify the office of absences unless the student has been emancipated. Emancipation is a legal process requiring proof of self-sufficiency.

TARDY POLICY - TARDINESS

Tardiness inhibits learning and consequences *will* result.

LEAVING SCHOOL BUILDING OR GROUNDS

If a student needs to leave during the school day:

1. The parent shall notify the school by telephone of appointment date, time, and location. Other documentation may be required.
2. The student is required to sign out in the Main Office and obtain a pass prior to leaving school.
3. Students are not allowed to leave the building to go home and take medication and then return to school.

ATTENDANCE PROCEDURE

Absences are classified as excused, unexcused, or truant. The following will be considered as excused absences:

1. Illness of the child, medical, dental, and/or clinical appointment with valid documentation.
2. Death in the family.
3. Court appointment.
4. Required church observance.
5. Quarantine and communicable disease.
6. School sponsored field trips.
7. Exhibiting a project at the Indiana State Fair.

Any other absence will be recorded as truant until the student's parent contacts the school and is then considered unexcused or truant. Students are expected to make up all their work for any day of absence.

ABSENCE RECORDED AS BEING PRESENT IN ACCORDANCE WITH INDIANA CODE

1. Service as a page in the Indiana General Assembly.
2. Service on a precinct election board or as a helper to a political party on the date of a general, city or town, special or primary election.
3. Subpoenaed to appear in court as a witness in a judicial proceeding.

(The above absences must be pre-arranged by submitting the proper forms to the Main Office during the day prior to being out of school. If the form is not submitted prior to the absence, the absence will not be accepted.)

INVALIDATION OF DRIVER LICENSE

Indiana law states that under certain conditions a student may have his/her driving licenses suspended. The purpose of this law is to encourage student attendance and appropriate academic behaviors and attitudes. In accordance with IC 20-8.1-3-17.2 (a) each governing body shall establish AND include as part of the written copy of its rules and standards "a definition of a student who is designated as a habitual truant." Harris Academy considers a habitual truant as a student who has been truant more than twice in the same school year.

NONCUSTODIAL PARENTS

A non-custodial parent, unless restricted by a court order, will be given access to all student report cards, student records, and disciplinary actions. The parent will also be allowed to participate in conferences, classroom visitations, and all other school activities.

The non-custodial parent may not visit with the student during the school day, nor may the student be released to the non-custodial parent unless written permission is given by the custodial parent.

A certified copy of a court order restricting the rights of the non-custodial parent shall be provided to the director should a custodial parent wish to prohibit the distribution of information to, and the school visitations of, the non-custodial parent.

EXIT INTERVIEWS - EFFECTIVE JULY 1, 2006

SECTION 15. IC 20-33-2-28.5, AS ADDED BY P.L.242-2005, SECTION 19, IS AMENDED TO READ AS FOLLOWS: Sec. 28.5.

(a) This section applies to an individual:

(1) who:

- (A) attends or last attended a public school;
- (B) is at least sixteen (16) years of age but less than eighteen (18) years of age; and
- (C) has not completed the requirements for graduation;

(2) who:

- (A) wishes to withdraw from school before graduation;
- (B) fails to return at the beginning of a semester; or
- (C) stops attending school during a semester; and

(3) who has no record of transfer to another school.

(b) An individual to whom this section applies may withdraw from school only if all of the following conditions are met:

- (1) An exit interview is conducted.
- (2) The individual's parent consents to the withdrawal.
- (3) The school principal approves of the withdrawal.
- (4) **The withdrawal is due to:**
 - (A) **financial hardship and the individual must be employed to support the individual's family or a dependent;**
 - (B) **illness; or**
 - (C) **an order by a court that has jurisdiction over the child.**

During the exit interview, the school principal shall provide to the student and the student's parent a copy of statistics compiled by the department concerning the likely consequences of life without a high school diploma. The school principal shall advise the student and the student's parent that the student's withdrawal from school may prevent the student from receiving or result in the revocation of the student's employment certificate and driver's license or learner's permit.

(c) For purposes of this section, the following must be in written form:

- (1) An individual's request to withdraw from school.
- (2) A parent's consent to a withdrawal.
- (3) A principal's consent to a withdrawal.

(d) If the individual's principal does not consent to the individual's withdrawal under this section, the individual's parent may appeal the denial of consent to the governing body of the public school that the individual last attended.

