

# **BROWNSBURG COMMUNITY SCHOOL CORPORATION**

*Higher Achievement Together*



## **PRESCHOOL SCHOOL STUDENT HANDBOOK 2021-2022**

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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<br>Assistant Superintendent<br><br>Dr. Kat Jessup<br>310 Stadium Drive<br>Brownsburg, IN 46112<br>(317)852-5726 | Civil Rights Compliance<br>Officer<br>Director of Human<br>Resources<br><br>Mrs. Jodi Gordon<br>310 Stadium Drive<br>Brownsburg, IN 46112<br>(317)852-5726 | Section 504 Coordinator<br>Director of Special<br>Education<br><br>Mrs. Jennifer Dezarn-<br>Lynch<br>310 Stadium Drive<br>Brownsburg, IN 46112<br>(317)852-5726 | Homeless Liaison<br>Registrar<br><br>Mrs. Laurie Johnson<br>Mrs. Kathy Adams<br>310 Stadium Drive<br>Brownsburg, IN 46112<br>(317)852-5726 |
|--|--|---|--|

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"> <li>• Guidelines for Serving Students</li> <li>• Meal/Snack Prices</li> <li>• Free/Reduced-Price Meal Application</li> <li>• Title I Rights to Know</li> </ul> | <ul style="list-style-type: none"> <li>• FERPA</li> <li>• PPRA</li> </ul> |
|---|---|

