



# Harris Academy

*"Teamwork Makes the Dream Work!"*

2023-2024

**SUPPLEMENT**

(TO STUDENT'S HOME HIGH SCHOOL HANDBOOK)

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

**OFFICE FAX: (317)852-1012**  
**GENERAL INFORMATION**

**BROWNSBURG ADMINISTRATION**

Superintendent ..... Dr. Jim Snapp  
Principal, Brownsburg High School ..... Dr. Bret Daghe

**ADMINISTRATIVE STAFF**

Director ..... Mrs. Jessica Earnest  
Guidance Counselor ..... Ms. Kristen Sargent  
Administrative Assistant ..... Ms. Sandy Nichols

**HARRIS ACADEMY TEACHING STAFF**

English/Language Arts ..... Ms. Abbi Martin  
English/Language Arts ..... Ms. Carolyn Noble  
Mathematics ..... Ms. Kristen Sargent  
Mathematics ..... Mr. Jeff Poisel  
Science ..... Mr. Joe Reagin  
Science ..... Ms. Nicole Houston  
Social Studies ..... Mr. Daniel Miller  
Social Studies ..... Mr. Jeff Jones  
PLATO ..... Mrs. Shannon Downs

Harris Academy is part of Brownsburg High School. Rules and requirements will be the same for students whether taking classes in the main building, at Harris Academy, or at "Area-31 West"

# **PHILOSOPHY**

## **MISSION STATEMENT**

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

## **VISION STATEMENT**

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

## **CORE BELIEFS**

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

# **ATTENDANCE**

## **ATTENDANCE POLICY**

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

## **REPORTING STUDENT ABSENCE**

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

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

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

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

## **ATTENDANCE PROCEDURE**

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

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

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

## **ABSENCE RECORDED AS BEING PRESENT IN ACCORDANCE WITH INDIANA CODE**

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

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

## **INVALIDATION OF DRIVER LICENSE**

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

**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 Project Attend referral.**

**Students whose chronic absences result in a failure to earn credits may be returned to their home high school and lose the privilege of attending Harris Academy.**

## **GENERAL POLICIES**

### **LEAVING SCHOOL BUILDING OR GROUNDS**

If a student needs to leave during the school day:

1. The parent shall notify the school by telephone of appointment date, time, and location. Other documentation may be required.
2. The student is required to sign out in the Main Office and obtain a pass prior to leaving school.
3. Students are not allowed to leave the building to go home and take medication and then return to school.
4. Students who leave campus without permission may be suspended.

### **CELL PHONE POLICY**

Cell phone usage is permitted in the hallways and during lunch. During class periods, teachers will institute classroom cell phone policies. Students who violate classroom cell phone policies will:

1. Receive a warning to stop using the phone.
2. Turn their cell phone in to the teacher until the end of the class period.
3. If a student argues with the teacher, or cell phone usage has become a chronic distraction, students will be asked to turn their phones into the office until the end of the day.
4. Failure to cooperate with this policy may result in out of school suspension.

### **NONCUSTODIAL PARENTS**

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

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

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

### **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 online transactions only. The Harris Academy cannot take credit cards at the building.

### **CAFETERIA**

The Harris Academy Café will be open for breakfast and lunch every school day. Breakfast will be served from 7:30 am to 7:45 am. Students may not order lunch for delivery at Harris. Parents/Grandparents may deliver food to students between the hours of 12:30 – 12:50 pm.

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. Families can prepay their student's meal account (MySchoolBucks.com; transaction fees apply). Families are responsible for turning off any "auto refill" pre-payments set up in their MySchoolBucks account during summer break (or any other timeframe desired by the family), in order to prevent them from continuing during that time. Transaction fees or other associated costs incurred by the family as a result of not turning off any "auto refill" pre-payment will not be refunded by the district. Nutrition Services will charge a fee for all non-sufficient fund returned checks. This fee will be deducted from the 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.

### **ENTERING HOME HIGH SCHOOL**

Harris Academy students are not permitted to enter Brownsburg High School without permission. The only valid reason for entrance is approved extra-curricular activities. All other visits must be coordinated in advance through the Director of Harris Academy and home high school administration. Violations of this policy may result in disciplinary action.

