

BROWNSBURG COMMUNITY SCHOOL CORPORATION

Higher Achievement Together



BROWNSBURG HIGH SCHOOL STUDENT HANDBOOK

2021-2022

TABLE OF CONTENTS

Section I:	GENERAL INFORMATION	pages 6-13
Section II:	STUDENT CONDUCT	pages 14-33
Section III:	ACADEMICS	pages 34-39
Section IV:	DRUG TESTING	pages 40-45
Section V:	HEALTH SERVICES	pages 46-49
Section VI:	TRANSPORTATION	pages 50-51
Section VII	REQUIRED NOTICES	pages 52-53

REGULATORY COMPLIANCE

Brownsburg Community Schools complies with the Federal Education Rights and Privacy Act (FERPA) and the Protection of Pupil Rights Amendment (PPRA). Additionally, we've adopted Equal Educational Opportunity provisions governing discriminatory behavior which is inclusive of Section 504 and IDEA. The specific language of all of these policies is available through our website at <http://www.brownsburg.k12.in.us>

HANDBOOK STATEMENT

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

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

For more information regarding the school, including a staff directory, please access the school's website at <https://www.brownsburg.k12.in.us/Page/1>.

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

WELCOME TO OUR SCHOOLS

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

PRINCIPAL’S MESSAGE

Brownsburg High School welcomes you as a new or returning student. Students at BHS have the responsibility to respect the rights of all persons involved in the educational process and to exercise the highest degree of self-discipline in adhering to school rules and regulations. Responsibility is inherent in the exercise of every right.

All students have the right to:

1. A meaningful and comprehensive education stressing intellectual inquiry.
2. Inspect their tests, grades, and school records, in the presence of a counselor, teacher, academic coach or administrator.
3. Symbolic and actual freedom of expression and verbal expression of their personal opinions. Such verbal opinions shall not interfere with the freedom of others.
4. Attend school without fear of intimidation or bullying.
5. Consultation with teachers, counselors, academic coaches and administrators.
6. Free election of their peers in student government; moreover, all students have the right to seek and hold office.
7. Present grievances to school authorities and as well the rights to receive prompt authoritative replies from school officials regarding the disposition of their grievances.
8. Anonymity when giving information regarding any wrongdoing on our campus.
9. Be informed of their rights and responsibilities.
10. Appeal through their teacher, counselor, and principal on a decision affecting their school life.

Students have the responsibility to:

1. Attend school and attempt to complete the curriculum designed for each course with a degree of proficiency.
2. Report to classes on time with the necessary materials, be prepared for lessons, and have a positive attitude toward learning.
3. Be aware of and adhere to school regulations and respect the authority of school officials who enforce the rules. This responsibility extends to a student's conduct at all extra-curricular school events.
4. Develop tolerance for verbal and written viewpoints and diversity of opinions of others and to recognize the right of other individuals to form different points of view.
5. Provide information in disciplinary cases should he/she be asked and have knowledge of importance in such a case.
6. Display self-respect in dress according to the appearance code.
7. Respect the school property as well as the property of others.
8. Accept the consequences for any wrong act they may commit, subject to the right of appeal as set forth elsewhere in this handbook.
9. Respect the authority of all employees of the Brownsburg Community School Corporation.
10. Assist in maintaining the cleanliness of all buildings and properties of the Brownsburg Community School Corporation.

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. Because the handbook contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for your and your parents' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your Team Assistant Principal. 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.

Our collective goal as faculty, staff and students is to provide everyone with the best possible educational program along with personalized opportunities for social, emotional, and physical development. Your hard work and success as an individual will be our success as educators. We are excited to introduce the “BHS Team” approach for each graduating class. Each Team will work closely with students and their families to provide a more personalized experience at BHS.

Team 2024	Stacey Lingelbaugh, Assistant Principal Leslie Ayers, Counselor Megan McCool-Mayo, Counselor Marcus Evans, Academic Coach Katherine Murray, Admin. Assistant	Team 2022	Demetrius Dowler, Assistant Principal Rachel Griffin, Counselor Jason Patterson, Counselor Scott Morrow, Academic Coach Amy Harrison, Admin. Assistant
Team 2025	Corey Ebert, Assistant Principal Christopher Douglas, Counselor Lori Mehrtens, Counselor A.J. Akinribade, Academic Coach Celestine Birkofer, Admin. Assistant	Team 2023	Dale Sharpe, Assistant Principal Rebekah Frazer, Counselor Sarah Mahan, Counselor Carlos Calero, Academic Coach TBD, Admin. Assistant

MISSION OF THE SCHOOL CORPORATION

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

GUIDING PRINCIPLES OF THE SCHOOL CORPORATION

1. Members of the Board of School Trustees will set and communicate the direction for a student-focused, learning-oriented environment.
2. The School Corporation will focus on the P-16 academic education of students within a safe environment.
3. Learning will be relevant and engaging. A focus will be placed on the following skills: cooperation, teamwork, research, problem solving, ability to work independently, and communication using technology effectively.
4. The School Corporation will have a commitment to accountability and have meaningful metrics of success which demonstrate continuous improvement.
5. The School Corporation will provide students with differentiated, personalized, rigorous opportunities for learning with an emphasis on 21st Century Skills.
6. The School Corporation will empower students to shape and manage their future by encouraging prudent, intellectual risk-taking.
7. The School Corporation will develop processes to become knowledgeable of stakeholders' needs and expectations.
8. The School Corporation will support parents and the community in their roles in the character education, moral education, and social education of students.
9. The School Corporation will support a variety of experiences to develop a total person, including physical, recreational, civic, and social activities.

SECTION I: GENERAL INFORMATION

BHS SCHOOL DAY 7:50 A.M. - 2:50 P.M.

The Brownsburg High School building is open to students between 7:00 a.m. and 3:30 p.m. The BHS main office is staffed from 7:00 a.m. to 4:00 p.m. Students who wish to eat breakfast at Brownsburg High School may do so at 7:30 a.m. Please note that students may move throughout the building when they arrive but students should not congregate or otherwise block the halls.

7:50 - 8:40	1st Period Class (50 minutes)
8:40 - 8:46	Passing (6 minutes)
8:46 - 9:35	2nd Period Class (49 minutes)
9:35 - 9:41	Passing (6 minutes)
9:41 - 10:30	3rd Period Class (49 minutes)
10:30 - 10:36	Passing (6 minutes)
10:36 - 11:25	4th Period Class (49 minutes)
		“A” LUNCH
11:25 - 11:55	“A” LUNCH
11:55 - 12:01	Passing (6 minutes)
12:01 - 12:59	5th Period Class (58 minutes)
		“B” LUNCH
11:25 - 11:31	Passing (6 minutes)
11:31 - 11:57	5th Period (26 minutes)
11:57 - 12:27	“B” LUNCH
12:27 - 12:33	Passing (6 minutes)
12:33 - 12:59	5th Period (26 minutes)
		“C” LUNCH
11:25 - 11:31	Passing (6 minutes)
11:31 - 12:29	5th Period Class (58 minutes)
12:29 - 12:59	“C” LUNCH
12:59 - 1:05	Passing (6 minutes)
1:05 - 1:54	6th Period Class (49 minutes)
1:54 - 2:00	Passing (6 minutes)
2:00 - 2:50	7th Period Class (50 minutes)
Ben Davis (A.M.)(Bus Leaves at 7:05)	7:00 - 10:25 a.m.
Ben Davis (P.M.)(Bus Leaves at 11:30)	..	11:30 - 3:15 p.m.

All Brownsburg Schools participate in Professional Learning Community meetings on Wednesdays, as noted on the BCSC calendar. Accordingly, the school day is shortened and high school dismissal occurs at 2:20pm. The Wednesday schedule and the 2-hour delay schedule are available on the school webpage.

ENROLLMENT POLICIES AT BROWNSBURG HIGH 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 should bring:

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

FULL TIME ENROLLMENT -- Students must maintain at least six credit generating classes per semester in order to maintain a timely progress towards high school graduation. Neither the Superintendent nor the Board will grant approval per IC 21-33-2-13 for students from non-public, non-

accredited, or a non-approved school including home educated (home school) students to enroll in fewer than six credit generating courses unless an Individual Education Plan (IEP) is in effect.

WITHDRAWING FROM SCHOOL -- No student under the age of eighteen (18) will be allowed to withdraw from School without an exit interview with the Principal who must agree to the withdrawal. The Principal is also required to provide to the Bureau of Motor Vehicles the name of any student under the age of eighteen (18) who withdraws from School for revocation of the student's driver's license. Also, the student may not be able to obtain an employment certificate needed to obtain a job. If a parent is withdrawing a student to home school, contact the BHS Registrar (317)852-2258 x1606 to assist with the online enrollment process. Information or answers to related question regarding the Home School Enrollment Process please contact the Home School Liaison at the Indiana Department of Education, (317)232-9111. Additional information can be found at www.doe.in.gov/homeschool.

TRANSFER OUT OF BROWNSBURG HIGH SCHOOL -- If a student plans to transfer from Brownsburg High School, the parent must notify the Registrar. School records will be transferred within five days of receiving a request from the new school corporation. Parents should contact the BHS Registrar for specific details.

BHS ARRIVAL AND DEPARTURE POLICIES AND PROCEDURES

EARLY DISMISSAL -- No student will be allowed to leave school prior to dismissal time without timely notification from the parent or guardian. A parent may come to the team level office to personally request the release of their student. No student will be released to a person other than a custodial parent(s)/guardian without the permission of the custodial parent(s). A person who is picking up a BHS student who is not the custodial parent or guardian and is listed on the Emergency Contact list must come into the office and show identification to sign the student out from school. A phone call will be placed to the custodial parent/guardian to confirm their student is signing out. Different guidelines regarding release from school property may apply to students in the Senior Academy.

LEAVING SCHOOL BUILDING OR GROUNDS -- Brownsburg High School has a CLOSED CAMPUS. Students are not allowed to leave the school building or grounds without permission of the administration. Permission will only be granted for special circumstances such as necessary appointments, (a parent must call the team level office to arrange student release), students being sent home for illness by the clinic, or students leaving as an extension of the educational program. Students who return to the school grounds before the end of the school day, or who initially arrive at school after the school day has begun, must first report to the grade level office and sign in.

STUDENT DROPOFF – For morning drop-off and afternoon pickup of students, parents should enter campus on Bulldog Boulevard and proceed to Door 1. Cars will then be directed to exit onto Odell Street to leave campus. After 7:50 am any underclass students (grades 9-11) should be dropped off at Door #1 and senior students should be dropped off at Door #12.

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

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

The right to drive a motor vehicle is controlled by the State of Indiana. The operation of a motor vehicle is controlled by various regulations and laws for the safety of all concerned and should be viewed as a privilege. The BCSC Police Officers are encouraged to stop vehicles in which students are not wearing seat belts and direct them to use their seat belts. It is the school's responsibility to notify the Bureau of Motor Vehicles indicating that the student is ineligible to receive a learner's permit or a driver's license for 120 days from the date of the second suspension or 180 days for an exclusion or expulsion.