## Welcome to our schools

|  |   |
|--|---|
| <p><b>F.L. O'NEAL ADMINISTRATION CENTER</b><br/> 310 Stadium Drive<br/> Brownsburg, IN 46112<br/> Ph: (317)852-5726 Fax: (317)852-1015<br/> Dr. Jim Snapp, Superintendent<br/> <a href="mailto:jsnapp@brownsburg.k12.in.us">jsnapp@brownsburg.k12.in.us</a></p>        | <p><b>BROWNSBURG HIGH SCHOOL</b><br/> 1000 South Odell Street<br/> Brownsburg, IN 46112<br/> Ph: (317)852-2258 Fax: (317)852-1490<br/> Dr. Bret Daghe, Principal<br/> <a href="mailto:bdaghe@brownsburg.k12.in.us">bdaghe@brownsburg.k12.in.us</a></p>  |
| <p><b>BROWNSBURG EAST MIDDLE SCHOOL</b><br/> 1250 East Airport Road<br/> Brownsburg, IN 46112<br/> Ph: (317)852-2386 Fax: (317)852-1023<br/> Mr. Adam Poliskie, Principal<br/> <a href="mailto:apoliskie@brownsburg.k12.in.us">apoliskie@brownsburg.k12.in.us</a></p>  | <p><b>BROWNSBURG WEST MIDDLE SCHOOL</b><br/> 1555 South Odell Street<br/> Brownsburg, IN 46112<br/> Ph: (317)852-3143 Fax: (317)858-4100<br/> Mrs. Nicole Walker, Principal<br/> <a href="mailto:nwalker@brownsburg.k12.in.us">nwalker@brownsburg.k12.in.us</a></p>                                       |
| <p><b>BROWN ELEMENTARY SCHOOL</b><br/> 340 South Stadium Drive<br/> Brownsburg, IN 46112<br/> Ph: (317)852-1498 Fax: (317)858-2171<br/> Mrs. Anne Lesko, Principal<br/> <a href="mailto:alesko@brownsburg.k12.in.us">alesko@brownsburg.k12.in.us</a></p>               | <p><b>CARDINAL ELEMENTARY SCHOOL</b><br/> 3590 Hornaday Road<br/> Brownsburg, IN 46112<br/> Ph: (317)852-1036 Fax: (317)858-4117<br/> Mr. Marc Gianfagna, Principal<br/> <a href="mailto:mqianfagna@brownsburg.k12.in.us">mqianfagna@brownsburg.k12.in.us</a></p>   |
| <p><b>DELAWARE TRAIL ELEMENTARY SCHOOL</b><br/> 3680 Hornaday Road<br/> Brownsburg, IN 46112<br/> Ph: (317)852-1062 Fax: (317)858-4118<br/> Mrs. Julie Copeland, Principal<br/> <a href="mailto:jcopeland@brownsburg.k12.in.us">jcopeland@brownsburg.k12.in.us</a></p> | <p><b>EAGLE ELEMENTARY SCHOOL</b><br/> 555 Sycamore Street<br/> Brownsburg, IN 46112<br/> Ph: (317)852-1050 Fax: (317)858-4119<br/> Dr. Ryan Hoover, Principal<br/> <a href="mailto:rhoover@brownsburg.k12.in.us">rhoover@brownsburg.k12.in.us</a></p>  |
| <p><b>LINCOLN ELEMENTARY SCHOOL</b><br/> 4807 Bulldog Way<br/> Brownsburg, IN 46112<br/> Ph: (317)852-1040 Fax: (317)852-1044<br/> Mrs. Megan Thomas, Principal<br/> <a href="mailto:mthomas@brownsburg.k12.in.us">mthomas@brownsburg.k12.in.us</a></p>                | <p><b>REAGAN ELEMENTARY SCHOOL</b><br/> 4845 Bulldog Way<br/> Brownsburg, IN 46112<br/> Ph: (317)852-1060 Fax: (317)852-1064<br/> Mr. Scott Chambers, Principal<br/> <a href="mailto:schambers@brownsburg.k12.in.us">schambers@brownsburg.k12.in.us</a></p>   |
| <p><b>WHITE LICK ELEMENTARY SCHOOL</b><br/> 1400 South Odell Street<br/> Brownsburg, IN 46112<br/> Ph: (317)852-3126 Fax: (317)858-4120<br/> Mrs. Susan Wise, Principal<br/> <a href="mailto:swise@brownsburg.k12.in.us">swise@brownsburg.k12.in.us</a></p>            | <p><b>BROWNSBURG EARLY CHILDHOOD CENTER</b><br/> 111 Eastern Avenue<br/> Brownsburg, IN 46112<br/> Ph: (317)852-1046 Fax: (317)852-1048<br/> Mrs. Katie Mitchell, Coordinator<br/> <a href="mailto:kmitchell@brownsbug.k12.in.us">kmitchell@brownsbug.k12.in.us</a></p>                                   |
| <p><b>HARRIS ACADEMY</b><br/> 725 A South Green Street<br/> Brownsburg, IN 46112<br/> Ph: (317)852-1010 Fax: (317)852-1012<br/> Mr. Austin Inge, Director<br/> <a href="mailto:ainge@brownsburg.k12.in.us">ainge@brownsburg.k12.in.us</a></p>                          | <p><b>ALPHA (ALTERNATIVE LEARNING PROGRAM AT HARRIS ACADEMY)</b><br/> 725 C South Green Street<br/> Brownsburg, IN 46112<br/> Ph: (317)852-1014 Fax: (317)852-1016<br/> Ms. Allison Yarbrough, Lead Teacher<br/> <a href="mailto:ayarbrough@brownsburg.k12.in.us">ayarbrough@brownsburg.k12.in.us</a></p> |
| <p><b>FACILITY SERVICES</b><br/> 7556 Airport Road<br/> Brownsburg, IN 46112<br/> Ph: (317)852-1039 Fax: (317)852-4110<br/> Mr. Buddy Faulkner, Coordinator<br/> <a href="mailto:bfaulkner@brownsburg.k12.in.us">bfaulkner@brownsburg.k12.in.us</a></p>                | <p><b>NUTRITION SERVICES</b><br/> 310 Stadium Drive<br/> Brownsburg, IN 46112<br/> Ph: (317)852-2258 Fax: (317)858-2041<br/> Ms. Jordan Ryan, Coordinator<br/> <a href="mailto:jryan@brownsburg.k12.in.us">jryan@brownsburg.k12.in.us</a></p>   |
| <p><b>HEALTH SERVICES</b><br/> 310 Stadium Drive<br/> Brownsburg, IN 46112<br/> Ph: (317)852-5726 Fax: (317)852-1015<br/> Ms. Jennifer Wright, Supervisor<br/> <a href="mailto:jwright@brownsburg.k12.in.us">jwright@brownsburg.k12.in.us</a></p>                      | <p><b>TRANSPORTATION SERVICES</b><br/> 7556 Airport Road<br/> Brownsburg, IN 46112<br/> Ph: (317)852-6813 Fax: (317)852-1061<br/> Mr. Nick Meyerrose, Coordinator<br/> <a href="mailto:nmeyerrose@brownsburg.k12.in.us">nmeyerrose@brownsburg.k12.in.us</a></p>   |

