

BROWNSBURG COMMUNITY SCHOOL CORPORATION

Higher Achievement Together



BROWNSBURG EARLY CHILDHOOD CENTER STUDENT HANDBOOK 2026-2027

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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 have 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 - Director of Student Services	Civil Rights Compliance Officer Director of Human Resources	Section 504 Coordinator Director of Special Education	Homeless Liaison – Director of Student Services Registrar
Mrs. Nicole Walker 310 Stadium Drive Brownsburg, IN 46112 (317)852-5726	Mrs. Jodi Gordon 310 Stadium Drive Brownsburg, IN 46112 (317)852-5726	Mr. Shane Keller 310 Stadium Drive Brownsburg, IN 46112 (317)852-5726	Mrs. Nicole Walker Mrs. Janese Temm 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.

- Guidelines for Serving Students - Meal/Snack Prices - Free/Reduced-Price Meal Application - Title I Rights to Know	- FERPA - PPRA
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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 Mr. Brandon Hubbel, Principal Bhubbel@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 Ms. 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 Mrs. Talli Hoersten, Program Leader Thoersten@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 parents may have during the school year. Please take time to become familiar with the following information and keep the handbook available for your use or know where it can be found on the district's website. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact the Preschool Coordinator whose contact information you will find listed in the Staff Directory section of the school's website. This handbook is supplementary to Board policy. Should a provision of this handbook contradict Board policy, the Board policy prevails. This handbook supersedes all prior handbooks and other written material on the same subjects.

MISSION OF THE SCHOOL CORPORATION

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

SECTION I: GENERAL INFORMATION

SCHOOL DAY

Student attendance hours are:

Monday, Tuesday, Thursday, and Friday: 8:45-11:30 AM, 12:55-3:40 PM

Wednesday: 8:45-11:20 AM, 12:35-3:10 PM

Please Note: All Brownsburg Schools participate in Professional Learning Community meetings on Wednesdays, as noted on the school calendar. Accordingly, the school day is shortened, and preschool times are different on Wednesdays.

ENROLLING IN THE SCHOOL

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

- \$70 deposit (**NON-REFUNDABLE**)
- 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.

SCHEDULING AND ASSIGNMENT

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

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

EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without parental permission. No student will be released to a person other than a custodial parent(s), or those authorized by the custodial parent, without a permission note signed by the custodial parent(s) or other legal authorization.

RELEASE OF STUDENT TO AN INTOXICATED OR IMPAIRED PERSON

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

TRANSFER OUT OF THE CORPORATION

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

EMERGENCY CLOSINGS AND DELAYS

In the event of severely inclement weather or mechanical breakdown, school may be closed or starting time delayed. School closing, delayed starting time, or early dismissal will be sent out via ParentSquare. Additionally, the BCSC website will list delays and closings www.brownsburg.k12.in.us. If weather closes school, then all extracurricular activities including athletic practices and games are canceled.

2 Hour Delay Schedule is as follows:

AM Preschool:

10:45 AM - 12:35 PM

PM Preschool:

1:55 PM - 3:40 PM

VISITORS AND VISITOR TAGS

Visitors and volunteers are welcome. Parents should coordinate visits with the student's teacher(s). All visitors are expected to check in at the office to obtain a visitor's tag. A photo ID is required to be permitted access to the building, we also require that this ID be left with the Administrative Assistant during your visit. In our attempts to secure our campus all appointments with school staff will also be verified. Please do not be offended if you are stopped if you do not have a visible visitor's tag displayed as our students' safety and security are of the utmost concern for all of us. These safety procedures are designed for the safety and well-being for everyone.

Students may not bring visitors to school during school hours. Room congestion, interference with the teacher and student's programs, and different school calendars make this rule necessary. Additional security measures may be taken into consideration at any given time to ensure the health and safety of students.

VISITORS AND VOLUNTEERS

For the safety of our students, all volunteers in our schools will be required to have a Limited Criminal History check completed prior to working with our students. The Limited Criminal History check will be conducted at Central Office and will be free of charge for the volunteer. Volunteers who are working in the school may not bring other children. Volunteers are subject to a criminal history background screening which must be renewed every three (3) years.

AID FOR QUALIFIED FAMILIES

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

NUTRITION SERVICES

Snacks will be provided both during the morning and afternoon session. The fee for snacks for the five-day program is \$160/year, three-day program is \$108/year, and two-day program is \$68/year. Cash and check payments can be made in-person. While credit card payments can be made through PowerSchool (e-funds) online.

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

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.

BUS PASSES

No bus passes will be provided.

