BROWNSBURG COMMUNITY SCHOOL CORPORATION

Higher Achievement Together

MIDDLE SCHOOL STUDENT HANDBOOK

2025-2026

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REGULATORY COMPLIANCE

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

HANDBOOK STATEMENT

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

Title IX Coordinator Assistant Superintendent	Civil Rights Compliance Officer Director of Human Resources	Section 504 Coordinator Director of Special Education	Homeless Liaison Registrar
Ms. Kim Lippe 310 Stadium Drive Brownsburg, IN 46112 (317)852-5726	Mrs. Jodi Gordon 310 Stadium Drive Brownsburg, IN 46112 (317)852-5726	310 Stadium Drive Brownsburg, IN 46112 (317)852-5726	Mrs. Nicole Walker Mrs. Karie Teany 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 **http://www.brownsburg.k12.in.us/**.

ADDITIONAL INFORMATION FOR PARENTS AND STUDENTS

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

- Guidelines for Serving Students
- Meal Prices
- Free/Reduced-Price Meal Application
- FERPA
- PPRA

WELCOME TO OUR SCHOOLS

F.L. O'NEAL ADMINISTRATION CENTER
310 Stadium Drive
Brownsburg, IN 46112
Ph: (317)852-5726 Fax: (317)852-1015

BROWNSBURG HIGH SCHOOL
1000 South Odell Street
Brownsburg, IN 46112
Ph: (317)852-2258 Fax: (317)852-1490
Dr. Tom Balitewicz, Principal
tbalitewicz@brownsburg.k12.in.us

BROWNSBURG EAST MIDDLE SCHOOL
1250 East Airport Road
Brownsburg, IN 46112
Ph: (317)852-2386 Fax: (317)852-1023
Mr. Andrew Repay, Principal
arepay@brownsburg.k12.in.us

BROWNSBURG WEST MIDDLE SCHOOL
1555 South Odell Street
Brownsburg, IN 46112
Ph: (317)852-3143 Fax: (317)858-4100
Mrs. Emily Cochran, Principal
ecochran@brownsburg.k12.in.us

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

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

CROSSROADS ELEMENTARY SCHOOL
4153 East Northfield Drive
Brownsburg, IN 46112
Ph: (317)852-1052 Fax: (317)852-1057
Mr. Tim Cooper, Principal
tcooper@brownsburg.k12.in.us

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.i.us

EAGLE ELEMENTARY SCHOOL
555 Sycamore Street
Brownsburg, IN 46112
Ph: (317)852-1050 Fax: (317)858-4119
Mrs. Kathy Lengerich, Principal
klengerich@brownsburg.k12.in.us

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

REAGAN ELEMENTARY SCHOOL
4845 Bulldog Way
Brownsburg, IN 46112
Ph: (317)852-1060 Fax: (317)852-1064
Mrs. Lisa Riley, Principal
lriley@brownsburg.k12.in.us

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

BROWNSBURG EARLY CHILDHOOD CENTER
111 Eastern Avenue
Brownsburg, IN 46112
Ph: (317)852-1046 Fax: (317)852-1048
Mrs. Emily Zeto, Coordinator
ezeto@brownsburg.k12.in.us

HARRIS ACADEMY
725 A South Green Street
Brownsburg, IN 46112
Ph: (317)852-1010 Fax: (317)852-1012
Kristen Sargent, Program Leader
ksargent@brownsburg.k12.in.us

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 Spence, Coordinator
aspence@brownsburg.k12.in.us

FACILITY SERVICES
7556 Airport Road
Brownsburg, IN 46112
Ph: (317)852-1039 Fax: (317)852-4110
Mr. Buddy Faulkner, Director
bfaulkner@brownsburg.k12.in.us

NUTRITION SERVICES
310 Stadium Drive
Brownsburg, IN 46112
Ph: (317)852-2258 Fax: (317)858-2041
Ms. Jordan Ryan, Director
jryan@brownsburg.k12.in.us

HEALTH SERVICES
310 Stadium Drive
Brownsburg, IN 46112
Ph: (317)852-5726 Fax: (317)852-1015
Ms. Stephanie Zehner, Supervisor
szehner@brownsburg.k12.in.us

TRANSPORTATION SERVICES
7556 Airport Road
Brownsburg, IN 46112
Ph: (317)852-6813 Fax: (317)852-1061
Mr. Nick Meyerrose, Director
nmeyerrose@brownsburg.k12.in.us

FOREWORD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. Because the handbook contains information about student rights and responsibilities, each student and their parents are responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available or know its location on the district's website. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your Administrative Team who you will find listed in the Staff Directory section of the school's website. This handbook is supplementary to Board policy. Should a provision of this handbook contradict Board policy, the Board policy prevails**.** This handbook supersedes all prior handbooks and other written material on the same subjects.

MISSION OF THE SCHOOL CORPORATION

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

GUIDING PRINCIPLES OF THE SCHOOL CORPORATION

1. Members of the Board of School Trustees will set and communicate the direction for a student-focused, learning-oriented environment.

2. The School Corporation will focus on the P-16 academic education of students within a safe environment.

3. Learning will be relevant and engaging. A focus will be placed on the following skills: cooperation, teamwork, research, problem solving, ability to work independently, and communication using technology effectively.