## **FOREWORD**

This student handbook was developed to answer many of the commonly asked questions that parents may have during the school year. Please take time to become familiar with the following information and keep the handbook available for your use or know where it can be found on the district's website. 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 the Preschool Coordinator whose contact information you will find listed in the Staff Directory section of the school's website. This handbook is supplementary to Board policy. Should a provision of this handbook contradict Board policy, the Board policy prevails. This handbook supersedes all prior handbooks and other written material on the same subjects.

## **MISSION OF THE SCHOOL CORPORATION**

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

## **GUIDING PRINCIPLES OF THE SCHOOL CORPORATION**

1. Members of the Board of School Trustees will set and communicate the direction for a student-focused, learning-oriented environment.
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 21<sup>st</sup> 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**

Student attendance hours are:

Monday, Tuesday, Thursday and Friday: 8:40-11:30 AM, 12:45-3:35 PM

Wednesday: 8:40-11:15 AM, 12:30-3:05 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 preschool times are different on Wednesdays.

## **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:**

- \$100 deposit (**NON-REFUNDABLE**)
- a birth certificate,
- court papers allocating parental rights and responsibilities, or custody (if appropriate),
- proof of residency,
- proof of immunizations.

## **SCHEDULING AND ASSIGNMENT**

The Preschool Coordinator 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 Preschool Coordinator.

**Changes in an Individual Education Plan (IEP/special education) can only occur through a case conference committee. Changes in an IEP may result in a change of classroom or program based on availability.**

## **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), or those authorized by the custodial parent, without a permission note signed by the custodial parent(s) or other legal authorization.

## **RELEASE OF STUDENT TO AN INTOXICATED OR IMPAIRED PERSON**

If a student is picked up from school by his/her legal guardian and it is suspected that this person is intoxicated or otherwise impaired, the school will release the child to the guardian. However, authorities will be notified immediately.

## **TRANSFER OUT OF THE CORPORATION**

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

## **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](http://www.brownsburg.k12.in.us). If weather closes school, then all extracurricular activities including athletic practices and games are canceled.

2 Hour Delay Schedule is as follows:

### **AM Preschool:**

10:40 AM - 12:30 PM

### **PM Preschool:**

1:45 PM - 3:35 PM

## **VISITORS AND VISITOR TAGS**

Visitors and volunteers are 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. A photo ID is required to be permitted access to the building, we also require that this ID be left with the Administrative Assistant during your visit. In our attempts to secure our campus all appointments with school staff will also be verified. 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. These safety procedures are designed for the safety and well-being for everyone.

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. Additional security measures may be taken into consideration at any given time to ensure the health and safety of students.

## **VISITORS AND VOLUNTEERS**

For the safety of our students, all visitors and volunteers in our schools will be required to have a limited criminal history check completed prior to working with our students. A limited criminal history check will be conducted through the BCSC Human Resources department. These checks must be renewed every three (3) years. Visitors and Volunteers who are working in the school may not bring other children.

## **AID FOR QUALIFIED FAMILIES**

Indiana Code, Section 20-33-5-3 provides that parents of a child or children who do not have means to provide the curriculum fee for classroom materials 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.

## **NUTRITION SERVICES**

Every day of preschool, a snack will be available for students. Meals brought in by parents from restaurants are discouraged. Families can prepay their student's meal account (MySchoolBucks.com; transaction fees apply). Families are responsible for turning off any "auto refill" pre-payments set up in their MySchoolBucks account during summer break (or any other timeframe desired by the family), in order to prevent them from continuing during that time. Transaction fees or other

associated costs incurred by the family as a result of not turning off any “auto refill” pre-payment will not be refunded by the district. Nutrition Services will charge a fee for all non-sufficient fund returned checks. This fee will be deducted from the students’ meal account.

**Overcharged Meal Accounts:** Attempts to collect negative meal account balances will be provided to families via automated telephone calls and/or hard-copy letters. Significant negative meal account balances are not permitted. A significant negative meal account balance is defined as any balance owed in excess of \$50.00. A student with a significant negative meal account balance will continue to be provided a regular reimbursable meal, the cost of which will continue to accrue to his/her meal account balance. Significant negative meal account balances that are not collected in the year when the debt was incurred will be classified as bad debt and may be turned over for collection.