SCOOTERS/ROLLER BLADES/SKATEBOARDS/HEELYS

Any student riding a bicycle, scooter (non-motorized), or roller blades on school property shall wear a bicycle helmet for head protection. Bicycles/scooters shall be parked in the bike rack and locked. Students are not permitted to use skateboards, wheeled shoes, or any individual, motorized means of transportation on school grounds (i.e., motorized scooter, hover board, moped, etc.) Heelys or other wheeled shoes are not permitted in school.

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

STUDENTS EXPERIENCING HOMELESSNESS

Students experiencing homelessness will be provided with a free and appropriate public education in the same manner as other students served by the Corporation. Students experiencing homelessness 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. Students experiencing homelessness will not

be denied enrollment based on lack of proof of residency. For additional information contact the Homeless liaison.

CREDIT CARDS

There will be a 2% convenience fee charged to the amount being processed per transaction. This convenience fee will be assessed for each transaction and includes electronic, phone and in-person transactions that occur via the school.

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.

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

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

STUDENTS RIGHTS AND RESPONSIBILITIES

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

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Written notes homes, U.S. Mail, hand delivery, email, classroom blogs, and/or phone calls may be used to ensure contact. Parents are encouraged to establish constructive communication channels with their child's teachers and support staff and to inform the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

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

SECLUSION AND RESTRAINT OF STUDENT

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

ADDRESS CHANGES WITHIN THE CORPORATION

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

COUNSELING/THERAPY

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

SECTION II – HEALTH SERVICES

SCHOOL CLINIC

BECC has a school nurse on staff that will follow the Brownsburg Community School Corporation Health Services Procedure Manual. If a student should become ill during the day, he/she should notify the teacher. If the teacher agrees that the student is too ill to be in class, he/she will be sent to the front office. Students must go to the front office to be evaluated. Students who are admitted to the front office may be allowed to rest before returning to class unless they are going home.

The school 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. If a parent cannot be reached, the school nurse or office personnel will call the persons listed as emergency contacts and request that they pick up the student. When assessing, communicating, and managing communicable diseases, BCSC will follow the recommendations set forth by the Indiana Department of Health's Communicable Diseases Reference Guide for Schools.

HEALTH AND SAFETY

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

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

Each student should have the immunizations required by law or have an authorized waiver. If a student does not have the necessary shots or waivers, the Preschool Coordinator may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the school's nurse. Each student shall provide documentation of immunizations that comply 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 Preschool Coordinator's office and school nurse for 24-hour follow-up of the injury. Parents will be notified of these injuries. A written electronic report is made, and 24-hour follow up is made by the nurse or administrator in the building. An electronic copy of the report is sent to the building administrator and designee at Central Office.

PRESCRIPTION MEDICATION POLICY

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

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

All medicine must be in its original container. There will be no exceptions to this policy. Students may not have medication in their pockets, lunch boxes, lockers, etc. All medication brought to school must be turned into the school nurse or trained staff member. 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.

OVER THE COUNTER ("OTC") MEDICATION

A parent/guardian must register with SchoolCare, an online secure student health records platform so that the student may take OTC medication at school. The medication has to be provided by the parent/guardian and will be given according to the directions on the bottle and the dosage needs that are appropriate for the age and size of the student. If the dosage exceeds the recommended dosage on the bottle, permission must be granted from a physician. OTC medication must be in the original unopened container. OTC medication must be kept in the school clinic. A parent will need to submit permission for over-the-counter medication form.

All medications 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 enzymes (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. Aspirin will also not be administered in the school clinics without permission from a physician. In accordance with the American Academy of Pediatrics, The Centers for Disease Control and Prevention, and the Food and Drug Administration, it is recommended that aspirin should not be given to children under 19 years of age to decrease the risk for Reye's syndrome.

TRANSPORTING MEDICATIONS

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

Students will not be permitted to transport medications home during the school year or at the end of the school year unless it is indicated on the hold harmless form in accordance with Indiana Code (IC) 20-33-8-13. Students will not be allowed however, to transport controlled substances which include narcotic pain medication, Sudafed, and some ADD/ADHD medications per BCSC policy. All controlled substance medications must be transported by a parent or guardian.

At the end of the school year, medications will be disposed of the 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, plus any student identified as having difficulty seeing per Indiana Code (IC) 20-34-3-12. The school nurse conducts this screening. It is important to remember that 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 or trained staff member will be responsible for all lice identification.
2. The parent/guardian will be notified by telephone. If the parent/guardian is unavailable, the emergency contacts will be notified.
3. All checks for head lice will be done in a confidential manner, to respect the student's right to privacy and to avoid embarrassment.
4. An informational check list will be given to parents/guardians of students identified with live head lice. Educational information on treatment and prevention will also be distributed.
5. The student will not be allowed to ride the bus either home or to school until cleared by the school nurse. The school nurse will contact transportation when the child is cleared to return to school.
6. Lost time in the classroom interferes with student learning, thus, classroom checks will not be conducted. The associates of students at the elementary, middle school and high school levels will be checked at the nurse's discretion.