4. The School Corporation will have a commitment to accountability and have meaningful metrics of success which demonstrate continuous improvement.

5. The School Corporation will provide students with differentiated, personalized, rigorous opportunities for learning with an emphasis on 21st Century Skills.

6. The School Corporation will empower students to shape and manage their future by encouraging prudent, intellectual risk-taking.

7. The School Corporation will develop processes to become knowledgeable of stakeholders' needs and expectations.

8. The School Corporation will support parents and the community in their roles in the character education, moral education, and social education of students.

9. The School Corporation will support a variety of experiences to develop a total person, including physical, recreational, civic, and social activities.

SECTION I: GENERAL INFORMATION

SCHOOL DAY

Brownsburg Middle Schools opens to students at 7:20 AM. Students who wish to eat breakfast at Brownsburg Middle Schools should go directly to the cafeteria or to a designated Grab N' Go Breakfast station. The first class of the school day begins at 7:35 AM. The school day ends at 2:35 PM. The school's office is staffed on school days during the following business hours: 7:00 AM to 3:30 PM.

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

ENROLLING IN THE SCHOOL

A student may enroll if living with parent(s) or legal guardian, and if he/she is residing in the Brownsburg school district. **All legal documents (i.e. adoption, legal guardianship, and custody) must be presented to the Registrar before a student can be enrolled. When enrolling, parents will need to provide:**

- a birth certificate,
- court papers allocating parental rights and responsibilities, or custody (if appropriate),
- proof of residency, (ex: current utility bill, lease agreement, closing paperwork)
- proof of immunizations.

WITHDRAWING FROM SCHOOL

No student under the age of eighteen (18) will be allowed to withdraw from School without an exit interview with the principal who must agree to the withdrawal.

Parents wishing to withdraw a student to home school should contact the Registrar at Central Office, (317)852-5726, to assist with the online enrollment process.

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

SCHEDULING AND ASSIGNMENT

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

Schedules are provided to each student at the beginning of the school year or upon enrolling. The schedule is based upon the student's needs and available class space. Any changes in a student's schedule should be handled through the guidance counselor's office. It is important to note that some student requests to take a specific course may be denied. Students are expected to follow their schedules.

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

EARLY DISMISSAL

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

TRANSFER OUT OF THE CORPORATION

If a student plans to transfer from Brownsburg Middle Schools, the parent must notify the Guidance Office. School records shall be transferred within five days of receiving a request from the new school corporation. Parents are encouraged to contact the Guidance Office for specific details.

STUDENT FUND-RAISING

All fund-raising activities at Brownsburg Middle Schools shall be approved by the principal. Students are not permitted to sell items for personal gain or for organizations that are not part of the school.

EMERGENCY CLOSINGS AND DELAYS

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

VISITORS AND VISITOR TAGS

Visitors and volunteers are welcome. Parents should coordinate visits with the student's teacher(s). All visitors are expected to enter the building at Door #1 to check in at the office to obtain a visitor's tag. A photo ID is required to be permitted access to the building, we 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. Additional security measures may be taken into consideration at any given time to ensure the health and safety of students.

LOITERING

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 to exit the building by 2:50 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 2:50 p.m. Student loitering in and around the school building beyond this time may 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 Community School Corporation Police.

PARENT VOLUNTEERS

For the safety of our students, all volunteers in our schools will be required to have a limited criminal history check completed prior to working with our students. 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.

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.

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 are 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 carter 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), to prevent them from continuing during that time. Transaction fees or other associated costs incurred by the family because 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 account.

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

Meal Account Spending Limits: Families are able to set up spending limits for student meal accounts by completing a Meal Account Spending Limit Request form found on the Corporation website, on 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 younger sibling or donation to the Hunger Free Fund is also an option on the form.

Menu Modifications and Substitutions: All menu modifications or substitutions can be requested by completing either the Nutrition Substitution Form or Special Meals Requirement Form (found on the Corporation website, on 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.

The Nutrition Services department works closely with our School Nurses to provide excellent care for all students with food allergies and/or medical dietary needs. Any diet based on religious, or lifestyle preferences is not considered a "medical dietary need," since it is not based on a disability or medical condition. Brownsburg Community Schools recognizes our students have various religious or lifestyle beliefs but does not provide school meal substitutions or modifications based solely on religious or lifestyle beliefs. To help students and families make school meal choices that are appropriate for them, school menus (available online) identify which food items contain pork and offer at least one daily vegetarian option.

WALKING TO SCHOOL

Students walking to school should not arrive before 7:20 AM unless eating breakfast at 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.

BUS PASSES

No bus passes will be provided.

BICYCLES/SCOOTERS/ROLLER BLADES/SKATEBOARDS/ HEELYS AND HELMETS

Any student riding a bicycle, scooter (non-motorized), or roller blades on school property shall wear a bicycle helmet for head protection. Bicycles/scooters shall be parked in the bike rack and locked. Students riding bicycles/scooters to school should not arrive before 7:20 a.m. Students are not permitted to use skateboards, wheeled ("Heely") shoes, or any individual, motorized means of transportation on school grounds (i.e., motorized scooter, hoverboard, moped, etc.)