Students and parents have a right to judicial review to appeal the invalidation of driving privileges. Details of the appeal process are available on notification of the invalidation.

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

Students who plan to drive to school at any time during the school year must register their vehicle(s) in the Senior Academy and BHS offices and park in the designated student parking lot, north and southwest of the building unless otherwise specified by the school administration. Student parking passes cost \$25.00. Lost tags must be replaced at the same cost to students. Once in the designated lot, parking is on a first come/first served basis. Vehicles are to be properly aligned in the parking space. Students who abuse their parking privileges may have their vehicle removed from school property at their expense.

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

While parked on school property, student vehicles are subject to routine patrols and exterior inspections which may be conducted without notice, without the student's consent, and without a search warrant. The inside of student vehicles may also be searched when school officials have reasonable suspicion to believe that illegal or unauthorized materials are contained therein.

OFF-CAMPUS DRIVING DURING SCHOOL HOURS -- Only students involved in BHS programs can travel in a vehicle driven by another student. These programs involve permission of the principal and permission to drive during designated times only. Examples of such programs include child care, Area 31 students, Harris Academy, middle school mentors, and Senior Academy students who have received permission to leave campus for career/technical educational purposes.

WALKING TO SCHOOL -- Students are expected to respect the property of others when walking to and from school keeping in mind that school rules apply. Upon arrival to school, students must stay on school grounds.

BICYCLES/SCOOTERS/ROLLER BLADES/SKATEBOARDS -- Any student using a bicycle, scooter (non-motorized), or roller blades on school property is expected to wear a bicycle helmet for head protection. Bicycles/scooters should be parked in the bike rack and locked. It is strongly encouraged that parents require their children to wear helmets at all times that they are on bicycles, scooters, mopeds, and motorcycles. Students are not permitted to use skateboards, wheeled shoes, or any individual, non-licensed motorized means of transportation on school grounds (i.e. motorized scooter, hoverboard, etc.)

SCHOOL ISSUED LANYARDS AND I.D. CARDS

School issued lanyards and ID cards must be displayed properly at all times when students are on the BHS campus. Faculty, staff, students and all visitors must present a lanyard and ID at all times. This simple measure is designed to help with our security measures at BHS to ensure a safe environment. Lanyards are designed to be worn around the neck with the ID card in plain view. If a student has their lanyard and ID badge but fails to have it on, they will be advised and given the opportunity to comply with this reasonable request to display their ID. Repeated occurrences or failure to comply will result in a disciplinary action assignment by the Team Office.

If a student has lost or defaced their ID card, they must get a replacement from the Main Office. Cost for replacing the ID card is three dollars (\$3.00). If a student needs a replacement lanyard the cost two dollars (\$2.00) and these may be purchased in the Team Offices. Student ID cards should not be given to another person at any time. Lanyard and ID checks will be performed in a routine fashion. Students who do not have their lanyard and/or ID card with them will be directed to report to their respective Team Office to receive a temporary lanyard.

ID cards are necessary for access to the Media Center, computer usage and printing, admission to school dances, lunch accounts, and other important functions at BHS. Failure to have your ID card may also result in the loss of some privileges.

SCHOOL LOCKERS

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

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

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

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

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.

STUDENT FUNDRAISING

All fundraising activities at BHS shall be approved by the principal or designee. Students are not permitted to sell items for personal gain or for organizations that are not part of the school.

VISITORS AND VOLUNTEERS

Visitors and volunteers are welcome. Parents should coordinate visits with the student's teacher(s). All visitors are expected to check in at the BHS office to obtain a visitor's tag. A photo ID is required to be permitted access to the building, we may also require that this ID be left with the Administrative Assistant during your visit. In our attempts to secure our campus all appointments will also be verified. If you have a scheduled meeting with a teacher it is our expectation that the teacher will greet you in the office. 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.

For the safety of our students, all volunteers in our schools will be required to have a limited criminal history check completed prior to working with our students. A limited criminal history check will be conducted through the BCSC Human Resources department. These checks must be renewed every three (3) years. Volunteers who are working in the school may not bring other children. Additional security measures may be taken into consideration at any given time to ensure the health and safety of students.

NUTRITION SERVICES

Every full day of school, breakfast, lunch and ala carte items will be available for students to purchase. Students may bring lunch from home for individual consumption only. Meals brought in by parents from restaurants is not permitted. Students are to report to the cafeteria during their lunchtime. Every student has an account number issued to him/her. This account number is linked to the student's school ID card. Families can prepay their student's meal account (MySchoolBucks.com; transaction fees apply), and then the student can use their ID card in place of cash for meals and ala carte items. 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 student's meal account.

Overcharged Meal Accounts: Notification of and attempts to collect negative meal account balances will be provided to families via automated telephone calls and/or hard-copy letter. 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 in which 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. BCSC Policy encourages all students 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 a younger sibling or donation to the Hunger Free Fund is also an option on the form.

Meal Modifications and Substitutions: All menu modifications or substitutions can be requested by completing either the Nutrition Substitution Form or 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.

AID FOR QUALIFIED FAMILIES

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

HOMELESS STUDENTS

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the Corporation. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack or proof of residency. For additional information contact the Brownsburg Community School Corporation Homeless Liaison Registrar, at (317) 852-5726.

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

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

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

- Academic Superbowl
- Art Club
- Choir
- Musical
- Art Show
- German Club
- Diversity Club
- Sports Marketing
- Extended Play
- Best Buddies
- Band
- Book Club
- Project Lead-the Way Club
- Key Club
- Solo & Ensemble Contest
- National Honor Society
- Science Club
- Fellowship of Christian Athletes
- Foreign Language
- Jazz Band
- International Club
- Knitting Club
- French Club
- Interact Club
- Spanish Club
- CHAIN Link

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

All students are permitted to participate in the extra-curricular activities, clubs and student organizations of their choosing, as long as they meet the eligibility requirements. In order for a student to participate he/she must be in good academic standing with the school. This means to participate a

student must be passing at least 70% of the maximum number of full credit subjects (or equivalent) that a student can take (5 out of 7 classes) at the end of each nine weeks and the semester. If a student does not meet these standards, he/she will be notified by the advisor/director, that the privilege to participate in extra-curricular activities during the next nine weeks grading period has been denied. Students must also maintain a minimum 2.0 GPA during the time they are involved in the activity. The previous quarter will also determine eligibility to participate: A student not meeting the 2.0 GPA standards during the last nine weeks of a school year will not participate in extra-curricular activities, including clubs, during the first nine weeks of the next school year.

EXTRA-CURRICULAR /CO-CURRICULAR ACTIVITY CONFLICT RESOLUTION POLICY

Brownsburg High School recognizes that each student should have the opportunity for a broad range of experiences in the area of extra and co-curricular activities, and will make every attempt to schedule events in a cooperative manner to minimize conflicts. However, students who attempt to participate in more than one extra or co-curricular activity at a time may have a conflict of obligations. Students have a responsibility to do everything they can to avoid continuous conflicts. This would include being cautious about belonging to too many activities where conflicts may be inevitable. It also means immediately notifying the coaches and advisors involved immediately when a conflict does arise.

When potential and/or probable conflicts are imminent, the following criteria of importance will provide a guideline for the student-athlete, coaches, and advisors to help determine an outcome:

1. Activity is a grade and/or a percentage of the student's grade
2. Tournaments including IHSAA sponsored events
3. Scheduled Contests or Performances
4. Scheduled Rehearsals or Practices
5. Conditioning

These guidelines may not resolve all conflicts. In these situations, it is the responsibility of the coaches and advisors, involved in the conflict, to resolve the conflict through mutual agreement. If this cannot be done, the situation should be referred to the building principal who will make the final decision based on the following information:

1. Importance of each event to the student/parent.
2. Relative importance of each event.
3. Relative contribution the student can make.

Once the final decision is made and the student has followed that decision, he/she shall not be penalized or chastised in any way by the coach or advisor. If it becomes obvious that the student cannot fulfill the obligation of the school activity, he/she should withdraw from the activity.

FIRE, TORNADO, AND SAFETY DRILLS

Brownsburg High 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 of Indiana. The alarm system for tornadoes is different from the alarm system for fires; students will be informed of the difference.

Additional safety drills such as intruder drills, bus evacuation drills, and earthquake drills will be conducted in accordance with state guidelines. 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.

CREDIT CARDS

There will be a \$3 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.

FLOWERS AND BALLOONS

Please do not have flowers, balloons or other gifts 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.

WORK PERMITS

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

EMERGENCY CLOSINGS AND DELAYS

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

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 documents of their new address. If a student's address within the school corporation changes, please visit the guidance office or contact the district Registrar at (317)852-5726 ext. 2051.

SECTION II – STUDENT CONDUCT

STUDENT ATTENDANCE AT BROWNSBURG HIGH SCHOOL

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 grade level office by no later than 10:00 AM the day of the absence. Absences that are not verified within 24 hours will be deemed as truant.

The following codes are how absences will be recorded (parentheses) in PowerSchool indicating the specific situations.

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 see 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 the school has been previously informed of extenuating circumstances, the school may initiate parental communication whenever a student reaches 5 absences. This communication will be by phone call or letter. In the event of additional absences, the school may initiate an attendance contract and/or a Hendricks County Court Project Attend referral.

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

EXCUSED ABSENCES:

1. Personal Illness and/or illness of an immediate family member
 - a. Students absent from school for five consecutive days due to illness must present a doctor's note or statement verifying they can return to school.
 - b. The school reserves the right to require a doctor's statement from students who are absent as indicated by the nature of the illness (communicable disease).
2. Medical Appointments / Pre-Arranged Appointments
 - a. It is important to notify the respective Team Office in advance
 - b. It is highly recommended to avoid semester exam days when scheduling these type of appointments
3. Death in the immediate family
4. Religious observation

5. Verified court appearance
6. Verified automobile accident
7. Situations that are approved by the Principal or his/her designee
8. College Visitation
 - a. Juniors and Seniors are granted two (2) visitations per year when pre-arranged in advance through their respective Team Offices. Proper paper work must be completed in advance.
 - b. College visitations will not be allowed in the month of May or in a situation to extend a break (Fall, Winter or Spring).

MAKING-UP WORK MISSED DUE TO ABSENCES -- Upon a return from absence, students will have time equal to the length of their absence to complete missed work. If a student is absent a day prior to the test it is an expectation that the student take the test on the next day they return to school. For projects in which the due date has been announced well in advance it is expected that this project be submitted upon the students' return to school. If a student is absent prior to a break it is also expected that the student complete any missing tests and turn in homework assignments missed, during the absence, immediately upon their return. If requesting homework during an illness, requests should be made by 10:00 a.m. Parents may call the grade level office to request homework and pick up books and materials at the end of the day.