7. All siblings of the infested child will be checked if they are enrolled in the Brownsburg Community School Corporation. The school nurse of the sibling(s) school will be notified and either the school nurse or her designee will check the sibling(s) of the infested student.
8. The parent/guardian should transport the student to school once the student has been treated after exclusion. The parent/guardian shall remain with the student until the school nurse has checked the students' hair and the student is readmitted to the classroom. Once the student is readmitted to the classroom; he/she may return to riding the bus. If live lice are identified, the student will be sent home again with the parent. Students with nits only will not be excluded from the classroom.
9. Upon re-admittance to the classroom, the student will be required to return to the nurses' office first thing every Monday morning for a month (4 weeks). If live lice are present at any time, the student will be excluded from school again. It will be at the school nurse's discretion to check a student more frequently or to send him/her home for further nit removal if felt warranted.

SECTION III – ACADEMICS

FIELD TRIPS

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

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

INSTRUCTIONAL SUPPORT SERVICES

Special Education

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

Staffing and Psycho-educational Testing

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

Preschool Special Education Services

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

Communication

A speech/language pathologist periodically screens students for speech and hearing. Teachers or parents/guardians may make referrals for screening at any time. Upon completion of a screening or testing, the parent/guardian will be notified of the results and recommendations, if any, will be

discussed. If a parent/guardian has an objection to the state required screenings, please notify the child's school in writing.

Title I

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

Title I School Parent Involvement Policy

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

Policy Guidelines

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

SECTION IV – STUDENT CONDUCT

SCHOOL ATTENDANCE POLICY

It is imperative that students be in attendance each school day. Regular school attendance is an important part of student success. Learning is a result of active participation in the classroom and other school activities which cannot be replaced by individual study. When students come to school, they build strong routines, stay connected, and educators can provide learning support for improved outcomes. If a student cannot be in attendance for the regular school day, the child's parents/guardians should contact the grade level office no later than 10:00 AM on the day of the absence. Absences that are not verified within 24 hours will be deemed as Unexcused.

Indiana's School Accountability Law states that students should maintain an attendance rate of no less than 94%.

EXCUSED ABSENCES: Excused Absences refer to situations where a student is officially excused from school but still reported as absent in the attendance records. The administration ultimately determines which absences are excused.

1. **Administrator Approved:** The principal or designee can excuse students for a variety of reasons, including health issues, family emergencies, religious observances or other personal situations.
2. **Family Choice (Planned):** Pre-Arranged absences for vacations, family events or other personal matters that a student's family schedules in advance.
3. **Family Choice (Unplanned):** Absences due to unexpected family situations like emergencies, school nurse requests, weather issues, or lack of transportation can be excused absences.
4. **Funeral/Bereavement:** Absences for the death of a close family member or loved one, including attending services or supporting family during the grieving process.
5. **Medical:** Absences due to illness, injury, mental health, or other health related concerns. These are excused when appropriately documented by a parent or healthcare professional.
6. **Religious:** Absences for the observance or religious holidays, practices, or events important to a student's faith.

UNEXCUSED ABSENCES: An unexcused absence occurs when:

- The school is not notified of the absence, or
- The reason does not meet the criteria for an excused absence

If you have questions about whether an absence will be excused, please contact the school.

CHRONIC ABSENTEEISM: Students are considered chronically absent when they miss more than 10% of the school year. Excused absences will not be counted against a student. A list of the excused absences is below. Students that are identified as Chronically Absent may be referred to the Hendricks County Project Attend Program.

Unless the school has been previously informed of extenuating circumstances, the school may initiate parental communication whenever a student reaches 5 absences. There are multiple ways our schools work alongside families to support attendance including, but not limited to, phone calls, Parent Square messages, family meetings, and notification letters to make you aware of your student's number of absences. If your child has a chronic illness, we encourage you to contact the school nurse.

EXEMPT ABSENCES: Indiana law requires schools to excuse certain absences under specific circumstances. When a student is absent for any of the reasons listed below, the student will not be marked absent, and no penalties should be applied.