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

SECLUSION AND RESTRAINT

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

THE PLEDGE OF ALLEGIANCE

Each school will provide a daily opportunity for students to voluntarily recite the Pledge of Allegiance I.C. 20-30-5-0.5. A student is exempt from participation in the Pledge of Allegiance and may not be required to participate in the Pledge if the student chooses not to participate or if the student's parent chooses to have the student not participate. I.C. 20-30-5-4.5 requires that each classroom will establish a daily moment of silence.

HOMELESS STUDENTS

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

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.

FIRE, TORNADO, AND SAFETY DRILLS

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

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

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

STUDENTS RIGHTS AND RESPONSIBILITIES

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights will be protected and that they will be treated with fairness and respect. Likewise, students will be expected to respect the rights of their fellow students and the staff. Students will be expected to follow staff members' directions and obey all school rules. Disciplinary procedures are designed to ensure due process (notice and a fair hearing) before a student is disciplined because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times, it will be the responsibility of the student to deliver that information. If necessary, the U.S. Mail or hand delivery may be used to ensure contact. Parents are encouraged to establish constructive communication channels with their child's teachers and support staff and to inform the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

The staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program. If, for some reason, this is not possible, the student should seek help from the school's guidance counselor.

DRIVING/DRIVER'S LICENSE AND BEGINNER'S PERMITS

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

STUDENT IDS

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

HALL PASSES

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

STUDENT LOCKER USE

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

LOCKER RULES/INSPECTION

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

An inspection of all lockers in the school, or all lockers in particular area of the school, may be conducted if the principal, superintendent or assistant superintendent reasonably believes that such an inspection is necessary to prevent, impede or substantially reduce the risk of an interference with

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

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

BACKPACKS OR LARGE BAGS

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

WORK PERMITS

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

ELEMENTARY PREMISES

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

ADDRESS CHANGES WITHIN THE CORPORATION

To ensure proper lines of communication, the school requires that any enrolled student who changes addresses within the school corporation provide documentation of their new address. If a student's address within the school corporation changes, please visit the school guidance office or contact the district Registrar at (317)852-5726 ext. 2051.

COUNSELING/THERAPY

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

SECTION II: HEALTH SERVICES

SCHOOL CLINIC

A school nurse is staffed in the clinic. 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 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. 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. The nurse will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission. Students may not contact parents and ask to be picked up without the nurse's permission. If the student does contact his or her parent and asks to be picked up without the nurse's approval, the absence would be unexcused. If a parent cannot be reached, the school nurse or office personnel will call the persons listed as emergency contacts and request that they pick up the child.

When assessing, communicating, and managing communicable diseases, BCSC will follow the recommendation 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 doctors' statement for special dietary needs through nutrition service.

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

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

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 assistive 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 assistive 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 an assistive devise to attend school, the parent must make arrangements with their health care provider.

PRESCRIPTION MEDICATION POLICY

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

1. A parent may come to school and give the medicine. Students are not allowed to leave the building to go home to take medication and then return to school.

2. 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 into the school nurse. This policy includes all field trips and extracurricular activities. Students who possess or use prescription medications at school independently from the school nurse will be subject to disciplinary action and possible expulsion from school.

According to Indiana Code 20-33-8-13, a student with an acute or chronic disease or medical condition is allowed to possess and self-administer medication that must be administered on an emergency basis while the student is on school grounds or off school grounds at a school activity, function, or event. In order for the student to self-administer the medication, parents must file an annual authorization. A Hold Harmless form must be completed which includes a written statement from the student's physician authorizing the student to self-administer the medication. Such authorization must include a written statement from the student's physician for the student to self-administer the medication.

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 must 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. A parent will need to submit a permission for over-the-counter medication form.

All medication brought into the clinic from home, to be given during the school day, must be FDA approved with the exception of cough drops and lactase enzyme (e.g. Lactaid). Medications that are not FDA approved will require a physician's order and are subject to approval by the school medical director. 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 the 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 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 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.

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 with support from outside service organizations (Lions Club) conducts these screenings. 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 nurse's 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.

CUMMINS BEHAVIORAL HEALTH SYSTEMS SATELLITE

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

SECTION III – ACADEMICS

Students will be enrolled in classes that are rigorous and fit their academic needs. In addition to core instruction, students will also be provided exposure to a wide variety of related arts classes. Students are expected to have an experience in the following related arts during their time in middle school: performing arts, visual arts, gateway to technology, and health and P.E.

FIELD TRIPS

Field trips are academic activities that are held off School grounds. There are also other trips that are part of the school's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parental consent. Please see the section on "Visitors" regarding the policy on being a volunteer/chaperone and limited criminal history checks in the Brownsburg Community School Corporation.

- Attendance rules apply to all field trips.
- While the Corporation encourages the student's participation in field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend.
- Students who violate school rules may lose the privilege to go on field trips.
- Per BCSC Board Policy, and for the students' safety, volunteers and visitors wishing to attend a field trip must ride with the students on the bus to the field trip site. Volunteers and visitors are not permitted to drive separately and join a group of students at the field trip site.

RESPONSE TO INTERVENTION SERVICES (RTI)

The RtI team will work in each building to problem-solve for feasible solutions for students who are struggling either behaviorally or academically. The RtI team will use a tiered system for interventions that will ultimately determine who will be assessed for special education services. These interventions may take place during or after the school day.