UNEXCUSED ABSENCES AND BEHAVIORAL CONSEQUENCES -- An absence from school not included as an excused absence is considered an unexcused absence. Excessive period absences may result in disciplinary consequences, course reassignment, or loss of credit. Each team will monitor attendance by period on a daily basis. Student truancy may trigger a Project Attend referral in as few as two instances. Leaving the school building and/or grounds without permission is truancy. **A student with an unexcused absence will not be afforded the time equal to the length of the absence to complete the missed work.**

TRUANCY

Truancy is absence from a school all day or for any single period of the day when the absence is initiated by the student without parental consent under circumstances not covered by law (I.R. 20-33-2) or recognized by the school. The following circumstances are considered an act of truancy:

1. The willful non-attendance by a student not to attend school. This act of non-compliance is not authorized and/or known by the parent/guardian.
2. A student does not report for an assigned class during the course of the school day.
3. A student misrepresents a pass and does not report to a designated location during the school day. An example would be reporting 20 plus minutes late for a class or wandering in the school without reporting promptly to a designate location.
4. Habitual tardiness to school may also be considered an instance of truancy.
5. Students will be considered a "habitual truant" if they are truant from school twice during a semester.

* In dealing with truancy, the term "instance of truancy" shall be used with the understanding that this expression defines a period of truancy that may vary in length from one instance to the next.

TRUANCY FOR A PERIOD OF TIME:

- 1st Offense – Friday School Tier I (1 hour 30 minutes)
- 2nd Offense - Multiple Periods – Friday School Tier II/ Parent Contact
- 3rd Offences – 1 day of In-School Suspension (ISS) / Parent Contact
- 4th Offense – 3 days of ISS / Parent Conference
- 5th Offense – Repeated Violation of School Procedures/Insubordination - 1 Day of Out-of-School Suspension (OSS) – Parent Reinstatement Conference upon returning to school

*Twenty minutes late to a class, periods 2-7, is considered an act of truancy and will results in consequences

TRUANCY FOR A DAY:

1st Offense – 2 Friday Schools / Parent Contact

2nd Offense – 3 Days of ISS / Parent Contact

3rd Offense – 1 Day of Out-Of-School Suspension (OSS) / Parent Reinstatement Conference

4th Offense – 3 Days of OSS – Project Attend Notified / Parent Reinstatement Conference

5th Offense – 5 Days of OSS – Project Attend Activated – Parent Meeting with Project Attend and school officials scheduled before returning to school

*3rd Consecutive Day of Truancy: If the school receives no notification by 10:00 a.m. on the third consecutive day, the Brownsburg Community School Corporation Police will be notified and will report to the residence for a wellness check.

****Truancy or what is considered an act of truancy and/or any “instance of truancy” will result in a student forfeiting his/her right to receive credit for any academic exercise(s) missed during the time of the absence from class.**

***Additional consequences for Truancy may also result including:

1. notification to the Bureau of Motor Vehicles and a request for loss of driver’s license
2. report to local authorities concerning the lack of parental responsibilities in providing proper care and supervision of a child

TARDY POLICY: Being on time to class is a fundamental responsibility for students. When a student is tardy, he/or she impacts instructional time for all students. The following steps will be used when students are tardy:

1st tardy = verbal warning

2nd tardy = verbal warning

3rd tardy = parents contacted

4th tardy = 30-minute school detention; parents contacted

6th tardy = Friday School Tier I * parents contacted

8th tardy = Friday Schools Tier II * parents contacted

* Failure to serve will result in 3 days of ISS.

STUDENT BEHAVIOR AT BROWNSBURG HIGH SCHOOL: EXPECTATIONS AND ENFORCEMENT

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 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 School 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, which may include 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 student's 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. The school also 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).

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

EXPECTATIONS REGARDING STUDENT BEHAVIOR

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.

EXPECTATIONS SUPPORTING THE ORDERLY OPERATION OF THE SCHOOL -- 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.

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.

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. Student/Teacher Conference and Parent Notification - Verbal Warning
2. Student/Teacher Conferences and Parent Notification – Teacher Detention(s)
3. Student/Teacher/Counselor/Assistant Principal Conference and Parent Notification – Progressive Discipline assigned
4. Student/Teacher/Counselor/Assistant Principal/Parent Conference – Progressive Discipline assigned

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

ENFORCEMENT OF BEHAVIOR STANDARDS

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 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 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.

BROWNSBURG HIGH SCHOOL CODE OF STUDENT CONDUCT

Disciplinary actions in general will be progressive in nature; the principal and his or her designee at each respective building will use a progressive ladder that is age and developmentally appropriate. The administration may repeat and/or omit steps in the process pursuant to professional judgment as it relates to specific conditions and intent of the student. These examples of misconduct may result in penalties based on seriousness and disciplinary history which are cumulative for any offense. Administrative discretion may be exercised based upon the seriousness and circumstances of the misconduct that pertain to the Code of Student Conduct violation.

INTENT AND PURPOSE -- Each Board of Education is required to adopt a set of rules and regulations designed to maintain order and discipline necessary for effective learning. The Board of Education's primary concern is that students who wish to learn can do so in an environment conducive to learning and that reasonable disciplinary and prescriptive means be employed to deal with those who would impair or deny such an environment. The full objective of this code is to ensure fair and equitable handling of disciplinary problems. This code is intended to standardize procedures to guarantee equally the rights of every student in the Brownsburg School Corporation. The student discipline code explains the types of conduct which will lead to disciplinary action. This code is meant to be a guideline for student behavior and may not address all behaviors. Because a behavior is not included does not mean it cannot be addressed nor is it exempt from disciplinary action. This discipline code shall be made available to all students and available in a central location within each school building in the district.

SCOPE OF JURISDICTION -- This Code of Student Conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes but is not limited to school buses and property under the control of school authorities, and while at inter-scholastic competitions, extracurricular events, or other school activities or programs. This Code of Student Conduct specifically refers to: misconduct by a student that occurs off school district property but is connected to activities or incidents that have occurred on school district property and, misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee.

STUDENT DUE PROCESS -- Students attend the Brownsburg Community School Corporation under the direction of state law and with the full benefits of constitutional protection of their rights as citizens and may, therefore, act, speak, and behave as young citizens within a large scope of options. Students have a right to reasonable treatment from the school and its employees. The school has a right to expect reasonable behavior from students. Freedom carries with it responsibilities for all concerned. In the event that consequences are justified and warranted, students will be afforded their procedural due process rights and fundamental fairness.

STUDENT DISCIPLINARY INFRACTIONS AND CONSEQUENCES -- A violation of any school rule may result in disciplinary action. Disciplinary actions include, but are not restricted to, the following: oral reprimand, counseling, parental conferences, denial of privileges, detention, removal from class or school activity, in-school suspension, Friday School, emergency removal and referral to law enforcement agencies, suspension, alternatives to suspension programs, or expulsion.

GENERAL BUILDING GUIDELINES AT BROWNSBURG HIGH SCHOOL -- "Freedom with Respect and Responsibility" is the theme that governs the conduct and behavior of BHS students. All students are expected to demonstrate self-control and appropriate behavior. Students must:

1. Be on time and well-prepared for school each day.
2. Respect the rights of all others to enjoy a productive and positive educational environment.
3. Strive to work to the best of their ability, and accept responsibility for being a productive student.
4. Be active and positive in all school activities.

School rules apply during school, on school grounds, on school buses, walking to and from school and at bus stops, while participating in or attending school-related activities on or off school grounds, or as otherwise provided herein, or while engaging in any conduct which directly affects the good order, management, and welfare of the school. (See Scope of Jurisdiction)

APPEARANCE GUIDELINES AT BROWNSBURG HIGH SCHOOL -- The Administrative team at Brownsburg High School believes that pride in one's self and school is often reflected in the way students dress. In order for a student to look his or her best, he or she should be knowledgeable about health, grooming, and choice of clothing. Poise and confidence are derived from an individual looking their best. Research indicates there is a direct correlation between proper dress and good conduct. As an educational community we have the right to expect a higher standard of dress in the school environment.

While the major responsibility for good grooming rests in the home with the student and parents, the school has certain concerns based on consideration of health, safety, and the maintenance of the school atmosphere that promotes study and learning. Reasonable conformity to current fashions in student dress is to be expected and is appropriate; however, when student appearance becomes extreme and, in the considered opinion of the school administration, violates health or safety regulations, is not in keeping with appropriate dress for school, or violates commonly accepted standards of modesty; such appearance is not acceptable.

The following statements are provided as guidelines to promote understanding of a few areas of concern: Any apparel showing suggestive or profane pictures or wording; showing alcohol, tobacco, or drug-related sayings or pictures; promoting sex, violence or self-destructive behavior; or any item that defames the nation, state, community or an individual will not be permitted.

- Any apparel showing suggestive or profane pictures or wording; showing alcohol, tobacco, or drug-related sayings or pictures; promoting sex, violence or self-destructive behavior; or any item that defames the nation, state, community or an individual will not be permitted.
- Clothing should be so constructed and worn in a manner that is not unduly revealing. Tops that may NOT be worn are tank tops, muscle shirts, tube tops, halter tops, backless shirts, tops with spaghetti straps, sheer or fishnet shirts, and cut-offs or other tops which show midriff. Plunging neck lines and excessive exposure is not acceptable. All shorts, skirts, and pants should not be unduly revealing.
- Clothing with group markings, same color clothing or accessories symbolizing gang membership will not be tolerated.
- Proper footwear must be worn at all times in the school buildings.
- Coats and jackets are permitted to be worn at school. They should not be a distraction of hindrance in the school environment. In most cases, blankets should not be brought to school. If blankets are brought to school, they must be put away for the entirety of the time in the school building.
- Sunglasses are not to be worn in the building.
- Hats are not to be worn in the building and are to be put away at all times in the school building.
- Students who wear hooded sweatshirts are not permitted to wear the hoods.
- Clothing that is suggestive, has a double meaning or innuendo, or suggests an inappropriate idea is unacceptable.
- Shoes with wheels are not permitted.
- Attire that may damage school property or cause personal injury may not be worn.
- No undergarments should be visible whether standing or sitting. Sagging pants or shorts are not permitted (outer level clothing must be at the waist line level at all times).
- Pants must not drag the floor, as this presents concerns regarding safety.
- Any new "fads" in clothing or anything not specifically covered in the above guidelines, which is considered inappropriate dress shall be dealt with at the discretion of an administrator/designee.

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

In the event inappropriate clothing is worn or displayed, it is the responsibility of the student to make arrangements to immediately remedy the situation. Students will be sent to their respective grade level office until appropriate clothing is obtained (t-shirts will be available in the office); students will not be permitted to leave the school to obtain appropriate clothing. Any class time missed may be required to be made up after school. Repeated violations of the dress code will result in further disciplinary action.

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. Students who engage in a fight on school property or during a school sponsored event may be arrested and have criminal charges filed against them. A fight is illegal. A fight is defined as a physical confrontation that disrupts the immediate environment.

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.

A student shall not cause physical injury or behave in any way which could threaten to cause physical injury to other students, professional staff, employees or guests who are visiting the school or attending any school-sponsored and supervised activity. This includes, but is not limited to, hitting and other inappropriate contact.