1. Serving as a page or honoree for the Indiana General Assembly (IC 20-33-2-14)
2. Working the polls or helping a political party or candidate on election day (IC 20-33-2-15)
3. Being subpoenaed to testify in court. (IC 20-33-2-16)
4. Active-duty military service, including the National Guard, for at least 15 days during the school year. (IC 20-33-2-17)
5. Participation in the Civil Air Patrol for up to 5 days. (IC 20-33-2-17.2)
6. Educationally related, non-classroom activities are approved by the school. (IC 20-33-2-17.5)
7. Exhibiting or participating in the Indiana State Fair for educational purposes, either as the student or as a member of the student's household, for up to five days. (IC 20-33-2-17.7)
8. Participation in an event or competition hosted by the National FFA Organization Indiana FFA Association, or 4-H Club up to 6 days (IC 20-33-2-17.8)

POWER SCHOOL CODES

Codes in PowerSchool:	Used for things like:
ILL (illness)	Informal communication of illness. Not verified. "Bill's not feeling well. Amy's having tummy troubles."
MED (medical)	Formal Communication of Medical Treatment/Illness. Verified with Dr. Note.
FAM (planned day)	Announced Vacation, or Planned Day off, planned Family event.
EXE (unplanned day)	Any call from a parent without an illness component. "Bill's not coming in today." A communicated excuse.
XMP (exempt but present)	Page, Election Worker, Court, Military Duty, State Fair
REL (religious)	Parent communicates that the reason for absence is religious in nature.
LTS (late but present)	Late to Arriving at School (1 st period)
TDY (tardy but present)	Present in class, but late to class.
EXP (expelled)	Expelled
OSS (out of school suspension)	Out of School Suspension
ISS (in-school suspension)	Present at School, in In School Suspension
TRU (truant)	Known Student Attendance Disobedience.
UNX (unexcused)	Any unverified absence. No call/No show/No communication.
FFX (funeral)	Funeral/Bereavement
CVT (college visit)	College Visit (Limit 4)
JUV (incarcerated)	Student is short term incarcerated.
ABP (absent but present)	In another setting at School (AP, SAT, Etc.), field trip, or a principal approved educationally sound activity consistent with IC 20-33-2-17.5. *
PRE (present)	Present in class.

EARLY SUPPORT FOR ATTENDANCE CONCERNS

Indiana law requires schools to take early steps when a pattern of unexcused absences begins. If a student has multiple unexcused absences within a short period of time, the school will:

- Contact the family to share concerns
- Invite the family to an attendance meeting
- Work together to identify barriers to attendance and develop a plan to support

These steps/interventions are meant to help our students.

Attendance Pattern	School Interventions	Other Supports
Day 1 – 4	Attendance recorded in student information system (Power School)	- Friendly reminder messages about attendance expectations - Student check-in
Day 5 +	Family receives an attendance notification letter ** Note- Indiana requires schools to meet with families when a student has five or more unexcused absences within a ten-week period. This meeting is intended to identify barriers to attendance and provide support to help the student be successful.	- Student check-in - Additional interventions as appropriate
Day 8 +	Family receives attendance communication	- Counselor support - Student check in
Day 10 + (unexcused)	- Family receives attendance communication - Attendance contract created with family - Meeting to talk through barriers to attendance - Referrals to community or school resources	- Student check-in - Additional interventions as appropriate
Day 15 + (excused or unexcused)	- Family receives attendance communication - Review or create attendance contract with family - Meeting to talk through barriers to attendance - Referrals to community or school resources	- Student check-in - Additional interventions as appropriate - Ongoing support and monitoring
In Indiana, a student is considered chronically absent after missing 10 percent (18 days) or more of school days. This includes both excused and unexcused absences. In Indiana, a student is considered habitually absent when they have 10 or more unexcused absences. The law requires schools to report a student who is habitually absent from school to an intake officer of the juvenile court (Project Attend) or the Indiana Department of Child Services (DCS). Notes for Families: - Our goal is to support. - Attendance plans are created with families. - If your family is experiencing challenges (health, transportation, housing, food access, etc.), the school can help connect you to resources. - Communication may include letters, phone calls, emails, messages, and/or meetings. - If you have any questions about attendance, please don't hesitate to reach out to our offices.		

RULES GOVERNING STUDENT CONDUCT

Our school is committed to providing a safe, respectful, and productive learning environment that aids in the preparation of responsible citizens. All students are expected to conduct themselves in a manner that supports their own learning, the learning of others, and the well-being of the school community. This section outlines behavioral expectations and procedures used to address misconduct.

School officials may find it necessary to discipline students when their behavior interferes with school purposes or educational functions of the school corporation. In accordance with the provisions of I.C. 20-33-8, administrators and staff members may take the following actions:

1. Removal from Class or Activity - Teacher:

If a teacher removes a student from class, the principal may place the student in one of the following settings: another appropriate class, another appropriate setting, or in-school suspension.