GRADES AND GRADING

Grades are an evaluation of what has been learned. They become a part of the student's permanent school record. Report cards are made available to view every nine weeks. Teachers are always happy to talk with parents about the work of their child. Parents should feel free to call the teacher or team to set up an appointment to discuss their child's academic progress.

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

If a student's grade performance becomes a concern after checking PowerSchool or receiving a report card, it would be an excellent time for parents to contact the student's teacher or team to request a conference to discuss the problem. At the end of each semester, final exams may be given. The exam counts as a significant part of the semester grade, which then becomes part of the student's permanent record. If a student receives an "I" on his/her report card, it indicates an "Incomplete". It is the student's responsibility to see his/her teachers for make-up work.

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

Students wishing to drop a high school credit bearing course must do so at a grading period break in order to make it possible to add a new course. Students may drop a course within ten (10) days of its beginning with approval of a guidance counselor; withdrawals beyond ten (10) days require the approval of administration.

Dropping non-credit bearing classes will only be considered within the first 10 days of the semester pending approval by the grade level teams consisting of the guidance counselor and the assistant principal. If a request is granted, students will only be permitted to enroll in courses with open class space.

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

Brownsburg Middle Schools use the BCSC grading scale:

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

F = Failure; I = Incomplete (Incomplete grade must change to a grade within two weeks of grade report.)

HONOR ROLL

Brownsburg Middle School 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. The school may publish student honor rolls in school and community newspapers.

HIGH SCHOOL CREDIT

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

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

BROWNSBURG MIDDLE 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 Middle Schools. 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 aids 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, artificial intelligence 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, artificial intelligence).

***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 (peer, professional, artificial intelligence, etc.), 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 may result in an academic penalty and/or additional disciplinary consequences.

STUDENT ASSESSMENT

To measure student progress, students will be tested in accordance with State standards and Corporation policy.

ILEARN

Unless excused from the test for reasons specified by the Indiana Department of Education, each student in grades 3-8 will be expected to take and pass the ILEARN test. The purpose of these standardized tests is to measure students' mastery level of Indiana standards.

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.

SECTION IV – STUDENT ACTIVITIES

SCHOOL-SPONSORED ACTIVITIES

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

The school has many student groups that are authorized by the school. It is the Corporation's policy that the only authorized groups are those approved by the Board of School Trustees and sponsored by a staff member.

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

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

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. Eligibility requirements do include that students must be enrolled full-time in the school in which the activity is sponsored. Students interested in starting a new club or activity are encouraged to speak to their guidance counselor or administrator.

EXTRACURRICULAR ELIGIBILITY

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

1. A student cannot become ineligible at a midterm date.
2. A student may be taken off the ineligible list at a midterm date.
3. A student may only be added to the ineligible list at the end of a quarter.
4. Students participating in extracurricular activities must agree to participate in the random student drug testing pool.

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

School performances, such as concerts, are considered part of the class and not an extracurricular activity. However, contests are considered extracurricular activities and must be in compliance with the guidelines listed above.

SCHOOL SOCIALS

Parties and other social activities are intended for middle school students to have fun and to help them to develop social skills. Students are expected to obey the Public Display of Affection rules or risk being asked to leave. Elementary students, high school students, students from other schools, and home-schooled students may not attend school parties. Students who have accumulated considerable

disciplinary infractions may not be permitted to attend. Parents are always welcome and have a standing invitation to attend school activities. If parents are serving in the role of chaperone or supervisor, a criminal history check is required. The school appearance code policy is enforced at school socials.

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

STUDENT ATTENDANCE AT SCHOOL EVENTS

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

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

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

SECTION V – STUDENT CONDUCT

SCHOOL ATTENDANCE POLICY

It is imperative that students be in attendance each school day. Learning is a result of active participation in classroom and other school activities which cannot be replaced by individual study. **If a student cannot be in attendance for the regular school day, the child's parent should contact the school's office by no later than 10:00 AM the day of the absence.**

The school understands that families have a variety of justifications for school absences:
Parentheses indicate the codes often used in PowerSchool regarding these situations.

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

Regardless of explanation, however, all of these events deny the student opportunity to learn in school and all are regarded as absences within state and federal school accountability measures (AYP, PL221, 4-Star Schools). State law recognizes very few permissible absences:
Per IC 20-33-2, these events are coded in PowerSchool as "Absent, but Present" (ABP)

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

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

Unless we've previously been informed of extenuating circumstances, the school may initiate parental communication whenever a student reaches the midway point of 5 absences. This communication will be by phone or letter. 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.

MAKING-UP WORK MISSED DUE TO ABSENCE

Following a return from absence, students will have time equal to the length of their absence to complete their missed work. Please do not request homework in anticipation of a planned absence. Please utilize Schoology and Parent Square to contact teachers regarding work students have missed due to absence. Leaving messages on teacher voice mail may not ensure homework being ready. Parents may call the office to request homework and pick up books and materials at the end of the day.

ACADEMIC AND BEHAVIORAL CONSEQUENCE OF MISSED ATTENDANCE

Excessive period absences may result in disciplinary consequences, course reassignment, or loss of credit. Each team will monitor attendance by period on a daily basis. Student truancy may trigger a

Project Attend referral in as few as two instances. Leaving the school building and/or grounds without permission is considered truancy.