(e) Each public school, including each school corporation and each charter school (as defined in IC 20-24-1-4), shall provide an annual report to the department setting forth the following information:

- (1) The total number of individuals:
 - (A) who withdrew from school under this section; and
 - (B) who either:
 - (i) failed to return to school at the beginning of a semester; or
 - (ii) stopped attending school during a semester;and for whom there is no record of transfer to another school.
- (2) The number of individuals who withdrew from school following an exit interview.

(f) If an individual to which this section applies:

- (1) has not received consent to withdraw from school under this section; and
- (2) fails to return to school at the beginning of a semester or during the semester;

the principal of the school that the individual last attended shall deliver by certified mail or personal delivery to the bureau of child labor a record of the individual's failure to return to school so that the bureau of child labor revokes any employment certificates issued to the individual and does not issue any additional employment certificates to the individual. For purposes of IC 20-33-3-13, the individual shall be considered a dropout.

(g) At the same time that a school principal delivers the record under subsection (f), the principal shall deliver by certified mail or personal delivery to the bureau of motor vehicles a record of the individual's failure to return to school so that the bureau of motor vehicles revokes any driver's license or learner's permit issued to the individual and does not issue any additional driver's licenses or learner's permits to the individual before the individual is at least eighteen (18) years of age. For purposes of IC 9-24-2-1, the individual shall be considered a dropout.

(h) If:

- (1) a principal has delivered the record required under subsection (f) or (g), or both; and
- (2) the school subsequently gives consent to the individual to withdraw from school under this section;

the principal of the school shall send a notice of withdrawal to the bureau of child labor and the bureau of motor vehicles by certified mail or personal delivery and, for purposes of IC 20-33-3-13 and IC 9-24-2-1, the individual shall no longer be considered a dropout.

RULES AND POLICIES

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 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.

INFORMATION PERTAINING TO THE MANNER IN WHICH SUBSTANCE ABUSE VIOLATIONS ARE ADMINISTERED AND WHAT ASSISTANCE IS AVAILABLE TO STUDENTS CAN BE DISCUSSED WITH THE BROWNSBURG STUDENT ASSISTANCE DIRECTOR, MRS. RAMLA HAMPTON, 852-2258, EXT.1803

EQUAL OPPORTUNITY AND NONDISCRIMINATION ASSURANCE

The Harris Academy Board of Governors agrees to comply with all state and federal employment regulations, will provide equal opportunity employment, and will not discriminate on the basis of race, color, national origin, including limited English proficiency, sex, or disability.

Education services, programs, instruction, and facilities will not be denied to anyone in Harris Academy as the result of his or 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
Mrs. Jan Viars, Assistant Superintendent
444 E. Tilden
Brownsburg, IN 46112
852-5726

ANTI-HARASSMENT

GENERAL POLICY STATEMENT

It is the policy of the School Board to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual, racial, religious (creed), national origin, and disability harassment.

BULLYING

Bullying is a form of aggression and it occurs when a person(s) who perceives a power imbalance, willfully subjects another person (victim), whoever the person(s) may be, to an intentional, unwanted, and unprovoked hurtful verbal and/or physical action(s), which result(s) in the victim feeling oppressed (stress, injury, discomfort). In accordance with I.C. 20-8.1-5.1-7.7 bullying is prohibited at any school site or school board-sponsored activity or event or while traveling to or from school or a school activity, on school grounds immediately before or during school hours, immediately after school hours, or at any other time when the school is being used by a school group.

STUDENT CONDUCT

Students are expected to conduct themselves at all times in a manner that will contribute to the best interest of the school and not infringe upon the rights of others. School rules have been established for these purposes. All students are expected to obey all school rules. Students who violate school rules and regulations will be subject to disciplinary action

EXPULSION

Any disciplinary action taken whereby a student is separated from school attendance for a period in excess of ten (10) days; is separated from school attendance for the balance of the then current semester or current year unless a student is permitted to complete required examinations; suffers a penalty which automatically prevents his completing within the normal time his overall course of study in the school. The director shall file a written charge with the superintendent of schools. If the superintendent decides that there are reasonable grounds for investigation or that an investigation is desirable, he shall, within one (1) school day after such charge is filed, appoint an expulsion examiner.