2. Suspension from School - Principal: A school principal (or designee) may deny a student the right to attend school and/or take part in any school function for a period of up to 10 school days.
3. Expulsion: A student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester. In cases where the student is being expelled for possession of a firearm, a destructive device, or a deadly weapon, the maximum length of the expulsion period is listed under the Grounds for Suspension and Expulsion, Section C and Section D.

GROUND FOR SUSPENSION OR EXPULSION

The grounds for suspension or expulsion listed below apply when a student is

- a. On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group (including summer school);
- b. Off school grounds at a school activity, function, or event; or
- c. Traveling to or from school or a school activity, function, or event.
- d. A student who has been disorderly on a school vehicle may be excluded from Transportation services.

A school activity, function, or event includes e-Learning, virtual instruction, and remote learning days.

A violation by a student of a rule listed is subject to a range of disciplinary consequences imposed by teachers or administrators intended to be progressive in nature and move to a more serious consequence with each violation of the same or similar rule. In recognizing that violations of certain rules and the resulting consequences will be dependent upon the age of the student, the number of prior violations and the severity of the violation, the principal of each building level shall develop the minimum and maximum consequences for each rule for their building that is to be approved by the board annually and published in the student handbook for each building. The appropriate consequence should be the least severe that will adequately address any danger to the student and other persons, prevent further disruption of activities, and promote student achievement.

STUDENT MISCONDUCT AND/OR SUBSTANTIAL DISOBEDIENCE

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. The following rules define student misconduct and/or substantial disobedience for which a student may be suspended or expelled:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
 - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.

- b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
 - c. Setting fire to or damaging any school building or school property.
 - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
 - e. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.
2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, hazing, or other comparable conduct.
 3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
 4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
 5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
 6. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect oneself and/or another person is not a violation of this rule.
 7. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.
 8. Threatening (whether specific or general in nature) injury to persons or damage to property, regardless of whether there is a present ability to commit the act.
 9. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
 10. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
 11. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event. [Low THC Extract products as defined by state law are included in this rule and/or violations of the school corporation administration of medication policy are included in this rule.] [Low THC Extract products as defined by state law are excluded from this rule.]
 - a. Exception to Rule 11: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:
 1. That the student has an acute or chronic disease or medical condition for which the physician has prescribed medication.
 2. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
 3. The student has been instructed in how to self-administer the prescribed medication.
 4. The student is authorized to possess and self-administer the prescribed medication.

12. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
13. Possessing, using, transmitting, or being affected by caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind, or any other similar over-the-counter products.
14. Possessing, using, distributing, purchasing, or selling tobacco or nicotine-containing products of any kind or in any form. These products include e-cigarettes, vaping devices, any type of look-alike products or other related products or devices associated with tobacco or nicotine use or electronic nicotine delivery systems.
15. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
16. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
17. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
18. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
19. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
20. Aiding, assisting, agreeing, or conspiring with another person to violate these student conduct rules or state or federal law.
21. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
22. Taking, recording, displaying and/or distributing pictures (digital or otherwise), video or audio recordings without the consent of the student or staff member in a situation not related to a school purpose or educational function.
23. Possessing sexually related materials which include images displaying uncovered breasts, genitals, or buttocks.
24. "Sexting" or using a cell phone or other personal communication device to possess or send text or email messages containing images reasonably interpreted as indecent or sexual in nature. In addition to taking any disciplinary action, phones will be confiscated and any images suspected to violate criminal laws will be referred to law enforcement authorities.
25. Engaging in pranks or other similar activity that could result in harm to another person or school property.
26. Using or possessing gunpowder, ammunition, or an inflammable substance.
27. Violating any board policy or administrative rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
 - a. engaging in sexual behavior on school property;
 - b. engaging in sexual harassment of a student or staff member;
 - c. disobedience of administrative authority;
 - d. willful absence or tardiness of students;
 - e. engaging in speech or conduct, including clothing, jewelry or hair style, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity;
 - f. violation of the school corporation's acceptable use of technology policy or rules;
 - g. violation of the school corporation's administration of medication policy or rules;
 - h. possessing or using a laser pointer or similar device.
28. Possessing or using an electronic device (e.g. cellular phone, tablet computer, pager, digital camera, electronic equipment) in a manner which constitutes an interference with a school purpose or educational function, an invasion of privacy, or an act of academic dishonesty, or is profane, indecent, or obscene. In addition to being disciplined, students who use an electronic device in a manner which is inconsistent with this rule may have the device confiscated by school administration. Such device will be returned to the parent.