STUDENT BEHAVIOR STANDARDS: BCSC RULES

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

The 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.

Brownsburg Community School Corporation uses a Positive Behavior Intervention and Support (PBIS) model in all buildings. This model provides a framework to clearly state expectations that are described in a variety of spaces, including the school bus. BCSC also has a set of Core Beliefs, and an Anti-Harassment Policy outlined in all of our handbooks. Students are proactively taught these expectations, along with others, to build a foundation for a safe and inclusive learning environment.

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).

STUDENT DUE PROCESS

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

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 the educational objectives of the school can be achieved.
   c. to enforce and instill the core values of the Brownsburg Community School Corporation and its School community.

3. The seriousness of the offense and nature and extent of any discipline utilized to enforce student behavior standards and Code of Conduct will be determined by:
   a. the nature and extent of any potential or actual injury, property damage, or disruption.
   b. the student's prior disciplinary history and the relative success of any prior corrective efforts.
   c. the willingness and ability of the student and the student's parents to participate in any corrective action.
   d. the interest of other students in the school in a school environment free from behavior that violates the school's behavior standards.
   e. any other aggravating or mitigating factor or circumstance including but not limited to zero tolerance policies.

CORPORATION RULES FOR SAFETY AND SECURITY

1. FIGHTING POLICY

All students should feel safe at school, and fighting is not an acceptable way to solve conflicts. When a fight occurs, the possibility of injury or damage to other persons or property exists. For the protection of individuals and school property, such actions will not be tolerated at school. 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. Medication of this sort should be housed in the school clinic.

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, 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 incendiary devices) or dangerous objects (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 pocketknife to school, 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 or staff for the purpose of, or with the intent of, obtaining money or anything of value

Racial slurs and hate speech or insensitive language fall under our Anti-Harassment Policy. Loke all behavior warranting a consequence, we respond in a progressive manner with intention and impact considerations. The odds of children learning from their mistakes increase dramatically when children see a reasonable connection between their behavior and the resulting consequence. We believe each student is a unique individual with unique personal, social, and educational needs. Having conversations and teaching to make reasonable connections between behavior, intention and impact requires a variety of strategies. Language and actions that may cause lasting harm can cause a great impact in the educational experience. We use character education, empathy tasks, restorative practices, and perspective taking skills to reteach and make connections. We consider age-appropriateness, students' ability to understand and any other unique factors. We have procedures we follow to be proactive and reactive – along with providing on-going support and education to students. We work to not devalue home norms but instead clearly state why the expectations at school are set and work with families when misunderstandings or concerns arise.

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 him 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 are 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.: MySpace, 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.

11. REPORTING PROCEDURES

If a student believes he/she has been harassed, threatened, bullied, and/or discriminated against, the student should immediately report the incident(s) to a counselor, teacher, or administrator at his/her school.

Once the school has been made aware of a complaint and/or concern, administration will be notified and begin an investigation. The investigation, when necessary, will also include the involvement of the police and the Department of Child Services. Any reported complaints will be shared with parent/guardians of the students involved.

SCHOOL RULES FOR SAFETY AND SECURITY

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

A. CORE BELIEFS

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

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

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

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

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

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

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

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

C. CARE OF PROPERTY

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

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

D. SEQUENCE FOR DISCIPLINE PROCEDURES

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

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

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

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

CODE OF CONDUCT
PROBLEMATIC ACTIONS AND CHOICES

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

- Interference with School Purposes
- Substantial disobedience
- Theft of School/personal property
- Fighting
- Failure to serve a previously assigned consequence
- Forgery or alteration of school forms
- Excessive disruptive behavior
- Engaging in sexual behavior on school property
- Verbal abuse and/or disrespect (see Bullying Policy)
- Theft and/or possession of stolen goods
- Vandalism or destruction of private or school property
- Participation in gang related activities
- Violation of appearance code
- Displaying Public Affection
- Disrespecting a staff member
- Cafeteria misconduct
- Refusal or failure to comply with state attendance law(s) IC 20-8.1-3-17, 18 and/or IC 20-8.3-31, 33
- Buying, selling, or trading products or services while on school grounds or while attending school sanctioned activities without permission from appropriate school personnel
- Disrupting detention, Extended School, or ISS
- Failure to comply with bus conduct rules
- Harassment based upon race, religion, appearance, gender, or personal preferences (includes repeat occurrences of disrespect to a peer)
- Violation of the Acceptable Use Policy and/or technology vandalism
- Insubordination (failure to obey reasonable requests)
- Making a statement that could result in widespread fear or panic even if its intent was a joke
- Violation of the Honesty Code
- Failing to report terroristic actions, plans, or threats of another person that could result in harm to another person(s) or property
- Use or possession of tobacco products, lighters, matches, and smoking or drug paraphernalia
- Gambling
- Skipping class or truancy

SOCIAL MEDIA POLICY AND GUIDELINES FOR STUDENTS

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

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

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

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

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

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

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

DRESSING AND GROOMING

While 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.