**Meal Account Spending Limits:** Families are able to set up spending limits for student meal accounts by completing a Meal Account Spending Limit Request Form found on the Corporation website, within the Nutrition Services page. BSCS Policy encourages all student to feel comfortable taking a school breakfast or lunch, therefore, student meal accounts cannot be set up to remove access to either breakfast or lunch.

**Meal Account Refunds:** Meal account refunds will be issued when a student has withdrawn or graduated from BCSC, under the following circumstances: a completed Meal Account Refund Request Form (found on the Corporation website, within the Nutrition Services page) is received to Nutrition Services from the parent/guardian, the meal account balance is equal to or greater than \$10 and the student has withdrawn/graduated within the past sixty (60) days. A meal account transfer to younger sibling or donation to the Hunger Free Fund is also an option on the form.

**Menu Modifications and Substitutions:** All menu modifications or substitutions can be requested by completing either the Nutrition Substitution Form or a Special Meals Requirement Form (found on the Corporation website, within the Student Health page). Both forms must be signed by a licensed healthcare professional. Menu modifications and substitutions must be renewed every year to reflect the current dietary needs of the student. Completed forms should be returned to the school nurse who will share the information with the café manager.

## **BUS PASSES**

No bus passes will be provided.

## **SCOOTERS/ROLLER BLADES/SKATEBOARDS/HEELYS**

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. Students are not permitted to use skateboards, wheeled shoes, or any individual, motorized means of transportation on school grounds (i.e. motorized scooter, hover board, moped, etc.) 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 Preschool Coordinator. This policy is in effect at all times. Further, the Security Officer is encouraged to stop vehicles in which students are not wearing seat belts and direct them to use their seat belts. 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 the Brownsburg Community School Corporation Registrar at (317)852-5726.

## **CREDIT CARDS**

There will be a \$3.00 convenience fee charged to the amount being processed per transaction. This convenience fee will be assessed for each transaction and includes both phone and in person transactions that occur via the school.

## **FIRE, TORNADO, AND SAFETY DRILLS**

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

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

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

## **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. Written notes homes, U.S. Mail, hand delivery, email, classroom blogs, and/or phone calls 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 family's responsibility that the student arrives on time and is prepared to participate in the educational program. If, for some reason, this is not possible, the family should seek help from the Preschool Coordinator.

## **SECLUSION AND RESTRAINT OF STUDENT**

Brownsburg Community School Corporation believes that maintaining an orderly and safe environment is conducive to a healthy learning environment and is an appropriate expectation of all students and employees within the school corporation. The Board recognizes that there are times when it becomes necessary for employees to use reasonable physical restraint and/or seclusion in cases where there is an imminent risk of injury to the student, other students, school employees, or visitors. In accordance with the law, BCSC has adopted a Seclusion/Restraint Policy to establish guidelines for the use of seclusion/restraint in our schools.

## **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 office or contact the district Registrar at (317)852-5726 ext. 2051.

## **COUNSELING/THERAPY**

Outside therapy observations must be scheduled no less than 48 hours in advance. Therapists will be accompanied by BCSC personnel. The individual coming in to observe must complete the standard background check required of all visitors/volunteers. Outside therapy session cannot take place on the school campus during the course of the school day.

# **SECTION II – HEALTH SERVICES**

## **SCHOOL CLINIC**

BECC does not have a nurse on staff, however, a nurse is available to 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 to the front office. Student must go to the front office to be evaluated. Students who are admitted to the front office may be allowed to rest before returning to class unless they are going home.

## **HEALTH AND SAFETY**

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

## **IMMUNIZATIONS AND REQUIREMENTS (IC 20-8.1-7-9.5)**

Each student should have the immunizations required by law or have an authorized waiver. If a student does not have the necessary shots or waivers, the Preschool Coordinator 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.

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

A detailed listing of all required immunizations can be found at <https://www.in.gov/isdh/files/2021-2022%20Immunization%20Requirements.pdf>

## **INJURIES**

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.