- a. Assault (Aggravated/Physical) - Assault is defined as an act of violence upon another person which inflicts great bodily harm. A student who assaults another student or staff member while on school property or at a school sponsored or related activity, function or event shall be subjected to discipline. Any student who assaults a staff member off school grounds or at a non-school sponsored event is subject to school discipline. In accordance with Indiana Revised Code Section, a student may be subject to suspension or expulsion from school if the Superintendent has reasonable suspicion the student's continued presence in the school will significantly disrupt or interfere with the educational process or significantly endanger the health or safety of the students or others.
- b. Fighting - Fighting is defined as the act of striking another person. Students involved in fighting on school property, school owned vehicles, or in attendance at any school sponsored activity will be suspended.
- c. Physical Confrontation - A physical confrontation is defined as, but not limited to, the act of inappropriate contact which may include pushing, shoving or throwing objects at another person. This also includes the actions of a student(s) who exchange comments and posture up in a position that is perceived as confrontational. Any student involved in a physical confrontation on school property, school owned vehicles, or in attendance at any school sponsored activity will be subject to school discipline.

2. DRUGS AND CONTROLLED SUBSTANCES

Possession of drug paraphernalia such as pipes, rolling papers, clips, e-cigarettes 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. See Drug Testing Policy pages 24-28 additional details.

3. THREATS OR 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

No student has the right to threaten or attempt to provoke another person. All such incidents should be reported to a teacher or principal. The Brownsburg Community School Corporation Police will also be involved. This includes threatening or being disrespectful to a faculty member at any time, including off school grounds and when school is not in session (24/7/365).

No student shall create a condition which is physically offensive or presents a risk of physical harm or danger to persons or property or which induces panic. This may also include engaging in any behavior that disrupts the educational process and/or creates a substantial disruption to the educational environment.

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.

No student shall use, possess, handle, transmit, sell or conceal any object that can be classified as a weapon or dangerous instrument while on school grounds, at school sponsored or related activities, functions, or events off school grounds, on school-owned, operated or leased vehicles, or at any other time that the student is subject to the authority of the school. Weapons and dangerous instruments shall include any object which is used or may be used to inflict physical harm or property damage.

This prohibition applies to firearms, explosives (including fireworks, smoke bombs), knives and other dangerous objects of no reasonable use to the student at school. It also applies to any look-alike weapon (such as play guns, starter pistols, stun guns, etc. as well as any literature that promotes the construction and/or use of any incendiary devices) or dangerous object (including normal school supplies like pencils or compasses) which a reasonable person might consider, under the circumstances, capable of harming a person or property.

Indiana Code 20-33-8-16 states that the Superintendent must expel a student for one year for bringing a firearm, destructive device on school property, in a school vehicle or to any school-sponsored event.

FIREARMS -- The definition of a firearm is any weapon (including a starter's gun) which will or is designed to, or may readily be converted to expel a projectile by the action of an explosive; including the frame or receiver of any such weapon and any firearm muffler or silencer or any destructive device (as defined in 18 U.S.C.A. Section 921), which includes any explosive, incendiary or poisonous gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one ounce, mine or device similar to any of the devices described above.

DEADLY WEAPON/DANGEROUS INSTRUMENT -- Deadly weapons and dangerous instruments include any object which is used or may be used to inflict physical harm or property damage. These include knives (defined but not limited to any cutting instrument consisting of a sharp or pointed blade fastened to a handle) and other dangerous objects of no reasonable use to the student at school (including normal school supplies like pencils or compasses) which a reasonable person might consider, under the circumstances, capable of harming a person or property.

DESTRUCTIVE DEVICE -- The term "destructive device" means any fireworks, explosive, incendiary, or noxious irritant or poison gas, such as a bomb or grenade.

In the case of any violation related to a destructive device, the student may be expelled from school by the Superintendent for a period of one calendar year. In the case of any violation related to serious physical harm to a person(s) or property, the student may be expelled from school by the Superintendent for the period of one calendar year.

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 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. 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 acting or coercing another, including the victim, to participate in any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. No student shall invite, participate in, coerce, require or request any other student or students to engage in any activity which might degrade, disgrace, or tend to injure, degrade or disgrace or create embarrassment or the risk of physical or mental harm. Bullying and hazing will follow a similar disciplinary track.

The School Board believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any school sponsored events. Permission, consent, or assumption of risk by any individual subjected to hazing will not lessen the prohibition contained in this Policy, and will not exempt any student from discipline under this Policy.

Students who engage in bullying behavior shall be subject to a range of punishment with progressive discipline, and parents shall be notified and involved in the educational component of the training as a

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

- a. **CYBERBULLYING** (Cyberbullying, Identity Theft, Fraud, Libel) The act with the intent to demean and/or the repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/online sites are strictly prohibited. Examples include, but not limited to: Posting slurs, circulating gossip or rumors, sending abusive or threatening e-mail/text messages/instant messages or posting to web sites embarrassing photographs or videos of students, staff or other school employees. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, in any district publication, through the use of any district-owned or operated communication tools, including but not limited to District e-mail accounts and/or computers.
- b. **LIBEL** is considered a written or oral defamatory statement or representation that conveys an unjustly unfavorable impression. A statement or representation that is published without just cause and tending to expose another to public contempt. Students and parents should be cautioned that creating fraudulent web pages (e.g.: My Space, YouTube, Face Book, or other similar websites) under another person's identity is considered a crime.

8. THEFT AND VANDALISM

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.

A student shall not cause or attempt to cause damage to school property or to personal property of students, teachers, school personnel or other persons. Neither shall a student steal or attempt to steal property of students, teachers, school personnel or other persons or participate or attempt to participate in the unauthorized removal of property either on school grounds or during a school sponsored or related activity, function, or event off the school grounds. A student and/or his/her parent or legal guardian shall be held financially accountable to the Brownsburg Community School Corporation for any damage, destruction or theft caused by his/her child.

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.

- A. **GAMBLING** -- No student shall engage in or promote games of chance, place a bet, or risk anything of value on school grounds, at school-sponsored or related school functions off school grounds, or any other time the student is subject to school authority.
- B. **GANG ACTIVITY** -- Subject to any applicable legal and constitutional limitations, no student's dress, apparel, activities, acts of behavior or manner of grooming will be condoned if they:
 - i. cause school officials to have reasonable suspicion that such behavior, apparel, activity, acts, or other attributes are gang-related and would disrupt or interfere with the school environment or activity and/or educational objectives;
 - ii. present a physical safety hazard to the student in question, other students, staff members or other employees;
 - iii. create an atmosphere in which a student, staff member or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture, or threat of violence or simply gang membership or affiliation;
 - iv. by written communication, marks, drawings, paintings, design or emblem whether on school or personal property or on one's person.
- C. **EXTORTION** -- Extortion is defined as, but not limited to acts of intimidation, implied threats, violence, coercion or forcing another person to do something against his/her will, or trying to obtain money or anything of value from another on school grounds, at school-sponsored or

related school functions, off school grounds, or any other time the student is subject to school authority.

- D. FALSE ALARM/9-1-1 CALLS -- No student may initiate a fire alarm or a report warning of a fire or catastrophe without cause. This includes fake 9-1-1 calls at any school function, home or away.
- E. BOMB THREATS -- No student may initiate a report warning of a bomb on school property, on school district owned vehicles, or at school-sponsored or supervised activities.
- F. ARSON -- No student may willfully and maliciously burn or attempt to set fire, to any Brownsburg Community School Corporation owned property.

10. TOBACCO USE POLICY

The Brownsburg Community School Corporation Board of School Trustees has validly adopted a policy that prohibits the use of tobacco products in all buildings in the School Corporation and on all grounds belonging to the School Corporation. This ban is on smoking and the use of all tobacco products, including cigarettes and/or electronic cigarettes, 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 School premises even if the Corporation or a school group does not sponsor the event.

The use of any tobacco products by students is strictly prohibited. This also includes Electronic Cigarettes (defined as any electronic oral device, such as one composed of a heating element, battery, and/or electronic circuit, which provides a vapor of nicotine or any other substances, and the use or inhalation of which simulates smoking. The term shall include any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, or under any other product name or descriptor.) that introduce chemicals, including nicotine, to the body. This applies to all school sponsored events and extracurricular activities both on school property and away from school. Use includes possession which is defined as having the item(s) on your person, in a book bag or handbag, locker or vehicle parked on school property. Smoking is defined as holding a tobacco product, whether lit or unlit or having held it and tossed it aside.

BROWNSBURG HIGH SCHOOL ACADEMIC INTEGRITY POLICY

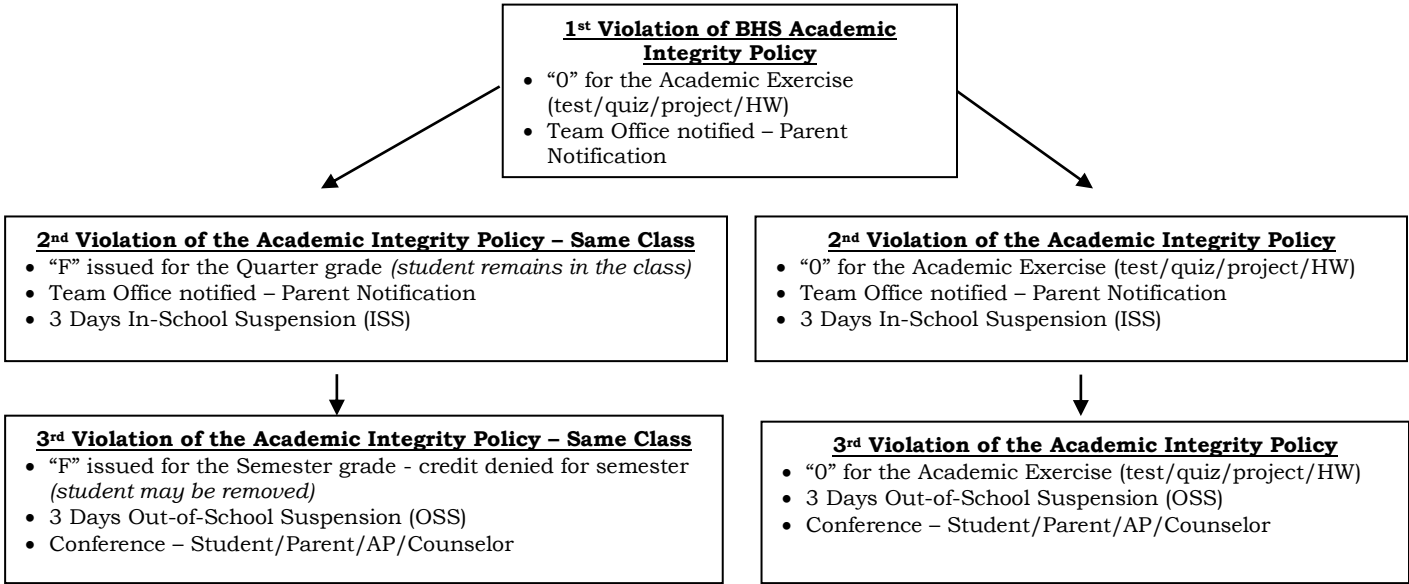
ACADEMIC DISHONESTY - Academic dishonesty occurs when students obtain or assist others in obtaining credit for academic work which is not their own. Students must exercise self-discipline and resist peer pressure which violates the standards for academic excellence we have established at Brownsburg High School. The various ways in which academic integrity can be violated are discussed below. The examples within this section provide explanations and illustrating materials that do not necessarily exhaust the scope of these violations.