- Clothing should be so constructed and worn in a manner that is not unduly revealing. All tops should have sleeves, and midriff should be covered at all times. All shorts, skirts, and pants should not be unduly revealing.
- Clothing with group markings or accessories symbolizing gang membership will not be tolerated.
- Proper footwear must be worn at all times in the school buildings.
- Coats, jackets, and blankets must be stored in your locker and not worn to class or in the hallway.
- Sunglasses are not to be worn in the building.
- Hats, hoods, and head coverings (unless for religious reasons) are not to be worn in the building and are to be kept in assigned lockers.
- Clothing that is suggestive, has a double meaning or innuendo, or suggests an inappropriate idea is unacceptable.
- Shoes with wheels are not permitted.
- Attire or footwear 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.
- 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 the office to be addressed by an administrator or designee. Repeated violations of the dress code will result in further disciplinary action.

PROBLEMS RELATED TO POSSESSIONS

The following are examples. The list is not exclusionary.

• Cellular phones (To avoid problem situations, all phones should remain powered off and out of sight during school hours and may only be used when requested by the teacher for educational purposes or in declared emergencies.) • Laser pointers • Cigarettes and Tobacco, including e-cigarettes	• Radios/CD players/Electronic equipment (To avoid problem situations, electronic devices should remain in lockers and be powered off during school hours.) • BBs, bullets, or pellets • Non-prescribed over-the-counter medications (see OTC policy)

DISCIPLINARY ACTIONS

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

- **Conference** – A conference may be between a teacher and a student, a teacher and a parent, an administrator and a student, or an administrator and parents. The school will arrange conferences in an effort to correct behavior when deemed necessary.
- **Referral to Guidance** – A referral will require the student to have a conference with his/her counselor to help find ways to correct a problem that is occurring.
- **Peer Mediation**—Students will resolve student to student conflicts with the assistance of a trained student peer mediator.
- **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 the classroom/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.
- **Teacher-Assigned Detention** – The location, time, and work to be completed will be determined by each teacher.
- **Lunch Detention** – Lunch detentions may be held throughout the lunch periods. Lunch detentions may be assigned for misconduct occurring in the corridors and cafeteria. A student assigned to lunch detention would report to the office after getting his/her lunch.
- **After-school Detention** –Students may be detained in school for disciplinary or other reasons, under direct supervision of a teacher, for not more than one hour after the close of the school day, provided that satisfactory arrangements for transportation and supervision from school to home have been made by the parents. Before a student may be detained, the parents, and/or legal guardian, must be notified as to the reason for such detention, the place, the date, and the time of the detention.
- **Friday School (3 HOURS 2:35 p.m. - 5:30 p.m.)** – Friday School may be assigned for violations of the Student Code of Student Conduct or for failing to complete assigned classwork, homework, projects, or assessments. It is used as an alternative to out-of-school suspension. Students are expected to be prompt and bring enough schoolwork and reading material to keep them busy for the duration of Friday school. Students not bringing work to do, sleeping, or behaving in an unacceptable manner will not receive credit for the assigned Friday School 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**- Depending upon each individual situation, students may be assigned from one to eight periods each day of ISS. Students shall report to the office on time at the beginning of the school day with their books, pencils, paper, etc. Students will be counted present on school records. They will be provided with regular classroom assignments. Students may choose to purchase a sack lunch or bring their own. Students will not be permitted to attend or participate in extracurricular activities for the prescribed length of the ISS assignment.
- **Out-of-school Suspension** - Students will not be allowed to attend school for the prescribed length of the suspension. In addition, they shall not be permitted to attend or participate in extracurricular activities. Missed assignments may be made up in accordance with the excused absence policy.

- **Loss of Bus Service** – Serious violations of bus conduct rules may result in loss of bus service for a prescribed length of time.
- **Monetary Reimbursement** – In some cases, damage to school or personal property may result in, but may not be limited to, required monetary reimbursement.
- **Community Service to School** – Under certain circumstances, restitution-based consequences may be more appropriate. The location, time, and work to be completed will be determined by an administrator.
- **Expulsion** – Expulsion is the removal from school for more than ten (10) days or for the balance of the semester or for up to one academic school year (two semesters and a summer school).

SECTION VI – TRANSPORTATION

TRANSPORTATION CHANGES AND BUS PASSES

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

While every reasonable effort will be made to implement new transportation arrangements as rapidly as possible, the placement of new students on a BCSC school bus (or changes requested for existing students) may take up to three full business days to complete. Parents requesting new transportation (or changes) will need to arrange their own student transportation to and from school until school bus transportation can be confirmed. To confirm bus numbers, pick-up and drop-off times, etc. parents can check BCSC's website under "Resources," "Student Transportation" or contact BCSC Transportation Services.

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 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 stop.
16. 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).
17. Sporting equipment needs to be carried in a sporting bag or protective covering and held by the student during the trip.
18. Girls sit with girls and boys sit with boys.
19. Skateboards, scooters, etc. are prohibited on buses.
20. Students should be at their designated bus stop 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.
21. The Transportation Department designates the bus stops and pick up times for students.
22. Smoking, lighters, matches, drug possession, fighting, weapons and/or damage to the school property are not tolerated and prohibited.
23. Earbuds and/or headphones must be removed upon entering and exiting the bus.
24. 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 – SUPPORTING INFORMATION

ARRANGING A CONFERENCE

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

CELLULAR PHONES AND ELECTRONIC DEVICES

Students are permitted to have cell phones and other electronic devices including smartwatches in school, but they must always be turned off and out of sight. During school hours, cell phones can only be used when given permission by the teacher for educational purposes or in school declared emergencies. Any other use of a cell phone or other electronic device, including smartwatches during school hours, shall result in disciplinary action. At no time can these phones, or particularly camera phones, be used to invade the privacy of another student. Cell phones and cameras are not permitted inside the restrooms or locker rooms at any time for any purpose. This rule applies during the school day as well as during any extracurricular, co-curricular, or athletic practice or event.