29. Possessing or using on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device, including a look-a-like device, in a situation not related to a school purpose or educational function or using such device to engage in an activity that violates school rules. This rule is not violated when the student has been given clear permission from a school administrator or a designated staff member to possess or use one of the devices listed in this rule. In addition to being disciplined, students who use an electronic device in a manner which is inconsistent with this rule may have the device confiscated by school administration. Such device will be returned to the parent.
30. Any student conduct rule the school building principal establishes and gives notice of to students and parents/guardians.

BULLYING

1. Bullying committed by students toward other students is strictly prohibited. Engaging in bullying conduct described in this rule by use of data or computer software that is accessed through any computer, computer system, computer network, or cellular telephone or other wireless or cellular communication device, is also prohibited.
2. For purposes of this rule, bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including electronically or digitally, physical acts committed, aggression, or any other similar behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:
 - places the targeted student in reasonable fear of harm to the targeted student's 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, and privileges provided by the school.
3. This rule may be applied regardless of the physical location of the bullying behavior when a student committing bullying behavior and the targeted student attend a school within the school corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment.
4. Any student or parent who has knowledge of conduct in violation of this rule or any student who feels he/she has been bullied in violation of this rule should immediately report the conduct to the school administrator who has responsibility for all investigations of student misconduct, including bullying. A student or parent may also report the conduct to a teacher or counselor, who will be responsible for notifying the school administrator. This report may be made anonymously.
5. The school administrator shall investigate immediately all reports of bullying made pursuant to the provisions of this rule. Such investigations must include any action or appropriate responses that may be taken immediately to address the bullying conduct wherever it takes place. The parents/guardians of the alleged perpetrator and the targeted student(s) shall be notified of the reported bullying incidents before the end of the next school day of the report of such incidents, and shall be notified that the school is investigating the reported bullying incidents before the end of the next school day of the report of such incidents.
6. The school shall report to the alleged perpetrator and the targeted student(s) on a regular, periodic basis of the progress and the finding(s) of the investigation and of any remedial action that has been taken. During the investigation, the school's priority will be the safety of the victim. The investigation may include a determination of the severity of the bullying

incident(s) and whether the transfer of the alleged perpetrator or victim to another school within the school corporation is warranted.

7. The parents/guardians of the alleged perpetrator and the targeted student(s) shall be notified of the conclusions of the reported bullying investigations before the end of the next school day after the conclusions of the investigations.
8. The school administrator will be responsible for working with the school counselors and other community resources to provide information and/or follow-up services to support the targeted student and to educate the student engaging in bullying behavior on the effects of bullying and the prevention of bullying. In addition, the school administrator and school counselors will be responsible for determining if the bullying behavior is a violation of law required to be reported to law enforcement under Indiana law based upon their reasonable belief. Such determination should be made as soon as possible, and once this determination is made, the report should be made immediately to law enforcement.
9. False reporting of bullying conduct as defined in this rule by a student shall be considered a violation of this rule and will result in any appropriate disciplinary action or sanctions if the investigation of the report finds it to be false.
10. A violation of this rule prohibiting bullying may result in any appropriate disciplinary action or sanction, including suspension and/or expulsion.
11. Failure by a school employee who has a responsibility to report bullying or investigate bullying or any other duty under this rule to carry out such responsibility or duty will be subject to appropriate disciplinary action, up to and including dismissal from employment with the school corporation.
12. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the bullying.
13. Educational outreach and training will be provided to school personnel, parents/guardians, and students concerning the identification, prevention, and intervention in bullying. Parents/Guardians will be allowed to review any or all materials used in the school corporation's bullying and/or suicide prevention programs.
14. All schools in the corporation are encouraged to engage students, staff and parents/guardians in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.
15. The superintendent or designee will be responsible for developing detailed administrative procedures consistent with the Indiana Department of Education guidelines for the implementation of the provisions of this rule.

POSSESSING A FIREARM OR A DESTRUCTIVE DEVICE

1. No student shall possess, handle, or transmit any firearm or a destructive device on school property.
2. The following devices are considered to be a firearm under this rule:
 - any weapon that is capable of expelling, designed to expel, or may readily be converted to expel a projectile by means of an explosion.
3. For purposes of this rule, a destructive device is:
 - an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail, or a device that is substantially similar to an item described above,
 - a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or
 - a combination of parts designed or intended for use in the conversion of a device into a destructive device.

A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.

4. The penalty for possession of a firearm or a destructive device: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.
5. The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

POSSESSING A DEADLY WEAPON

1. No student shall possess, handle, or transmit any deadly weapon on school property.
2. The following devices are considered to be deadly weapons for purposes of this rule
 - a weapon, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury;
 - an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime; or
 - a biological disease, virus, or organism that is capable of causing serious bodily injury.
3. The penalty for possession of a deadly weapon: up to 10 days suspension and expulsion from school for a period of up to one calendar year.
4. The superintendent may notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

UNLAWFUL ACTIVITY

A student may be suspended or expelled for engaging in unlawful activity on or off school grounds if 1) the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or 2) the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria that takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

LEGAL SETTLEMENT

A student may be withdrawn if it is determined that the student's legal settlement is not in the attendance area of the school where the student is enrolled.