CHEATING - Cheating is the use of unauthorized materials or receiving unauthorized assistance, acquiring un-acknowledgeable materials, information or study aides in any academic exercise. The use of books, notes, calculators and conversation (verbal and non-verbal) with others is restricted or forbidden during specific academic exercises. Examples of cheating may include: copying the work of another student during an examination or other academic exercise, copying or sharing answers between classes, using or possessing unauthorized notes, study sheets, exams or other materials during an exam or collaborating with another student during an exam or academic exercise.

PLAGIARISM - Plagiarism is the representation of the words or ideas of another as one's own in any academic exercise. Appropriate acknowledgement is required when material from another source which is in print form, electronic form or other medium which is paraphrased or summarized. Examples of plagiarism include: failure to use quotation marks when directly quoting a source, failure to document distinctive ideas from a source (common knowledge information such as names and basic scientific law need not be referenced) word-for-word or mosaic (rearrangement or rewording without documentation), and indirect (paraphrasing of a passage without documentation) fabricating or inventing sources or data, and copying information from computer-based sources (i.e. Internet).

FACILITATING ACADEMIC DISHONESTY - Students may not knowingly or negligently allow their academic work to be used by other students and presented as another's work. This act of aiding others

is an academically dishonest act which violates the academic integrity policy. The students who are supplying the materials, even though not benefiting academically, are as guilty as the students who follow through on the act of dishonesty. Students may not use other students' work or materials not authorized by the instructor during tests and in completing assignments. Examples of academic dishonesty are: presenting someone else's work as one's own in order to obtain a grade or credit, copying homework, stealing tests, selling or passing tests, copying or sharing answers between classes (this includes text messages/e-mails), using "cheat sheets" or other materials not authorized by the instructor. Any violation of the Academic Integrity Policy will result in a "zero" with no opportunity to make up the assignment for credit and a referral to the Principal or his or her designee. Any additional violation of this policy, or repeated acts of academic dishonesty, will result in an academic penalty up to denial of credit and additional disciplinary consequences.



Quarter Grade Calculation – Incentive Clause for 2nd Violation of the Academic Integrity Policy

This incentive clause is designed to allow a student to redeem at least a portion of their quarter percentage grade. It is designed to reward a diligent work ethic and effort to perform academically.

<u>Letter Grade</u>	<u>Percentage Grade</u>	<u>(+) Sample Grade Calculation 40-40-20</u>
A	58%	1Q 91% + 2Q 58% + SE 82% = S1 76%
B	56%	
C	54%	
D	52%	<u>(-) Sample Grade Calculation 40-40-20</u>
*F	40%	1Q 91% + 2Q 40% + SE 82% = S1 68%

*If a student fails for the Quarter with less than a 50% the incentive clause is not applied.

ETHICS VIOLATION

Students shall not be involved in activities including but not limited to: misrepresentation of the facts, improper collusion, misuse of privileges, forgery and/or falsification of information. No student shall place himself/herself in a position to aid, abet, facilitate, encourage, allow or in any manner to actively or passively assist another student to violate any school rule.

DISRUPTION OF CLASS/STUDY HALL OR ANY GENERAL MISCONDUCT

Students may be disciplined for any other misconduct which, although not detailed herein, is determined by school authorities which disrupts or interferes with the educational process.

ELECTRONIC DEVICES/CELL PHONES

Students are permitted to have a cell phone in school, but its use is limited to before the start of first period, during lunch in the cafeteria, and after school. Students may also be allowed to use their phone in the classroom when instructed to do so by a teacher. Any other use of a cell phone or other electronic device, including a smartwatch, during school hours will result in disciplinary action. At no time can a student's cell phone be used to invade the privacy of another student.

It is acceptable for a student to use a cell phone to call a parent for transportation after a school activity or an extracurricular event. Permissible calls shall be limited to this scope. It should be noted that the school is not responsible for lost, stolen, or damage to cell phones.

No student shall possess radios, televisions, pagers, electronic games, remote control watches, laser pointers, cameras, video recorders or any other electronic equipment used or in sight during school hours. School personnel reserve the right to confiscate any items that are considered inappropriate for the school setting. The district assumes no responsibility for damage, loss, or theft of items brought onto school property. At school-sponsored events if such item(s) are deemed disruptive in nature by school personnel, the item(s) will be confiscated by school personnel.

INSUBORDINATION/NON-COMPLIANCE

Students shall comply with the reasonable requests, directives and orders of teachers, student teachers, educational aides, substitute teachers, principals, or other authorized school personnel during any period of time when they are properly subjected to the authority of the school. Verbal and written abuse, including insults and intimidation, will not be tolerated. It shall be considered "insubordination" for anyone to disobey or fail to comply with, which is a part of this code, directives of authorized school personnel.

FAILURE TO ACCEPT DISCIPLINE OR CONSEQUENCES

No student shall refuse to accept discipline or consequence from teachers, school officials, teacher aides, or other authorized school personnel, nor shall any student violate the conditions of student suspension as specified in the student suspension notice to parents.

INAPPROPRIATE LANGUAGE, COMMENTS, PROFANITY, OR GESTURE

No student shall use profane, vulgar, racially or religiously derogatory, abusive, or otherwise disrespectful language in any school building areas during school hours or at any school-sponsored or related activities or events.

USE/POSSESSION OF FLAME PRODUCING DEVICES:

The unauthorized use or possession of matches, lighters or other such devices on school property is not permitted.

UNAUTHORIZED AREAS/LOITERING/TRESPASSING

Loitering is defined as a student's presence in a restricted area at an unauthorized time. Loitering is congregating in an area within the school without an intended purpose. No student shall enter upon school grounds or enter any school building to which the student is not assigned after school hours except for purposes of attending or participating in a school-sponsored event in which his/her regularly assigned school is involved or where students from his/her regularly assigned school has been invited to attend or participate. Students are not permitted on school grounds after dark when there are no scheduled activities. Students are supervised by teachers throughout the day. Students are to exit the

building by 3:10 p.m. unless they are under the direct supervision of a staff member. Students staying after school for an extracurricular activity must be under the sponsor's supervision by 3:10 p.m. Students loitering in and around the school building beyond 3:10 p.m. may lose the privilege of staying after school or face disciplinary action. A student who is already the subject of an emergency removal, a suspension, or an expulsion shall not enter upon any District property without the express permission of school officials. Violation of this policy will result in additional consequences including notification to the Brownsburg School Corporation Police.

MISCONDUCT AT ANY SCHOOL SPONSORED EXTRA-CURRICULAR ACTIVITIES

A student who has been accepted or qualified to participate in a school-sponsored or related extracurricular activity shall not behave in any manner which, in the sole discretion of school authorities, disrupts the activity. This would also include conduct that tends to interfere with the behavioral expectations on this activity. Students shall not violate the rules, regulations, or policies which govern participation in extracurricular activities at BHS. Violations will result in denial to participate and/or dismissal from the activity. Students attending any school-sponsored or related activity (for example, home or away athletic events or off-site extracurricular activities) shall not behave in any manner which, in the sole discretion of school authorities, disrupts or tends to interfere with the conduct of that activity. If students violate the behavioral expectations at these types of activities they will be excluded from attending further events. These types of activities are a privilege and good citizenship is expected at all times.

REPEATED VIOLATIONS OF SCHOOL RULES

No student shall repeatedly fail to comply with school rules and regulations or with directions of teachers, student teachers, teacher aides, principals, or other authorized school personnel.

ACTS OF RETALIATION

No one shall retaliate against an employee or student because he or she files a grievance or assists or participates in an investigation, proceeding or hearing regarding violations of the Code of Student Conduct or school policies and procedures. These include but are not limited to actions that can be covert and non-verbal in nature.

BHS DISCIPLINARY CONSEQUENCES DEFINED

The following is a list of the types of consequences that are used at Brownsburg High School. Disciplinary actions will generally be progressive in nature; administration may repeat and/or omit steps in the process pursuant to professional judgment as it relates to specific conditions. In addition, and when necessary, the disciplinary actions of suspension or expulsion may be carried over to the next school year.

TEACHER DETENTIONS

Teacher detentions will be served with the teacher who issued the detention. Teacher detentions can last up to one hour and will be worked out between the teacher, student, and parent. They can be served before or after school. It is the responsibility of the student to report to the assigned detention as determined by the teacher. Students are given a 24-hour notice to make the assigned detention. Teachers will notify the parents of the assigned detention as well as inform the parents of behavioral/classwork concerns. Students can complete unfinished homework or assignments during their detention. If detentions are not served by the determined date a Friday School will be assigned by the Assistant Principal or his or her designee.

MANDATORY ACADEMIC ASSISTANCE (3:00 p.m. – 3:30 p.m.)

Students may be assigned a Mandatory Academic Assistance session by their teacher(s) and/or their Team Office if they fail to complete academic exercises in their classes. This session is to assist the student in the completion of assignments and also an attempt to build a positive habit of completing assignments on their own. If a student fails to serve an assigned Mandatory Academic Assistance session they will be issued a regular detention by their Team Assistant Principal.

30 MINUTE DETENTIONS AM/PM (7:00 a.m.-7:30 a.m. or 3:00 p.m.-3:30p.m) -- As part of the progressive disciplinary plan, students can be assigned a 30-minute detention before or after school.

Students are required to bring academic materials and/or reading material to remain busy for the entire period. Transportation is the responsibility of the student and/or parent.

FRIDAY SCHOOL TIER I (1 hour, 30 minutes / 3:00 p.m. – 4:30 p.m.)

A Friday School Tier I is normally given for offenses more serious than a 30-minute detention and may also be part of the BHS progressive consequences guidelines. A Friday School Tier I will be served on Friday, immediately after school from 3:00 to 4:30 p.m. in a designated room. A student who has been issued a Friday School Tier I has the dates as specified by the student's Assistant Principal, in which to serve. Parents and students will be notified at least one (1) day in advance of a Friday School assignment so that transportation, work arrangements, etc., can be worked out. Students are expected to be prompt and are required to bring materials necessary to complete assignments and/or appropriate reading materials. They are to plan in advance the best way to utilize the 1 hour 30-minute time period to be served. Students not bringing work to do, sleeping, or behaving in an unacceptable manner will not receive credit for Friday School Tier I and will be referred to the building administrator for progressive discipline. Failure to serve Friday School Tier I on the assigned date will result in additional consequences.

FRIDAY SCHOOL TIER II (3 HOURS / 3:00 p.m. - 6:00 p.m.) -- Friday School Tier II may be assigned for violations of the Student Code of Student Conduct. It is used as an alternative to out-of-school suspension. Students are expected to be prompt and required to bring materials necessary to complete assignments and/or appropriate reading materials. They are to plan in advance the best way to utilize the 3-hour time period to be served. Students not bringing work to do, sleeping, or behaving in an unacceptable manner will not receive credit for Friday School Tier II and will be referred to the building administrator for progressive discipline. Parents and students will be notified at least one (1) day in advance of a Friday School assignment so that transportation, work arrangements, etc., can be worked out. Failure to serve a Friday School assignment will result in additional discipline which may include In-School Suspension assignments or progress to an out-of-school suspension.