If a cell phone is confiscated due to improper use, the phone will be sent to the office. For the first cell phone offense, the student may pick up their phone in the office after school. For any additional times the cell phone is confiscated, a parent will need to pick up the cell phone from the school office and sign for it. This pick up must occur during regular office hours.

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

CHILD ABUSE/NEGLECT LAWS - DUTY TO REPORT

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

FLOWERS AND BALLOONS

Flowers or balloons should not be delivered to school for birthdays or special holidays. Large groups of balloons will not be allowed on school buses.

INSURANCE

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

MEDIA CENTER

The library media center lends a variety of materials to students for enjoyment and research. Materials are expected to be returned on time. Once materials become overdue, students may be prevented from checking out additional materials. No late/overdue fines will be charged. Students must pay for lost and damaged materials. Damaged materials must be brought to the attention of the media center as soon as possible. Students may be prevented from checking out additional materials while payment is pending. Payment is made directly to the school in the form of a check or exact cash. In lieu of payment, replacement books are accepted (i.e., Amazon) if the binding is the same as the original. If a book that was paid for is later found, students may keep the book or donate it back to the media center. No refunds will be issued.

LOST AND FOUND

Students who find lost articles should turn them in to the office. Students who have misplaced articles should check the lost and found to see if the articles are there. PE uniforms should be turned into the PE teachers.

SUPERVISION OF STUDENTS

Students are supervised by teachers throughout the day. Students are to exit the building by 2:45 PM unless they are under the direct supervision of a staff member. Students staying after school for an extracurricular activity must be under the sponsor's supervision by 2:45 p.m. Students loitering in and around the school building beyond 2:45 PM may lose the privilege of staying after school or face disciplinary action.

WHAT TO DO IF YOU HAVE A COMPLAINT OR CONCERN

Though the faculty and administration make every effort to avoid problems, parents and students will occasionally disagree with decisions that are made in regard to discipline or grades. In most cases, problems can be resolved when parents speak to the person who is directly responsible for decisions that have been made concerning a student. The appropriate channels for help with a concern are as follows: 1. teacher or sponsor; 2. assistant principal; 3. principal.

Individual Teachers

- Classroom concerns
- Classroom behavior
- Grading policy
- Referrals
- Academic progress
- Assignments
- Teacher detentions
- Grade concerns
- Student performance
- Make-up work

Team

- Parent conference
- Team rules and policies
- Team/Special projects
- Field trip information

Counselors

- Scheduling concerns
- General welfare of student
- Tutoring
- After-school peer tutoring
- Social or emotional concerns
- Non-violent peer conflicts
- Academic placement
- General academic concerns
- Outside tutoring
- Promotion & retention
- After-school remediation
- Special needs placement
- Outside resources

Assistant Principal

- Discipline concerns
- Excessive absences
- Response to Intervention
- Emergency leaves
- Staff Concerns
- Academic interventions at the schedule level
- Attendance concerns
- Curriculum Concerns

Principal

- Staff concerns
- Curriculum concerns
- Unresolved issues when channels followed above

Treasurer

- Book rental
- Lost textbooks
- Book store purchases
- Refunds or payments
- Textbook assistance
- Free/reduced lunch applications

Athletic Director

- Athletic schedules
- Coaching concerns
- Directions to opposing schools

SECTION VIII - 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. Middle school students are required to participate in Band, Choir or Orchestra. These activities are considered co-curricular activities. Co-curricular activities are mandatory to receive a grade/credit. Co-curricular activities do not require participation in random drug testing. 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 extracurricular 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. 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.
C. 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.
D. A chemical test of the student's breath, saliva and/or urine will be conducted at the discretion of the school corporation.
E. 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.
F. Violations are cumulative and include any positive drug test results that were conducted for random or under reasonable suspicion.

TEST RESULTS:

A. An email stating the test was negative will be sent to the parent/guardian. A record of all testing will be kept in a file separate from each students' school records. This file will be destroyed after graduation.

Dilute Sample:

- BCSC does not consider a dilute urine sample as valid. The Drug Testing Coordinator will receive laboratory confirmation when a student has a dilute urine sample. The Drug Testing Coordinator will inform the student of their dilute sample, and the student will be required to provide a second urine sample at the time of notification. If the Student refuses to provide a second urine sample the test will be considered positive. Parents will be notified via email of situation. No disciplinary or school consequences will be in place while pending laboratory results.
- If the second urine sample is dilute, administration will have final authority to determine the student consequences.

Delta 8:

- The use of Delta 8 is not an acceptable reason for a failed drug test. Delta 8 will not cause a confirmed positive laboratory test.

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. The Drug Testing Coordinator will communicate with the student and his/her parents the student's rehabilitation plan requirements.
C. 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.
D. 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.