### **COUNSELING/THERAPY**

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

## **RULES AND POLICIES**

### **TOBACCO USE POLICY**

The Brownsburg Community School Corporation Board of School Trustees has validly adopted a policy that prohibits the use of tobacco products in all buildings in the School Corporation and on all grounds belonging to the School Corporation. This ban is on smoking and the use of all tobacco products, 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.

### **EQUAL OPPORTUNITY AND NONDISCRIMINATION ASSURANCE**

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

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

Title IX Coordinator  
Dr. Kat Jessup, Assistant Superintendent  
310 Stadium Drive  
Brownsburg, IN 46112  
852-5726

### **ANTI-HARASSMENT**

#### **GENERAL POLICY STATEMENT**

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

#### **BULLYING**

Bullying is 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.

- 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.

## **STUDENT CONDUCT**

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

### **EXPULSION**

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

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

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

## **AUTHORITY FOR STUDENT DISCIPLINE**

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

## **STUDENT DRESS**

The staff at Harris Academy is committed to preparing students for the workplace of the 21<sup>st</sup> century. Students who come to school dressed in a manner which is inappropriate for a work environment will be counseled and expected to correct their attire.

## **RENTAL TEXTBOOKS AND CLASSROOM MATERIALS**

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

## **NAME BADGES**

Students will be issued badges upon registration. Badges will be used to gain entrance to the building after school begins and will be “swiped” to pay for breakfast and/or lunch. The initial badge is free, however, replacement badges (due to loss or mutilation of original badge) will cost \$3.

## **STUDENT PARKING**

Students may park both in front of and behind Harris Academy. When parking in front of the school, enter through door #1 with student card. If parking behind the building, enter through door #5 by buzzing the school secretary who will unlock the door for entrance. Parking passes can be purchased for \$10. If a student has previously purchased a pass at his/her home high school, it can be traded for a Harris Academy parking pass at no additional charge.

## **BROWNSBURG COMMUNITY SCHOOL CORPORATION ACCEPTABLE USE POLICY**

The Brownsburg Community School Corporation (BCSC) recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st-century technology and communication skills. To that end, we provide the privilege of access to technologies for student and staff use.

The full BCSC Acceptable Use Policy outlines the guidelines and behaviors that all users are expected to follow when using school technologies or when using personally-owned devices on the school campus, and is available for review in each school's office or online at: <http://www.brownsburg.k12.in.us/documents/BCSC-AUP.pdf>

## **HEALTH SERVICES**

### ***HARRIS ACADEMY DOES NOT HAVE A NURSE ON STAFF***

## **COMMUNICABLE DISEASES**

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

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.

## **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 SchoolCare, 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 SchoolCare. A parent will also need to submit a permission for over the counter medication form.

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 SchoolCare. Medications will be administered according to the directions on the bottle.

## **TRANSPORTING MEDICATIONS**

Indiana Code allows students to bring medications to school on the bus as long as they are brought directly to school personnel 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 to transport controlled substances, which include narcotic pain medication, Sudafed, and some ADD/ADHD medications per BCSC policy. All controlled substance medications must be transported by a parent or guardian.

At the end of the school year, medications will be disposed of the last day of student attendance unless the authorization form has been submitted or the medication has been picked up by a parent or guardian.

## **ACADEMICS**

### **MASTERY GRADING AND GRADING SCALE**

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

### **HARRIS ACADEMY GRADING SCALE**

90-100	=	A	Excellent
80-89	=	B	Above Average
70-79	=	C	Average

### **COMMENCEMENT**

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

## **ATHLETICS**

Students participating or planning to participate in extra-curricular activities at Brownsburg High School must have future placement at Harris Academy approved by the principal of their home high school. Students enrolled in Harris Academy who then express an interest in participating in athletics, may have as a condition of their continued placement at Harris Academy, additional conditions as required by Brownsburg High School administration and/or IHSAA established rules, guidelines and intentions.