IN-SCHOOL SUSPENSION (ISS)

In-School Suspension is a consequence issued in which students are isolated from other students during the entire school day. The student is considered “in attendance” for attendance purposes. The student will make up any work missed in the regular classroom while in the In-School Suspension room (ISS – Includes a school service hour – 6th period). Students may choose to purchase a lunch or bring a lunch from home. Students assigned to In-School Suspension may NOT participate in or attend (home/away) any co-curricular activities including events or extra-curricular practices or contests/games or attend on any day they are placed in ISS. Failure to serve an ISS assignment due to non-compliance of the academic or behavioral expectations will result in being removed from school and issued an out of school suspension, for the time issued in ISS. Upon reinstatement to school, the student will report back to ISS for the initial number of days issued.

CONFISCATION

When asked, students will surrender items/objects that are illegal, inappropriate, or disruptive/distractive to the educational process. All items will be kept by the administration; items may be returned at the conclusion of the day at the discretion of the administrator. Continued violations may result in the parent/guardian making an appointment to pick up the items in question. Illegal items will be turned over to the proper authorities.

LOSS OF BUS PRIVILEGE

A repeated non-compliance with bus behavioral expectations outlined by the district may result in a loss of bus services for a prescribed length of time. A serious violation may result in a student’s bus riding privilege being revoked indefinitely.

RESTORATIVE PRACTICES

When appropriate, students will work with administration and/or faculty to discuss the impacts of behavior on the school environment, other students, and staff. Additionally, students may participate in an educational component to provide them with strategies to prevent the behavior from reoccurring.

TEMPORARY REMOVAL

When a student is disruptive or insubordinate, he/she may be temporarily removed from class/study hall/hallway/cafeteria or other area for an amount of time to be determined by the administration. Students may also be excluded from an activity and denied the right to participate.

EMERGENCY REMOVAL

There are occasions when a student's behavior poses a threat to the safety of themselves or others, or may result in physical damage to property. When these instances occur, it is reasonable and prudent for school officials to conduct an emergency removal of that child from the school premises, pending disciplinary action.

- **By an Administrator** - If a student's presence and behavior pose a continuing danger to persons or property or disrupts or threatens to disrupt the learning process, the principal or designee may remove the student from the school premises for a period not to exceed three (3) school days.

If it is intended that the pupil be removed from a co-curricular activity or extra-curricular activity for more than twenty-four (24) hours, a hearing will be scheduled within three school days after the removal has been ordered. Parent(s), guardian(s), or custodian(s) will be notified by telephone prior to enacting of the impending removal and reasons for it. Written notice of the hearing, the reason for the removal, and intended disciplinary action will be provided to the student and parents prior to the hearing.

- **By a Teacher** - If a student's presence and behavior pose a continuing danger to persons or property, disrupts, or threatens to disrupt the learning process, the teacher may remove the student from curricular or co-curricular activities under his/her supervision with the following conditions:

Disruptive students are to be sent to the office as soon as possible. If a student becomes agitated and is considered to be in a volatile state a call should be made to the appropriate grade level office. The specific reasons for removal by the teacher must be submitted in writing to the administrator as soon as practical after removal. The administrator will review the referral and the appropriate action will be taken. A student who is removed from an extra-curricular or co-curricular activity that is taking place after school hours must leave the campus immediately. The administrator will make appropriate arrangements for a reinstatement meeting with the teacher and the student prior to the students return to the classroom or activity.

COMMUNITY SERVICE

The Principal or designee may require a student to perform community service as a discipline consequence. Community service may be performed at school related events.

OUT OF SCHOOL SUSPENSION

Suspension means the student may not come to school, attend classes, or any school events home or away. A suspension can be up to 10 school days; at the time the suspension is imposed if there are less than ten (10) school days remaining in the school year the suspension can be extended into the next school year. Students are under the supervision and jurisdiction of his or her parent or guardian. Students coming onto school property while they are under suspension will be charged by police for trespassing without prior permission from the administration. The suspension begins on the date designated by the administrator and ends the morning of the student's return. Students remain suspended throughout the appeals process unless directed by the Superintendent or his or her designee. Modifications may be applied to out-of-school suspensions to reduce the number of days suspended. Failure to comply with the stipulations stated in the suspension notification will result in the full suspension as outline in the Code of Student Conduct. Community service may also be required in conjunction with a suspension.

Students who are suspended out of school (OSS) may NOT participate in any co-curricular activities including events or extra-curricular practices or contests/games during the day(s) they are suspended.

In addition, a student-athlete may also be subjected to a penalty of missing 10% of the total number of regular season contests. The Athletic Council, on a case by case basis, may determine that the students' violation(s) warrants and justifies a more serious consequence that may include immediate dismissal from the team.

A student who is issued a ten (10) day suspension is required to attend a reinstatement meeting which will be conducted upon the return to school. Parent(s) and/or Guardian(s) must attend this mandatory meeting with his/her child.

EXPULSION

Expulsion from school is only used as a last resort against a student who habitually breaks school rules. Expulsion can occur on a student's first offense, if it is of a very serious nature. It is not possible to list every reason why a student could be expelled. Each case will be handled on an individual basis and may have any number of extenuating circumstances. The expulsion itself can be the removal of a student for more than 10 days, but not more than one year. An expulsion can extend beyond the end of the school year. If there are fewer school days than the expulsion days remaining in the school year, the Superintendent may apply any remaining part or all of the period of the expulsion to the following school year. This means that the student does not attend school, and is not allowed the opportunity to do any make-up work or attend any school functions. The Superintendent may require a student to perform community service in conjunction with an expulsion.

REFERRAL TO POLICE

The Brownsburg School Corporation Police will work closely with students/parents and the court system to attempt to modify a student's negative behavior. Certain Code of Student Conduct violations warrant the notification and involvement our school corporation police and local law enforcement agencies.

COURT CHARGES

Court charges are generally filed against students who continue to be truant from school or who behave in an unruly manner. "Unruly," for school purposes, means the student does not subject himself to the reasonable control of his teachers or the school administration.

SEARCH AND SEIZURE

Students possess the right of privacy as well as freedom from unreasonable search and seizure of property. This individual right, however, is balanced by the school's responsibility to protect the health, safety and welfare of its students. The Principal and his or her designees are permitted to search the person and personal property (purse, backpack, gym bag, etc.) of a student, including vehicles parked on campus, where there is reason to believe that evidence will be obtained indicating the student's violation of either the law or school rules. Under the condition of "reasonable suspicion" school authorities may search and seize any items that violate school or criminal laws. The Brownsburg High School Administration may conduct lockdowns and canine searches of the BHS campus.

SECLUSION AND RESTRAINT

Brownsburg Community School Corporation believes that maintaining an orderly and safe environment is conducive to a healthy environment and is an 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 school.

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 (AUP).

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 cyber stalking 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.

SECTION III – ACADEMICS

For a list of Brownsburg High School's course offerings, graduation requirements, and detailed academic program, please visit the Brownsburg High School [2021-2022 Program of Studies](#).

STUDENT SCHEDULES

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

Schedules are provided to each student at the beginning of the school year or upon enrolling. The schedule is based upon the student's needs and available class space. Any changes in a student's schedule should be handled through the guidance counselor. It is important to note that some student requests to take a specific course may be denied. Students are expected to follow their schedules. Students may not change/drop a course after the fifth day of the semester. Changes in an Individual Education Plan (IEP/special education) can only occur through a case conference committee.

GRADES AND GRADING

Brownsburg High School semester course credits are determined by a "40-40-20" formula – 40% for each 9-weeks grade, and 20% for the final exam. Semester grades become a part of the student's permanent school record. Report cards are posted to PowerSchool at the end of each 9-week grading period.

Student grades can be monitored daily by parents and students through PowerSchool, a secure online student information system. PowerSchool may be accessed through <http://powerschool.brownsburg.k12.in.us/public>. If your child's grade performance becomes a concern after checking PowerSchool or receiving a report card, it would be an excellent time to call your child's teacher or team to request a conference to discuss the problem.

Teachers are always happy to talk with parents about the work of their child. Parents should feel free to call or email the teacher or team to set up an appointment to discuss their child's academic progress (852-2258). Parents of any student receiving a D or an F midway through each grading period will be notified by phone call or email.

For students enrolling or withdrawing other than at the beginning or end of a grading period, grades or marks will be assigned based on the number of days a student has been enrolled. In order to receive a letter grade, a student must be enrolled for at least twenty days of the grading period. If enrolled for fifteen to nineteen days, a student may receive incomplete grades. Anyone under fifteen days shall not receive grading marks for the grading period.

Eligibility for extracurricular activities will be determined per the policies outlined in the [2021-2022 Program of Studies](#).

Extra credit may be assigned, if the work demonstrates academic knowledge or achievement in the standards of the course. In other words, extra credit is not to be assigned for bringing in cans of food, signing up to participate in a money-making event, or other causes non-related to state standards in the class of study.

An Incomplete ("I") for a Quarter and/or Semester grade may be given under certain situations in lieu of a grade when a student does not complete specific requirements of the course. The student must make arrangements with the teacher to fulfill those requirements. Teachers must submit final grades, Quarter and Semester, for each student upon completion of the course or indicate to the principal what arrangements have been made to remove the incomplete. Accommodations for individual situations shall be made by the building principal as the need arises. Each student has two weeks, 10 school

days, after the last day of the grading period to fulfill the requirements of the course upon returning from an extended absence (three days or more). Any work not made up will be recorded as failing. Exceptions to this policy must be approved by the principal.

Brownsburg High School grading scale:

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

COURSE LEVEL CHANGES

Students and parents should recognize that course recommendations are given by teachers based on current and past student performance. When students and/or parents choose to select a course different from the recommendation, they are responsible for the decision. If they wish to make a change, they must follow the level change policy:

LEVEL CHANGE POLICY -- A level change request may originate with a parent, student, or teacher. Any level change, however, requires direct communication among the current course teacher, guidance counselor or academic coach and the parent. Guidelines to consider when requesting a schedule change will include the student's current grade, test scores, and teacher observations. Once a student has changed levels, he may not change back to the original level.

NEW STUDENT COURSE CHANGES -- A student new to Brownsburg High School is scheduled by the grade level team based on the information provided at the time of registration. As records are received and teachers become more familiar with the student's background, it may be necessary to change the student's schedule to accommodate needs. This change may involve level changes outside the normal window or the addition/deletion of a course from the student's schedule.

DROPPING AND ADDING COURSES

If a student wishes to request a schedule change that involves adding or dropping a course, he/she must complete a Schedule Change Request Form which includes the student's name, grade level, and course to add/drop. Schedule changes are discouraged and such requests will be given close scrutiny. All changes must be approved by the grade level team (assistant principal, counselor, academic coach). There will be no schedule changes to accommodate a teacher preference. Students may not drop a class and then request to be a teacher assistant.