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.
    a. An assessment from an approved outside agency defining the Drug/Alcohol problem must be performed; these results must be forwarded to school officials.
    b. Any recommendations provided by this assessment data must be followed by the student,
    c. The student must maintain good attendance and academic standing during the time of this extended rehabilitation plan.
    d. The student will remain alcohol/drug free during the remainder of their high school experience.
    e. 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) 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 an email 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. The Drug Testing Coordinator will communicate with the student and his/her parents the student's confirmed laboratory test results and the requirements of the student's rehabilitation plan.

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. The Drug Testing Coordinator will communicate with the student and his/her parents the student's rehabilitation plan requirements.

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

Negative

Student will continue with the rehabilitation plan requirements and testing

2nd POSITIVE TEST

The student is subjected to school consequences resulting in a ten (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, Student and School representatives to re-evaluate, and a **mandatory** completion of an approved drug education program is required.

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

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.

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, clubs, sports and/or driving to school for the remainder of the time the student is enrolled in Brownsburg Schools.

REASONABLE SUSPICION

Brownsburg Middle Schools are 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 recommended as if the test were positive.

TEST RESULTS:

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

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

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).

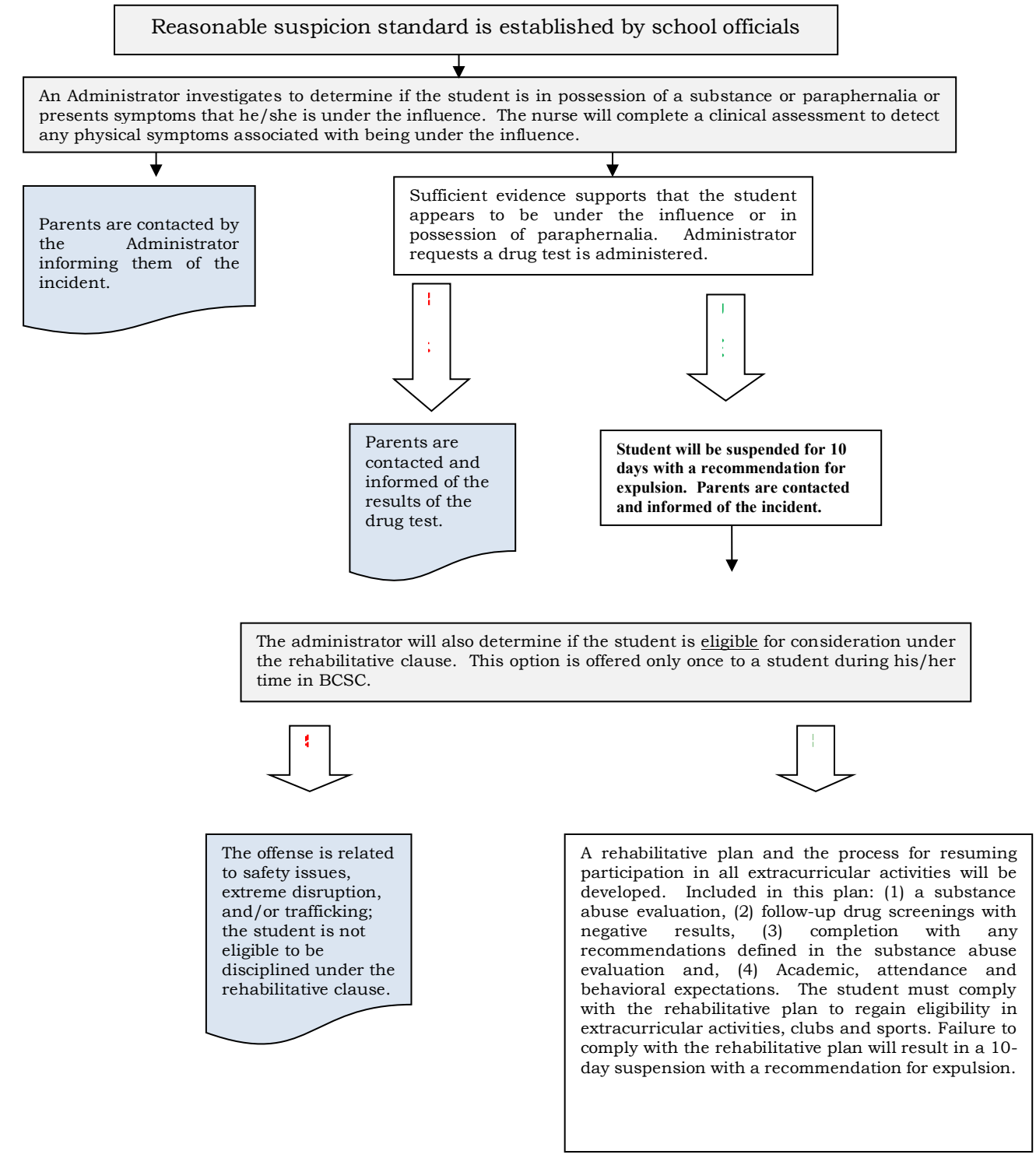
A. No student may provide to any other student, by sale or any other means, any substance which is represented to be a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, inhalant, legend drug, depressant, or intoxicate of any kind.
B. No student may 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.

D. 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 IX:
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