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 Preschool Coordinator's office and school nurse for 24-hour follow-up of the injury. Parents will be notified of these injuries. A written electronic report is made and 24-hour follow up is made by the nurse in the building. An electronic copy of the report is sent to the building administrator and designee at Central Office.

## **PRESCRIPTION MEDICATION POLICY**

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

1. A parent may come to school and give the medicine. Students are not allowed to leave the building to go home to take medication and then return to school.
2. The student must provide a completed Prescription Medication and Hold Harmless Release Form, complete with written physician authorization for medication and a valid and current pharmacy label.

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 register with CareDox, an online secure student health records platform 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, permission must be granted from a physician. OTC medication must be in the original unopened container. OTC medication must be kept in the school clinic. For over the counter medications such as cough drops, cold medicine, Tylenol or Ibuprofen, a parent should list the medications in CareDox to indicate student may take this medication at school. Herbal and Homeopathic medications will not be administered at school. Aspirin will also not be administered in the school clinics without permission from a physician. In accordance with the American Academy of Pediatrics, The Centers for Disease Control and Prevention, and the Food and Drug Administration, it is recommended that aspirin should not be given to children under 19 years of age to decrease the risk for Reye's syndrome.

## **TRANSPORTING MEDICATIONS**

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

Students will not be permitted to transport medications home during the school year or at the end of the school year unless it is indicated on the hold harmless form in accordance with 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. All controlled substance medications must be transported by a parent or guardian.

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 or the medication has been picked up by a parent or guardian.

## **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, 5, 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 any time, the student will be excluded from school again. It will be at the school nurse's discretion to check a student more frequently or to send him/her home for further nit removal if felt warranted.

10. Pediculosis (Head Lice) education for students, parents and school staff will be presented yearly. Staff education will include a review of control measures.
11. Consistent and standardized instruction will be given to parents/guardians and staff with updates to avoid inaccurate identification and possible over treatment of this communicable disease.

# **SECTION 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.
- Per BCSC Board Policy, and for the students' safety, volunteers and visitors wishing to attend a field trip must ride with the students on the bus to the field trip site. Volunteers and visitors are not permitted to drive separately and join a group of students at the field trip site.

## **INSTRUCTIONAL SUPPORT SERVICES**

### **Special Education**

The school provides a variety of special education programs for students identified as having a disability as defined by the Individuals with Disabilities Education Improvement Act (IDEIA). A student can access special education services only through the proper evaluation and placement procedure. Parent/Guardian involvement in this procedure is required. More importantly, the school encourages the parent to be an active participant. To inquire about the procedure, a parent should contact the Director of Special Education at (317)852-5726.

### **Staffing and Psycho-educational Testing**

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

### **Preschool Special Education Services**

A preschool program for children with developmental delays serves students who are age 3 to Kindergarten. A morning and afternoon session will be offered. Parents/guardians who want to refer a child for an educational evaluation to determine his/her needs for special services should contact the Preschool Coordinator at (317)852-1046.

### **Communication**

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

## **Title I**

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

## **Title I School Parent Involvement Policy**

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

## **Policy Guidelines**

- Convene an annual Title I parent meeting
- Explain the requirements and the rights of the parents to be involved
- Offer a flexible schedule of before school and after school meetings
- Annually involve parents in an evaluation of the content and effectiveness of the Parent Involvement Policy in improving academic quality and revision of the Parent Involvement Policy as needed.
- Provide the parents of participating students with:
  - Timely information about Parent involvement activities to improve academic achievement and school performance
  - Description and explanation of curriculum to be used
  - The types of academic assessments used to measure student progress
  - Proficiency levels that students are expected to meet
  - Opportunities for decision-making related to the education of their children
  - Provide materials and training on how parents can improve their child's achievement
  - Information regarding Head Start, Even Start, Parents as Teachers Program, public preschool programs, and Title III language instructional programs
  - Ensuring, to the extent possible, that information sent home is in a language and format parents can understand
  - Respond to any parent suggestions as soon as practically possible and collect comments indicating a parent's dissatisfaction for submission with the Title I Application for Grant to Indiana Department of Compensatory Education.
  - Include a School-Parent Compact, which is a written agreement of what schools and parents are each supposed to do to help students achieve.
- In addition, Title I schools will:
  - Develop appropriate roles for community-based organizations and businesses and encourage partnerships with elementary, middle and high schools
  - Educate school staff on how to build ties between home and school
    - Submit a Title I Parent Involvement Policy developed jointly with parents and distributed by
    - participating schools
    - Include a School/Student/Parent Compact, which is a written agreement of what schools, students and parents are each supposed to do to help students achieve.
    - Update the Parent Involvement Policy and School/Student/Parent Compact annually and keep a copy on file in the Title I program plan in the Central Office

# **SECTION IV – 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 9:30 AM (for morning preschool) and 1:30 PM (for afternoon preschool) 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 may initiate parental communication whenever a student reaches the midway point of 5 absences. This communication will be by phone or letter.