Class Add/Drops generally will be made for the following reasons:

- Request to take courses to qualify for the Academic Honors Diploma
- Failure of a course required for graduation – re-scheduling a semester course
- Add a seventh course to replace a study hall
- Failure of a course with a particular teacher; student has been assigned the same teacher for the exact same course (Registration Day ONLY)
- Add a study hall if you currently have 7 classes. A determination will be made on a case by case basis (i.e., prolonged illness wherein excessive absence makes a normal load too heavy)

Dropping a course may endanger athletic eligibility (See Athletic Eligibility). Students cannot schedule more than two study halls during any semester unless approved by the grade level team. After the school year has started, students should not expect to change one course for another in their schedule. Students requesting to UPGRADE a course must have a completed Schedule Change Request Form turned in to their counselor within the first FIVE days of the semester. The change will be considered, provided there is seat availability for the requested course. After the school year has started, students should not expect to change one course for another in their schedule. Students requesting to withdraw from a course, due to extenuating circumstances, must have a completed Schedule Change Request Form turned in to their counselor within the first FIVE days of the semester. Removal from a course after the first FIVE days of the semester will result in a "WF" for the course, which will appear on the student's transcript and factor into their cumulative GPA.

WEIGHTED CLASSES

Some classes at BHS are weighted, i.e., given an additional 1 point toward the student's GPA. All AP and dual credit classes are weighted if the students receive a C- or higher and takes the AP test and/or pays for the college credit. If a student's grade is below a C- in an AP or Pre-AP/Honors course they will not receive the grade weight. This additional point will not show up on the report cards, but will be calculated into the student's GPA.

ONLINE HIGH SCHOOL COURSE CREDIT AS AN EXTENSION OF THE BHS CURRICULUM

A student desiring to earn high school credit through online coursework should give this choice careful thought and discuss this option with the high school counselor. Prior approval is required for the acceptance of online credit toward graduation requirements. Online courses that are requested to replace courses that are teacher-led at Brownsburg High School will not be approved unless an academic necessity is warranted. In these instances, students will be required to complete a 4-year academic course plan documenting the need for online course flexibility.

A maximum of four (4) credits through online or other correspondence courses may be applied toward graduation. It is recommended that students enroll in no more than two courses in this manner at a given time. Likewise, it is recommended that the coursework be completed during the high school semester timeline. Cost of online courses is the responsibility of the family. Only courses that are offered by accredited institutions approved by the State of Indiana will be approved.

Brownsburg High School students who are potential NCAA Division I or II athletes should verify that all online course enrollment meets NCAA eligibility guidelines. See website for more information:
http://fs.ncaa.org/Docs/eligibility_center/OVN/Nontraditional_Course_FAQ/engage.html

COLLEGE COURSES NOT TAKEN AT BROWNSBURG HIGH SCHOOL

A student may enroll in on-campus or online courses offered by an accredited college or university in grades 11 or 12. All grades earned will be transcribed in a manner indicating that they were earned through an eligible post-secondary institution.

In order for credits earned directly through a college or university to be applied toward high school graduation requirements, approval is required by the guidance counselor prior to enrollment in the course. If approved, grades earned from such courses will not be factored into the high school cumulative GPA and will not be factored into class rank. In the case where a student has exhausted an academic department's curriculum, consideration will be given to add these courses into these equations. If this consideration is granted, a grade weight can be discussed in courses for which there is a Brownsburg High School equivalent that is also weighted with that determination being made on a case by case basis.

HONOR ROLL

BHS students who earn all A's will be on the A honor roll. Students who earn all A's and B's will be on the A-B honor roll. Honor roll is determined after each 9 week grading period.

ISTEP+

The Indiana Department of Education has changed testing requirements for high school students. Rather than taking End of Course Assessments (ECAs), 10th grade students will now take ISTEP+. Unless excused from the test for reasons specified by the Indiana Department of Education, each student in grades 3-8, and 10 will be expected to pass the ISTEP+ test. The purpose of these standardized tests is to measure students' mastery level of Indiana standards. Passing of the 10th grade ISTEP+ is a graduation requirement.

ADDITIONAL ASSESSMENTS

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives. In addition, standardized formative assessments will be used to assess student proficiency. If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, ENL testing (WIDA), and other special testing services are available to students needing these services. Career and technical career interest surveys may be given to identify particular areas of student interest or talent. These are often given by the guidance staff. College entrance testing information can be obtained from the Guidance office. Depending on the type of testing, specific information and/or parent consent may need to be obtained. The School will not violate the rights of consent and privacy of a student participating in any form of evaluation.

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 and Volunteers" regarding the policy on being a volunteer/chaperone and limited criminal history checks in the Brownsburg Community School Corporation.

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

WELL-BEING OF STUDENTS

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

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 sessions cannot on the school campus take place during the course of the school day.

ACADEMIC CONCUSSION MANAGEMENT PLAN

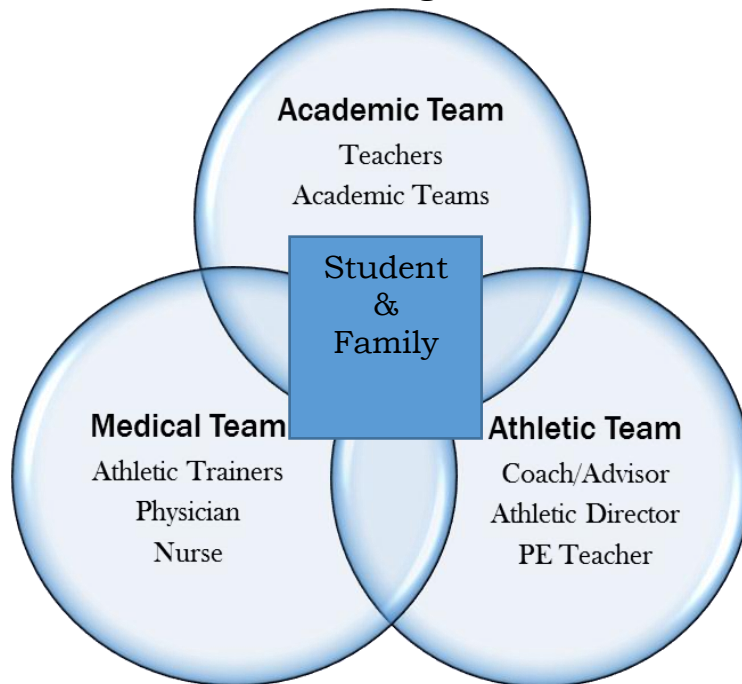
The recognition and treatment of student-athletes who have suffered a concussion and/or head trauma has become a national priority. As a result of an increasing number of studies it has been revealed that concussions, when not properly treated, can result in permanent physical and cognitive deficits. In the most extreme cases it has led to identified learning disabilities in students. The research also suggests that concussions can lead to the development of dementia and other long-term issues earlier than expected.

Brownsburg High School's philosophy is to take a collaborative approach to ensure the best possible outcomes for all our students. We will utilize this same approach when dealing with students who suffer from concussions and other head trauma. In respect to injuries of this nature the treatment plan and accommodations are individualized based on each situation. A Concussion Management Team will be assembled to put together an Academic Concussion Management Plan for the student. The members of this Team will consist of the following: Athletic Trainers, Physicians, School Nurse, Academic Teams, Teachers, Coaches, Parents and the student.

Mental and cognitive exertion requires the brain's energy; depletion due to a brain injury or trauma leads to headaches and problems concentrating. Energy exerted on studying intensely and/or working on academic exercises depletes this energy level resulting in the brain's inability to repair and a delayed recovery. In significantly symptomatic student-athletes, mental activity should be limited cognitively to allow the brain time to heal. Limiting cognitive activity to a level that does not worsen or result in the reemergence of concussion symptoms is the optimal outcome.

These activities may include limiting assignments and homework, staggering quizzes and tests, allowing greater time to complete academic tasks, and encouraging frequent breaks from cognitive stressors. Cognitive rest during the school day is also a very good strategy to help the student recover more quickly. The student's response to their Academic Concussion Management Plan will help determine any further course of action. In severe cases, additional accommodations may need to be made through a 504 Plan in consultation with medical professionals.

Concussion Management Team



Key terms:

Cognitive-exertion effects – Mental and cognitive exertion requires the brain’s energy; depletion due to a brain injury or trauma leads to headaches and problems concentrating. Energy exerted on studying intensely and/or working on academic exercises depletes this energy level resulting in the brain’s inability to repair and a delayed recovery. Cognitive Rest – Limited cognitive activity to a level that does not worsen or result in the reemergence of concussion symptoms. Based on how the student responds to the various accommodations made will determine the course of action within the plan.

SECTION IV - DRUG TESTING POLICY

Brownsburg Community School Corporation believes that drug and alcohol abuse in the school is a threat to the safety and health of students, faculty, and staff. It jeopardizes the efficiency and the quality of our educational programs. Brownsburg Community School Corporation uses Random Student Drug Testing practices and Reasonable Suspicion guidelines to provide a drug free learning environment for all teachers, staff, and students.

PURPOSE:

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

PARTICIPANTS:

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

PROCEDURES AND POLICIES FOR TESTING:

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

TEST RESULTS:

- A. A letter stating the test was negative will be mailed to the parent/student.
- B. A record of all testing will be kept in a file separate from each students' school records. This file will be destroyed after graduation.

1st Positive Test:

- A. The student's parents will first be notified by telephone and receive a letter coupled with a written copy of the lab results of the drug test.
- B. If the student is of driving age and has been issued a Parking Permit, this permit will be immediately revoked. Reinstatement of driving privileges will not occur until a negative drug test.

- C. The student and his/her parents will be required to meet with the Drug Testing Coordinator for an educational session and to develop a rehabilitative plan.
- D. This mandatory meeting is to be scheduled within seven days of the parents receiving notification of the student's positive test result. The Drug Testing Coordinator will set a time of convenience with the student and his/her parents to outline the course of action.
- E. A non-compliance or unwillingness on the part of the parent/guardian to meet with the Drug Testing Coordinator will result in the following actions:
 - a. The parents will be served with a notice to attend a mandatory meeting; the date and time will be set at the Drug Testing Coordinator's discretion.
 - b. Failure to attend this meeting will result in School Officials contacting Child Protective Services based on the unwillingness of the parent/guardian to take an active role in helping their minor child resolve an issue involving the use of drugs/alcohol.
- F. Coaches and sponsors will be notified of the student's ineligibility for extracurricular activities. If the student is an athlete, he/she is also subject to a 10% game penalty in which he/she must not play in the games, but is allowed to observe the game. Please refer to the athletic handbook for complete details.
- G. The Rehabilitative Plan will recommend obtaining a substance abuse assessment and following any and all recommendations made in the assessment.
- H. Follow up drug tests will be completed for an additional six (6) months and/or as specified by each student's specific plan at the parents' expense. This may include testing immediately upon the students' return to school after summer recess.
- I. After completing the assessment and providing a negative drug test, the student can resume participation in activities.