BUREAU OF MOTOR VEHICLES

The high school shall report all expulsions and second suspensions to the Bureau of Motor Vehicles in accordance with law and BMV guidelines.

LEGAL REFERENCES: I.C. 20-33-8; I.C. 35-31.5-2-86; I.C. 35-47.5-2-4; I.C. 35-47-1-5

SUSPENSION PROCEDURE

When a principal (or designee) determines that a student should be suspended, the following procedures will be followed:

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
 - a. a written or oral statement of the charges;
 - b. if the student denies the charges, a summary of the evidence against the student will be presented; and,
 - c. the student will be provided an opportunity to explain his or her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.

3. Following the suspension, the parent or guardian of a suspended student will be notified in writing. The notification will include the dates of the suspension, describe the student's misconduct, and the action taken by the principal.
4. During the suspension, the student is required to complete all schoolwork assigned during the suspension. The principal or designee will ensure the student receives notice of all assignments due during the suspension and will provide teacher contact information to the student so the student may contact the teacher if the student has any questions about the assignments. **For any assignments and/or schoolwork completed by the student during the student's suspension period, credit will be given to the student to the same extent and in the same manner as students who are not suspended receive.**

EXPULSION PROCEDURE

When a principal (or designee) recommends to the superintendent (or designee) that a student be expelled from school, the following procedures will be followed:

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
 - legal counsel
 - a member of the administrative staff who did not expel the student during the current school year and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parent are given notice of their right to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure to request and to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion.
3. The notice of the right to an expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contains the reasons for the expulsion and the procedure for requesting the meeting.
4. At the expulsion meeting, the principal (or designee) will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position. An attorney may not represent the student at the expulsion meeting, but the attorney may be available for consultation outside the meeting room during the course of the expulsion meeting.
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.
6. The expulsion examiner shall provide to the student and parent the school corporation list of alternative education programs located in the county or in an adjacent county and of virtual charter schools in which the student may enroll during the student's expulsion at the expulsion meeting. If no expulsion meeting is held or the student or parent do not attend the expulsion meeting, the expulsion examiner shall mail the list to the student and parent to the student's residence.

NO RIGHT TO APPEAL

The student or parent has no right to appeal an expulsion decision to the school board as the school board has voted not to hear student expulsion appeals. Instead, any appeals must be filed with the Hendricks County Court.

LEGAL REFERENCE: I.C. 20-33-8-18; I.C. 20-33-8-19

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
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EXPECTATIONS REGARDING STUDENT BEHAVIOR

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, Be Respectful, Be Responsible, Be Safe, and Be Kind, 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 handbooks. Students are proactively taught about these expectations, along with others, to build a foundation for a safe and inclusive learning environment. The next page is the behavior matrix for high school students.

DISCIPLINARY ACTIONS

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

- **Conference** – A conference may be between a teacher and a student, a teacher and a parent, an administrator and a student, or an administrator and parents. The school will arrange conferences in an effort to correct behavior when deemed necessary.

- **Community Service to School** – Under certain circumstances, restitution-based consequences may be more appropriate. The location, time, and work to be completed will be determined by an administrator.
- **Out-of-school Suspension** - Students will not be allowed to attend school for the prescribed length of the suspension. In addition, they shall not be permitted to attend or participate in extracurricular activities. Missed assignments may be made up in accordance with the excused absence policy.
- **Expulsion** – Expulsion is the removal from school for more than ten (10) days or for the balance of the semester or for up to one academic school year (two semesters and a summer school).

Brownsburg Community School Corporation Social Media Policy and Guidelines for Students

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

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

- **Follow the BCSC Student Code of Conduct in all online activity ([BCSC Student Handbook](#))**. As a student of Brownsburg Community School Corporation your online behavior should reflect the same standards of honesty, respect, and consideration that you use face-to-face.
- **Be safe online.** Sharing personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdates, and pictures, puts you at risk. Do not misrepresent yourself by using someone else's identity.
- **Do your own work.** Do not use other people's intellectual property without their permission. It may be a violation of copyright law to copy and paste another's work without giving credit.
- **Recognize the value of open sharing, diversity of opinion, and civil debate.** Do not use social media sites to publish harassing remarks about community members, extra-curricular or academic contest rivals, etc.
- Because it blurs the line between the personal and professional life, **students and parents should be aware that the BCSC Staff Social Media Policy forbids "friending" current students** (prior to graduation) and discourages "friending" parents on *personal* social media sites unless they are family members or participants in civic, recreational, or religious organizations. Rather, staff members are encouraged to create alternative ways to communicate classroom/team activities with parents, such as a blog, a classroom webpage, or a Facebook "fan" page specifically for that purpose with oversight by the BCSC webmaster. See the 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. Do not send emails or post comments with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviors, or any online activities intended to

harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime.