If your child has a chronic illness, we encourage you to contact the school nurse.

## **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 AND 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.

**SEXUAL HARASSMENT/ASSAULT** -- Students are specifically prohibited from sexually harassing/assaulting any other student, school employee, and community member or school visitor. Sexual harassment is any activity of a sexual nature which is unwanted or unwelcome, including but not limited to, unwanted touching, pinching, patting, verbal comments of a sexual nature, repeated sexual jokes, sexual name-calling or graphic verbal commentary relating to a person's body, and pressure to engage in sexual activity, repeated propositions or advances and unwanted physical contact. Some forms of sexual harassment of a student by another student may be considered a form of child abuse that would require that the student-abuser be reported to proper authorities in compliance with State law. Sexual assault is any type of sexual contact or behavior that occurs without the explicit consent of the recipient. Falling under the definition of sexual assault are sexual activities such as forced sexual intercourse, fondling, and attempted rape.

## **7. BULLYING**

Bullying is prohibited by Brownsburg Community School Corporation and Indiana Code 20-33-8-0.2. Students who commit any acts of bullying are subject to discipline including but not limited to suspension, expulsion, arrest, and/or prosecution.

Bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically); physical acts committed; aggression; or 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 targeted student, creating for the targeted student an objectively hostile student environment that places the targeted student in reasonable fear or harm to his or her person or property; has a substantially detrimental effect on the targeted student's physical or mental health; has the effect of substantially interfering with the targeted student's academic performance; or has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

This policy may be applied, regardless of the physical location in which the bullying behavior occurred, whenever the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending school within Brownsburg Community School Corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment. Brownsburg Community School Corporation prohibits bullying through the use of data or computer software that is accessed through any computer, computer system or computer network.

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.

## **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:

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

Social media shall be defined as internet-based applications that turn communication into interactive dialogue between users. Students use technology to connect, collaborate, and communicate with each other and the Brownsburg Community School Corporation (BCSC) believes that online forms of expression are as important to student development as traditional oral and written expression. Expectations of the appropriate use of social media for school-related purposes are covered in the Technology Acceptable Use Policy.

Be aware of what you post online. Social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, or a future employer to see. In short, ***be respectful, be careful, be responsible, and be accountable.***

- **Follow the BCSC Student Code of Conduct in all online activity ([BCSC Student Handbook](#)).** As a student of Brownsburg Community School Corporation your online behavior should reflect the same standards of honesty, respect, and consideration that you use face-to-face.

- **Be safe online.** Sharing personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdates, and pictures, puts you at risk. Do not misrepresent yourself by using someone else's identity.
- **Do your own work.** Do not use other people's intellectual property without their permission. It may be a violation of copyright law to copy and paste another's work without giving credit.
- **Recognize the value of open sharing, diversity of opinion, and civil debate.** Do not use social media sites to publish harassing remarks about community members, extra-curricular or academic contest rivals, etc.
- Because it blurs the line between the personal and professional life, **students and parents should be aware that the BCSC Staff Social Media Policy forbids “friending” current students** (prior to graduation) and discourages “friending” parents on *personal* social media sites unless they are family members or participants in civic, recreational, or religious organizations. Rather, staff members are encouraged to create alternative ways to communicate classroom/team activities with parents, such as a blog, a classroom webpage or a Facebook “fan” page specifically for that purpose with oversight by the BCSC webmaster. See the [link](#) to the Staff Social Media Policy for more information.
- **Students should be conscientious of the privacy of BCSC students and faculty.** Taking photographs or creating digital video recordings of BCSC community members either on campus or at off-campus BCSC events for online publication or distribution without their consent could constitute unlawful “invasion of privacy”.
- **Cyberbullying will not be tolerated.** Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime.