2nd Positive Test:

- A. This is a violation of the rehabilitation clause within the policy resulting in a ten (10) day Out-of-School Suspension from school.
 - 1. An assessment from an approved outside agency defining the Drug/Alcohol problem must be performed; these results must be forwarded to school officials.
 - 2. Any recommendations provided by this assessment data must be followed by the student,
 - 3. The student must maintain good attendance and academic standing during the time of this extended rehabilitation plan.
 - 4. The student will remain alcohol/drug free during the remainder of their high school experience.
 - 5. The financial responsibility of outside counseling and assessments are placed on the student/parent
- B. The student will be prohibited from participating in all activities (as defined above) and/or driving to school for one year from the date of the second test.
- C. The student's parents will be notified by telephone and receive a letter coupled with a written copy of the lab results of the drug test.
- D. A meeting with the Drug Testing Coordinator is required to develop a second rehabilitative plan.
- E. During this period of ineligibility, the student will be required to continue random testing.
- F. Six (6) months after the second violation's penalty is invoked, the student may apply for probationary status which requires submission of an application and a negative drug test.

3rd Positive Test:

- A. As a result of a third positive test the student will be suspended from school for ten (10) days and a recommendation, to the Superintendent of schools, for expulsion.
- B. The student is prohibited from participating in all extra-curricular activities: this includes athletics, clubs, student groups and school sponsored activities for the remainder of their high school career.
- C. The student's driving privilege to school will also be revoked for the remainder of his/her tenure at Brownsburg Schools.
- D. Violations are cumulative and include any positive drug test results that were conducted for random testing or under reasonable suspicion.

BCSC Random Drug Testing Flowchart

Student is randomly selected for a drug test (method determined by BCSC).

Negative

Drug Testing Coordinator sends a letter to the parents informing them of the negative results.

Positive

The Drug Testing Coordinator will contact the parent by telephone to discuss the test results. A letter with a written copy of the lab results will also be sent to the parents. A meeting with the student, parent and Drug Testing Coordinator will be scheduled.

A rehabilitative plan will be developed. Included in this plan: (1) a recommendation for a substance abuse evaluation, (2) follow-up drug screenings, and (3) completion with any recommendations defined in the substance abuse evaluation

Negative

Student will continue with the rehabilitation plan requirements and testing.

The student will be retested according to the drug testing guidelines.

2nd POSITIVE TEST

The student is subjected to school consequences resulting in a 10 day OSS. The student loses his/her privileges to participate in extracurricular activities for one year from the date of the 2nd positive test. A conference is held with Parents, Students and School representatives to re-evaluate, and a **mandatory** completion of an approved drug education program is required.

Continued Negative Tests

The student can apply for probationary status to participate in extracurricular activities after 6 months. After review, approval may be given by the Principal or his/her designee.

The student will be retested in compliance with the rehabilitation plan.

3rd POSITIVE DRUG TEST

The student is subjected to school consequences: 10 day OSS with a recommendation for expulsion. A third violation also results in the loss of privileges to participate in extracurricular activities for the remainder of the time the student is in Brownsbure Schools.

REASONABLE SUSPICION

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

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

REASONABLE SUSPICION MAY BE ESTABLISHED BY THE FOLLOWING:

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

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

TEST RESULTS:

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

If this is the student's first drug-related offense, under reasonable suspicion guidelines, he/she may be disciplined under the rehabilitative clause.

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

DRUGS, NARCOTICS, AND ALCOHOLIC BEVERAGES

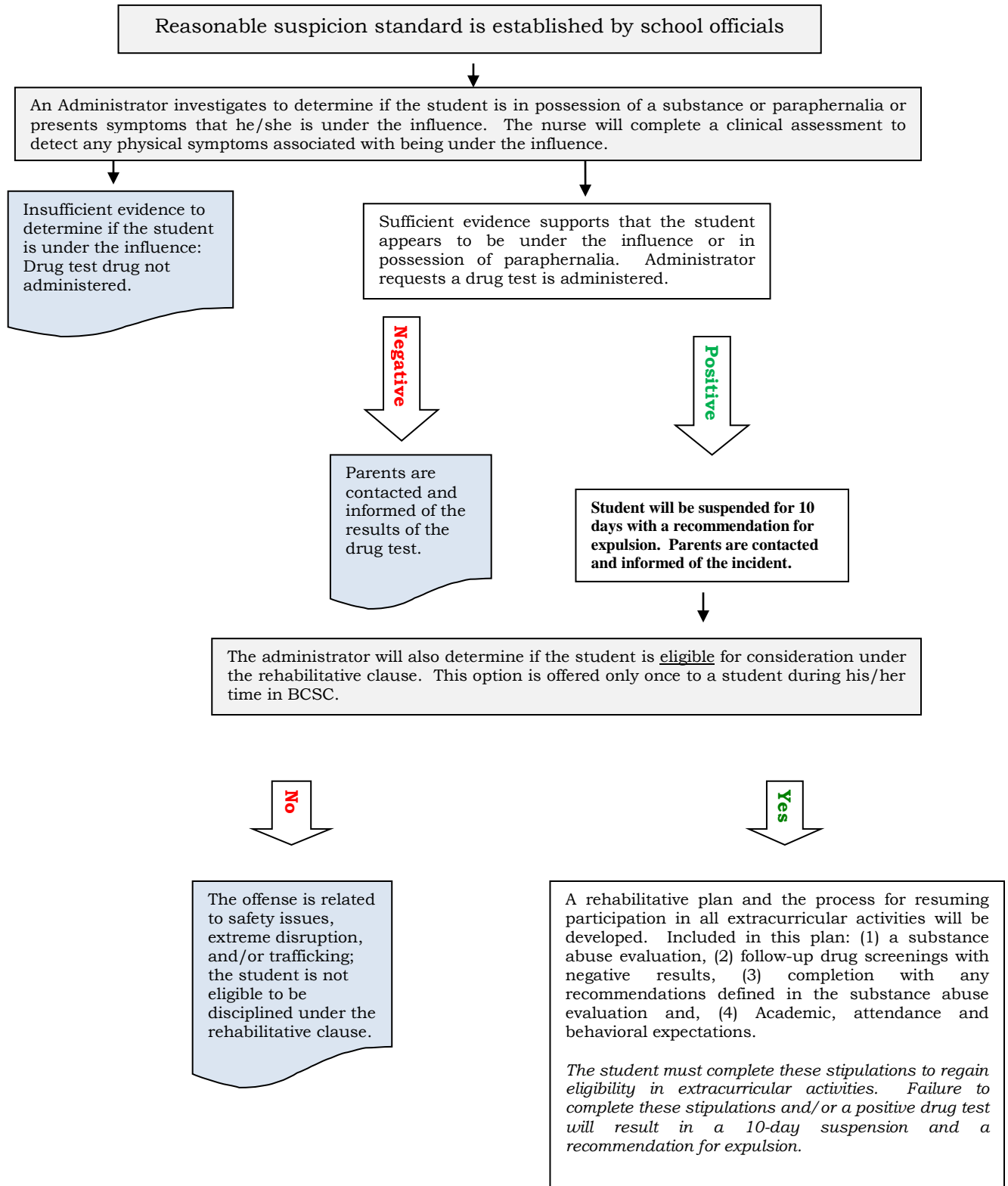
(Violation of any part of this policy will result in a ten day out of school suspension and a recommendation for expulsion).

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

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

1. Knowingly or intentionally manufacturing or delivering cocaine, a narcotic drug, or other controlled substances including marijuana, hash oil, or hashish; or possessing with intent to manufacture or deliver, the above-named substances, including marijuana, hash oil, or hashish.
2. Knowingly or intentionally delivering any substance that is represented to be a controlled substance.
3. Knowingly or intentionally manufacturing, advertising, distributing, or possessing with intent to manufacture, advertise, or distribute a controlled substance.
4. Knowingly or intentionally possessing a controlled substance.
5. Knowingly or intentionally creating or delivering a counterfeit substance or possessing, with intent to deliver, a counterfeit substance.
6. Knowingly possessing, without a valid prescription, cocaine or a narcotic drug.
7. Knowingly possessing, without a valid prescription, a controlled substance, except marijuana or hashish.
8. Knowingly or intentionally manufacturing, designing, keeping for sale, offering for sale, delivering, or possessing an instrument, device, or other object that is intended to be used primarily for introducing a controlled substance into the human body, testing the strength, effectiveness or purity of a controlled substance, or enhancing the effect of a controlled substance.
9. Knowingly or intentionally manufacturing or delivering, or possessing, with intent to manufacture or deliver, marijuana, hash oil or hashish.
10. Knowingly or intentionally possessing marijuana, hash oil, or hashish.

BCSC Reasonable Suspicion Standard Drug Testing Flowchart



SECTION V – HEALTH SERVICES

BHS CLINIC

A school nurse is staffed in the clinic in every school building. The school nurse will treat all injured or ill students according to the Brownsburg Community School Corporation Health Services Protocol and Guideline Manual. If a student should become ill during the day, he/she should notify the teacher. If the teacher agrees that the student is too ill to be in class, he/she will be sent with a pass from that teacher to the clinic. Students must go to the clinic to be evaluated by the nurse. Upon evaluation, a determination will be made by the nurse whether the student should return to class, rest in the clinic, or go home. Students should not call parents directly to be picked up from school. If the correct procedure is not followed and the student leaves school with a parent/guardian, the absence will be marked unexcused.

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

When assessing, communicating, and managing communicable diseases, BCSC will follow the recommendations set forth by the Indiana Department of Health's Communicable Diseases Reference Guide for Schools.

HEALTH AND SAFETY

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

IMMUNIZATION REQUIREMENTS (IC 20-8.1-7-9.5)

Each student should have the immunizations required by law or have an authorized waiver. If a student does not have the necessary shots or waivers, the Principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the school's nurse. Each student shall provide documentation of immunizations that complies with the rules set forth by the Indiana State Board of Health pertaining to adequate dosage and age.

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 principal'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.

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

PRESCRIPTION MEDICATION POLICY

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

1. A parent may come to school and give the medicine in the clinic. 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/or 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.

If it is necessary for a student to receive a prescribed narcotic pain medication during the course of the school day, a parent/guardian should contact their school nurse for information. An agreement must be signed by the physician, parent, and school nurse which outlines expectations for students to ensure their safety.

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.

Acetaminophen (Tylenol), Ibuprofen, and Tums will be available for students in the clinic. While the clinic is not a pharmacy, this service is provided to students with onset of a sudden headache, cramps, or other illness/injury that might be relieved with these medications in order to keep them in class. In order for a student to receive these medications, permission must be granted through CareDox. Medications will be administered according to the directions on the bottle.

To prevent overuse and potential overdose of Over the Counter pain relievers, Over-The-Counter (OTC) medications will not be dispensed by school nurses in the first and last 50 minutes of the school day. The exceptions would be if there was an emergency, fever, acute injury, if the student was staying for after school sport/extra-curricular activity, or at the school nurse’s discretion.

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. 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 student's 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 VI-TRANSPORTATION

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 stop 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 pick up 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 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.

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.

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 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.



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