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

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

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

Dressing and Grooming

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

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

If a student has selected a manner of appearance that disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting. The following styles or manners of dress are prohibited:

• All shirts must be long enough to be able to have two inches of material tucked in. • Halter-tops, midriff or back-less shirts, see-through apparel or fish net garments should not be worn. • Clothing that advertises, promotes, or glorifies the use of tobacco, alcohol, drugs, illegal substances, or gang activity is not to be worn. • Clothing that is suggestive, has a double meaning or innuendo, or suggests an inappropriate idea is unacceptable. • Hats, caps, bandanas, sunglasses, and any other head-coverings are not to be worn or carried during the school day. • Coats should be hung in the designated area, not worn to classes.	• Shorts, dresses, and skirts (including slits) should be no more than four inches above the knee. • Spandex shorts are unacceptable. • Pants are to be worn at the waistline. Belts and overall straps must be fastened. • All shirts must have a modest neckline. • All shirts/tops shall have a sleeve that covers the shoulders. • Torn or ripped garments are not permitted if immodest. • Shoes with wheels are not permitted. • Attire that may damage school property or cause personal injury such as spikes or chains may not be worn. • Clothing should be worn so that the midriff is never exposed.
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• Metal studded clothing and clothing containing chains or spikes is unacceptable. • Shoes should be worn that are safe for the playground and for PE class. They should be attached at the ankle.	• Pants should not drag upon the floor.
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SECTION V – TRANSPORTATION

TRANSPORTATION CHANGES AND BUS PASSES

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

TRANSPORTATION BUS CONDUCT POLICY

Riding the school bus is a privilege, and misconduct while riding a school bus can result in the loss of riding privileges. Students should be at their designated bus stops five (5) minutes prior to the arrival of the bus and should wait until the bus comes to a complete stop before attempting to load the bus.

Students are expected to conduct themselves in an orderly manner and abide by school rules at bus pick-up designated by the Transportation Department.

The privilege to ride a Brownsburg School Bus may be suspended for continuous misbehavior, not following the safety and conduct rules, or lack of cooperation with the driver.

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

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 bus 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 pickup 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 VI – SUPPORTING INFORMATION

ANIMALS

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

ARRANGING A CONFERENCE

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

BIRTHDAY RECOGNITION

In order to provide optimum learning time, classroom birthday snacks/parties are not permitted at school. Additionally, students are not permitted to pass out any gift bags or invitations at school even if inviting the entire class. This includes holiday celebrations or other personal events. The school is not permitted to release student contact information nor aid in the distribution of party invitations. We understand that a student's birthday is very important to him/her. Therefore, student's birthdays are recognized each morning on the morning announcements.

CELLULAR PHONES AND ELECTRONIC DEVICES

In accordance with Indiana legislation regarding student use of wireless communication devices, the school has adopted the following policy to promote a focused and effective learning environment. Students may possess cell phones and other personal electronic devices at school; however, use of these devices during the school day is prohibited. Unauthorized use of a device during this time may result in disciplinary action, including confiscation of the device in accordance with school procedures.

Exceptions to this policy may be made for:

- Documented medical needs
- Individualized Education Programs (IEPs) or Section 504 plans
- Emergencies or situations deemed appropriate by school staff

Students are responsible for the security of their personal devices. The school is not liable for lost, stolen, or damaged devices. Failure to comply with this policy will result in consequences consistent with the student code of conduct.

CLASSROOM PARTIES

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

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

FLOWERS AND BALLOONS

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

INSURANCE

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

LOST AND FOUND

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

RECESS

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

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

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

STUDENTS LEFT AFTER CLOSING

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

REPORTING OF ABUSE OR NEGLECT

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

WHAT TO DO IF YOU HAVE A COMPLAINT OR CONCERN

Though the faculty and administration make every effort to avoid problems, parents and students will occasionally disagree with decisions that are made in regard to discipline or grades. In most cases, problems can be resolved when parents speak to the person who is directly responsible for

decisions that have been made concerning a student. For help with a concern about teacher or sponsor, please contact the Preschool Coordinator.

SECTION VII: REQUIRED REGULATORY NOTICES

Indoor Air Quality Coordinator Contact

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

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