*Incidents of bullying should be reported to the administrative or guidance office or to any teacher so that an administrator or guidance counselor can properly investigate the situation.*

Any online activity deemed to cause or is reasonably foreseeable to cause substantial disruption to the operations of Brownsburg Community School Corporation and/or failure to abide by BCSC policies may result in disciplinary action as described in the Student Handbook and may include suspension or expulsion.

*The intent of this policy is not to infringe any person's legal rights such as the freedom of expression, religion and association. To the extent any portion of this policy would violate a legal right, that provision shall not be enforced.*

## **Dressing and Grooming**

While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle/hair color) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these guidelines. Students should consider the following when dressing for school:

- Does my clothing expose too much? No.
- Does my clothing advertise something that is prohibited to minors? No.
- Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? No.
- Am I dressed appropriately for the weather? Yes.
- Do I feel comfortable with my appearance? Yes.

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 styles or manners of dress are prohibited:

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

The following are examples. The list is not exclusionary.

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| <ul style="list-style-type: none"> <li>• 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.)</li> <li>• Laser pointers</li> <li>• Cigarettes and Tobacco</li> </ul> | <ul style="list-style-type: none"> <li>• Radios/CD players/Electronic equipment (To avoid problem situations, electronic devices should remain in lockers and be powered off during school hours.)</li> <li>• BBs, bullets, or pellets</li> <li>• Non-prescribed over-the-counter medications (see OTC policy)</li> </ul> |
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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.

- **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.
- **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 V – 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. Students are allowed to have one bus in the morning and one bus stop in the afternoon; the respective bus stops must be the same Monday through Friday.

## **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.

Parents are not allowed to board BCSC school buses. If there is a question or concern that needs to be addressed, parents should contact the Transportation Department.

### **Bus Safety and Conduct Rules:**

1. Go immediately to assigned seat and remain in the seat for the entire bus trip.
2. If the bus is equipped with seat belts, passengers must wear seat belts at all times.
3. Remain seated and facing forward while the bus is in motion.
4. Talk in a quiet reasonable tone of voice. Loud, boisterous, profane language or indecent conduct will not be tolerated.
5. Students will not be allowed to tease, scuffle, trip, hold, hit or use their hands, feet or body in any objectionable manner.
6. Throwing items on the bus will not be tolerated.
7. Food, drink, candy and gum are prohibited on the bus.
8. Students may be permitted, at the driver's discretion, to utilize electronic devices while on the school bus. Students and parents are responsible for the maintenance and care of all personal electronic devices, including properly securing them to prevent damage and theft at school and on the school bus. The BCSC Acceptable Use Policy applies to the use of personal electronic devices on school buses.
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. Once a student boards a bus, he/she cannot exit the bus unless it is at their designated bus stop.
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. Sporting equipment needs to be carried in a sporting bag or protective covering and held by the student during the trip.
19. Girls sit with girls and boys sit with boys.
20. Skateboards, scooters, etc. are prohibited on buses.
21. Students should be at their designated bus stop 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 student misses a bus because he/she was late getting to their stop the bus will not return to pick up the student. Do not chase the school bus down to put your student on the bus. If your student misses the bus, it is your responsibility to take the student to school.
22. The Transportation Department designates the bus stops and pickup times for students.
23. Smoking, lighters, matches, drug possession, fighting, weapons and/or damage to the school property are not tolerated and prohibited.
24. Earbuds and/or headphones must be removed upon entering and exiting the bus.
25. 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.

# **SECTION VI – SUPPORTING INFORMATION**

## **ANIMALS**

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

## **ARRANGING A CONFERENCE**

Parent teacher conferences will be held in the fall. 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.

## **BIRTHDAY RECOGNITION**

In order to provide optimum learning time, classroom birthday snacks/parties are not permitted at school. Additionally, in order to protect the feelings of all children, students are not permitted to pass out any invitations at school even if inviting the entire class. The school is not permitted to release student addresses or phone numbers.

## **CELLULAR PHONES AND ELECTRONIC DEVICES**

Students are permitted to have cell phones and other electronic devices, including smartwatches 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, texts, or other messages 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 should be noted that the school is not responsible for lost, stolen, or damage to cell phones or electronic devices.