If a student is expelled from a school corporation under chapter (20-33-8), the student may not enroll in another school corporation during the period of the expulsion or exclusion unless:

- (1) that student informs the school corporation in which the student seeks to enroll of the student's expulsion or his/her withdrawal toward expulsion.
- (2) the school corporation consents to the student's enrollment; and
- (3) the student agrees to the terms and conditions of enrollment established by the school corporation.
- (4) any student may be expelled if the legal settlement is not in the school corporation, if no transfer has been granted by the school corporation or has been ordered by the State Board of Education.

AUTHORITY FOR STUDENT DISCIPLINE

Teachers, administrators, and other staff members have the authority to take customary and reasonable measures to maintain proper control and discipline among students placed under their care and supervision.

STUDENT DRESS

Students must follow socially accepted guidelines for their appearance while at school. Clothes that reveal skin between the shoulders and four inches above the knees, or that is in any way immodest or revealing is prohibited. Students are also prohibited from wearing any garment which jeopardizes their safety or that of their peers.

HARRIS ACADEMY BOARD OF GOVERNORS STUDENT TECHNOLOGY ACCEPTABLE USE POLICY

The Harris Academy is committed to the effective use of technology to enhance both the quality of student learning and the efficiency of operations. It also recognizes that safeguards must be established to ensure the protection of our students. Safeguards also protect the investment in hardware and software, ensure the benefits of technology and prevent negative side effects. This technology will help propel our schools through the communication age by allowing students to access and use resources from distant computers, communicate and collaborate with other individuals and groups around the world, and significantly expand their available information base.

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

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

Technology resources are defined as any electronic tool, device, program, or system that aids the educational environment and prepares the user for new roles in learning, living and working in a technological world. Technology includes:

- all computer hardware and software,
- personal digital assistants including Palms, pocket PCs, cell phones
- analog and digital networks (e.g., data, video, audio, voice, and multimedia)
- distance learning through multiple means and locations
- electronic (e-mail) mail systems, and communication technologies
- television, telecommunications, and facsimile technology,
- servers, routers, hubs, switches, and Internet gateways,
- administrative systems, media systems, and learning information systems,
- related and forthcoming systems and new technologies.

Personally owned devices are included in this Acceptable Use Policy when on school property or connected to the school infrastructure.

The following uses of school-provided technology are prohibited:

- a. to use technology hardware, software, information, and/or services or that of another individual without permission from your teacher
- b. to use technology to harass, bully, or threaten another individual
- c. to access, upload, download, create, distribute, use, or transmit pornographic, obscene, sexually explicit, abusive, slanderous, libelous, prejudicial, or otherwise inappropriate language or material
- d. to vandalize, damage, alter, or disable the property of BCSC
- e. to plagiarize, violate copyright or use the intellectual property of an individual or organization without permission
- f. to introduce unauthorized information, computer viruses, or harmful programs into the computer system in public-private files, or messages
- g. to download games, entertainment software, or copyrighted material unless part of the course curriculum and directed by the teacher
- h. to participate in gambling or on-line games
- i. to send unsolicited e-mails or participate on chat lines unless there is a curricular tie approved by the teacher
- j. to shop, barter, or use personal credit cards on-line
- k. to utilize the school technology for commercial purposes or financial gain
- l. to install or use encryption software on any computer

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

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

Important Notice: The Harris Academy will take measures to filter and monitor resources and information accessed through its information and data systems.

Although a conscious effort will be made to deter access to materials that are inappropriate for the educational setting, no safe guard is foolproof. The user is responsible for not seeking or initiating access to inappropriate material and reporting incidents should they occur.

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

Outside of school, families bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media.

Any violation of the corporation policy and rules may result in the loss of privileges to use corporation-provided technology including the Internet. Additional disciplinary action may be determined at the building level in keeping with the procedures and practices regarding inappropriate language or behavior as outlined in the Student Handbook. When applicable, law enforcement agencies may be involved.

NETWORKS-INTERNET/LOCAL AND WIDE AREA

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

HARDWARE/SOFTWARE

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

DOCUMENTS/FILES

The Harris Academy Board of Governors has final editorial authority over students creating websites that are stored on Harris Academy equipment or whenever students are given school credit for designing, editing, or updating the school websites.

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

NO EXPECTATION OF PRIVACY

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

RENTAL TEXTBOOKS AND CLASSROOM MATERIALS

Students are charged book rental and consumable fees for each class in which they enroll for credit. Books and materials are issued by the classroom teacher and must be returned to the same teacher upon completion of the course or withdrawal from school.