## **CLASSROOM PARTIES**

**Each preschool classroom is allowed two parties each year.** Teachers may work with parent support groups to plan fall, winter or spring parties. The Preschool Coordinator must approve all other parties. Older and younger siblings may not attend parties.

All food items will be provided by BCSC Food Service, with the exception of fresh fruit or vegetables.

## **FLOWERS AND BALLOONS**

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

## **INSURANCE**

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

## **LOST AND FOUND**

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

## **RECESS**

Student school day may include a recess time. No more than 30 minutes of student school day may be recess time. Usually students will go outdoors for recess period. Inclement weather, excessively cold wind chill, or unsuitable playground conditions may cause recess to be indoors. The Preschool Coordinator will determine whether recess will be inside or outside on a daily basis, keeping the health and safety of students in mind. When the wind chill is below 25 degrees, recess will be indoors.

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

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

## **STUDENTS LEFT AFTER CLOSING**

Families will be charged one dollar for every minute a child is left at the school after their scheduled class time. If the school is unable to reach the legal guardian the school will utilize the emergency contact list provided at enrollment. If the school is unable to reach an authorized adult after thirty minutes, the school resource officers will be notified.

## **REPORTING OF ABUSE OR NEGLECT**

School employees have a duty to report child abuse, neglect, exploitation, pornography, and sexual conduct.

## **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. For help with a concern about teacher or sponsor, please contact the Preschool Coordinator.

# **SECTION VII: REQUIRED REGULATORY NOTICES**

## **Indoor Air Quality Coordinator Contact**

As required by 410 IAC 33-3-1(b)2, the Brownsburg Community School Corporation's designated IAQ Coordinator is the Facility Services Supervisor. The IAQ Coordinator may be contacted at (317) 852-1039.

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In accordance with the US EPA's AHERA Standard (ref: 40 CFR 763.80), all information concerning asbestos-containing materials in the schools of the Brownsburg Community School Corporation is available for review and copying by students, staff and guardians during normal business hours. Required AHERA documentation is available for review at each building's office.

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Dear Parent or Guardian,

This letter is to inform you of the Integrated Pest Management (IPM) approach used by the Brownsburg Community School Corporation to control insects, rodents, and weeds. IPM focuses on making the school buildings and grounds an unfavorable place for pests to live and breed. Through the use of maintenance and cleaning best practices, food sources, water sources, and hiding places for pests are eliminated. School areas are routinely monitored to detect pest problems and prevent pests from becoming established. IPM techniques employed include monitoring, increased sanitation, sealing of entry points, physically removing pests, and modifying storage practices.

From time to time, it may be necessary to use chemicals to control a pest problem. Chemicals will only be used when necessary, and will not be routinely applied. When chemicals must be used, the school will use the least toxic product possible. Access to treated areas will be secured against unauthorized use for the period specified by the chemical manufacturer. Notices will be posted at application sites and will remain there until the posted safe re-entry time is met.

A list of pesticides and material safety and data sheets (MSDS) that may be used in the school is available. This list may be obtained by contacting the IPM coordinator at (317) 852-1039.

Parents or guardians may request prior notification of school pesticide applications. If you wish to register to receive notifications, please complete and return the enclosed form or go to [www.brownsburg.k12.in.us](http://www.brownsburg.k12.in.us) and click "Required Notices" under the "General Information" tab. After parents or guardians have registered, notification will be provided at least 48 hours prior to routine pesticide applications. If an emergency chemical application must be made to control an immediate pest problem, notice will be provided as soon as possible after the application. Exemptions to this notification include cleaners (disinfectants), baits and gels, and any pesticides exempted by the EPA.

If you have any questions, please call (317) 852-1039 for further information about the BCSC Integrated Pest Management program.

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## **Parent/Guardian Request for Notification of Pesticide Application**

IPM Coordinator:

I would like to be notified before any specific pesticide application is made at this school. I understand that I will be notified after the application, if the pest problem requires an emergency application.

I/We would prefer to be contacted by (circle one):      Mail      Phone      E-mail

Name of Parent/Guardian:

Date:

Street Address:

U.S. Mail Address:

Daytime Phone:

Evening Phone:

E-mail:

Return to:

Appropriate School Address/Contact