HEALTH ISSUES AND CLINIC RULES

COMMUNICABLE DISEASES

The local health officer may exclude from school a student who has a dangerous communicable disease that is transmissible through normal school contacts and poses a substantial threat to the health and safety of the school community.

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 medication during the school day:

1. A parent may come to school and give prescription medication.
2. A school form (the Medication Hold Harmless Form) must be filled out by the family doctor authorizing the school nurse or her designee to give the prescription medication. The parent must then sign the form giving consent for the medication to be administered. Forms may be obtained from the school office or the clinic. All medicine must be in its original container. There will be no exception to this policy. Students may not have medication in their pockets, lunch boxes, lockers, etc. during school hours. All medicine brought to school must be turned in to the school nurse.
3. For over the counter medication (OTC) a parent must sign the appropriate card, so that the student may take the medication. The medication has to be provided by the parent and will be given according to the directions on the bottle. The dosage needs to be appropriate for the age and size of the student. If the dosage exceeds the recommended dosage on the bottle, a Medication Hold Harmless form must be filled out by the physician. OTC medication must be in the original container and only one medication per bottle. This card must be renewed at the start of every school year.
4. The General Assembly added I.C. 20-8.1-7-22 stating, "For students in grades nine through 12, medication may be released to them with the written permission of the parent. Further details are available from the school nurse.

ACADEMICS

MASTERY GRADING AND GRADING SCALE

Harris Academy requires that students score a minimum of seventy-five percent (75%) on all work turned in for credit in any class. Any work that is scored below seventy-five percent must be resubmitted.

HARRIS ACADEMY GRADING SCALE

90-100	=	A	Excellent
80-89	=	B	Above Average
75-79	=	C	Average

ACADEMIC WATCH

Harris Academy maintains high academic expectations. The purpose of this Academic Watch policy is to alert a student that he or she is at risk of not succeeding academically. It is the desire of Harris Academy to provide early intervention so that all students might achieve academic success as they pursue their educational goals.

Students who earn 2 or more F's in a quarter and/or do not successfully complete a minimum of 75% of credits attempted will be placed on Academic Watch for the next academic quarter. For example, if a student is enrolled in four classes and earns credit in two or fewer classes, Academic Watch status will be enacted.

While on Academic Watch the student must complete 100% of credits attempted. If a student is not successful while on Academic Watch other educational options will be discussed and pursued. However, if a student on Academic Watch earns 100% of attempted credits, he/she will be removed from Academic Watch status.

Students who violate the Harris Academy attendance policy during a quarter may be removed from courses and will be placed on Academic Watch for the next academic quarter. If the student violates the attendance policy while on Academic Watch other educational options will be pursued. However, if a student on Academic Watch does not violate the Harris Academy attendance policy, he/she will be removed from Academic Watch status.

Students who are placed on out-of-school suspension will be placed on Academic Watch for the remainder of the quarter and the next academic quarter. If the student receives another OSS while on Academic Watch other educational options will be pursued. However, if a student on Academic Watch does not receive a 2nd OSS, he/she will be removed from Academic Watch status.

When Academic Watch status is enacted, the following people will be notified in writing to advise them that the student has fallen below Harris Academy academic expectations: parents, home high school principal and home high school guidance counselor.

COMMENCEMENT

1. No student may participate in graduation exercises unless, at the time of the exercises, all home high school requirements for graduation have been met – including any quarter, trimester or semester enrollment requirements.
2. Mid-year graduates may participate in graduation exercises providing the following procedure is followed:
 - a. Notify the director by April 1 of the intent to participate. Students choosing not to participate may pick up their diploma at their home high school after graduation.
 - b. Attend practice sessions held for exercises.
 - c. Dress appropriately for the practice session.
 - d. Follow school rules of conduct and behavior at practice and in the ceremony.
 - e. Pay the required fees (cap and gown rental), be measured, and get the order to the senior class advisor by the deadline set by their home high school.
3. Students who end the school year while under suspension shall be denied the opportunity to participate in the school related activities during the suspension period including commencement.

WORK PERMITS

Employers must obtain a work permit to employ Harris Academy students ages 16 and 17. Harris Academy students should contact the social worker to obtain 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. An "Intent to Employ" card must be turned in to the social worker before noon in order to be finished by school dismissal of the same day.