

BROWNSBURG COMMUNITY SCHOOL CORPORATION

Higher Achievement Together



ELEMENTARY SCHOOL 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've adopted Equal Educational Opportunity provisions governing discriminatory behavior which is inclusive of Section 504 and IDEA. The specific language of all of these policies is available through our website at <http://www.brownsburg.k12.in.us>

HANDBOOK STATEMENT

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

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

- Guidelines for Serving Students - Meal Prices - Free/Reduced-Price Meal Application - Hendricks County Project Attend	- Title I - 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.in.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 Hubbell, Principal bhubbell@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 students and parents may have during the school year. Because the handbook contains information about student rights and responsibilities, each student and their parents are responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available or know its location on the district's website for use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your Principal 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 8:45 a.m. to 3:40 p.m. Doors open at 8:30 so students should report to the classroom, unload book bags, and prepare for their day. If a student arrives after 12:15 p.m. or leaves before 12:15 p.m., he/she will be marked absent for one-half day. Arriving after 8:45 a.m., leaving early, or being signed out for a portion of the instructional day that is less than one-half day, will be marked as a tardy.

If a student arrives at school after 8:45, a parent or guardian must walk the student into the school and sign them in at the Main Office. If a student is picked up after school and the dismissal period has ended, a parent or guardian must come into the Main Office to sign out the student.

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 elementary dismissal occurs at 3:10 pm.

ENROLLING IN THE SCHOOL

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

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

WITHDRAWING FROM SCHOOL

If a parent is withdrawing a student to home school, contact the Registrar (for grades K-8) at Central Office (317)852-5726 and the building principal.

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

SCHEDULING AND ASSIGNMENT

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

Changes in an Individual Education Plan (IEP/special education) can only occur through a case conference committee.

EARLY DISMISSAL

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

TRANSFER OUT OF THE CORPORATION

If a student plans to transfer to another school outside the corporation, the parent must notify the Principal. 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.

STUDENT FUND-RAISING

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

EMERGENCY CLOSINGS AND DELAYS

In the event of severely inclement weather or mechanical breakdown, school may be closed or starting time delayed. Notifications of any delays will be communicated via Parent Square. Additionally, the BCSC website will list delays and closings at (www.brownsburg.k12.in.us). If weather closes school, then all extracurricular activities including athletic practices and games may be canceled.

VISITORS AND VISITOR TAGS

Visitors and volunteers are welcome. Parents should coordinate visits with the student's teacher(s). All visitors are expected to check in at the office to obtain a visitor's lanyard. A volunteer background check and a photo ID are required to be permitted access to the building. The photo ID will be left with the Administrative Assistant during your visit. In our attempts to secure our campus, all appointments will also be verified. Please do not be offended if you are stopped if you do not have a visible visitor's tag and lanyard displayed as our students' safety and security are of the utmost concern for all of us. For school safety, visitors are not permitted to visit during student lunches or recess.

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

LOITERING

Students should refrain from loitering on school campus without cause. An expectation exists that students will leave school grounds within 15-20 minutes of dismissal, unless staying on campus for an approved and supervised event or purpose.

PARENT VOLUNTEERS

For the safety of our students, all volunteers in our schools will be required to have a Limited Criminal History check completed prior to working with our students. The Limited Criminal History Check will be conducted at Central Office and will be free of charge to the volunteer. Each elementary school makes use of parent volunteers in ways that are most suitable for the particular building. 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 furnish their child with textbooks may apply for financial assistance. Additional information and applications for aid will be available in the school office. Please note that consumable supply fees are not included in state assistance.

NUTRITION SERVICES

Every full day of school, breakfast, lunch, and ala carte items will be available for students to purchase. Students may bring lunch from home for individual consumption only. Meals brought in by parents/guardians from restaurants are not permitted. Every student has an account number issued to him/her. This account number is linked to the student's school ID card. Families can prepay their student's meal account (MySchoolBucks.com; transaction fees apply), and the student can use their ID card in place of cash for meals and ala carte items. Families are responsible for turning off any "auto refill" pre-payments set up in their MySchoolBucks account during summer break (or any other time desired by the family), to prevent them from continuing during that time. Transaction fees or other associated costs incurred by the family because of not turning off any "auto refill" pre-payment will not be refunded by the district.

Nutrition Services will charge a fee for all non-sufficient fund returned checks. This fee will be deducted from the student's meal account.

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

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

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

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

The Nutrition Services department works closely with our School Nurses to provide excellent care for all students with food allergies and/or medical dietary needs. Any diet based on religious, or lifestyle preferences is not considered a "medical dietary need," since it is not based on a disability

or medical condition. Brownsburg Community Schools recognizes our students have various religious or lifestyle beliefs but does not provide school meal substitutions or modifications based solely on religious or lifestyle beliefs. To help students and families make school meal choices that are appropriate for them, school menus (available online) identify which food items contain pork and offer at least one daily vegetarian option.

WALKING TO SCHOOL

Students walking to school should arrive between 8:25 – 8:40 a.m. Students are expected to respect the property of others when walking to and from school keeping in mind that school rules apply.

TRANSPORTATION CHANGE REQUESTS

When requesting a change in your student's end-of-day transportation, please call the office no later than 2:45 pm. Teachers do not regularly check voicemails and emails throughout the day so contacting them will not ensure the change has been communicated.

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

Any student riding a bicycle, scooter (non-motorized), or roller blades on school property shall wear a bicycle helmet for head protection. Bicycles/scooters shall be parked in the bike rack and locked. Students are not permitted to use skateboards, wheeled shoes, or any individual, motorized means of transportation on school grounds (i.e. motorized scooter, hoverboard, moped, etc.) Students riding bicycles/scooters to school should arrive between 8:25 – 8:40 a.m. 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 on while riding bikes, scooters, mopeds, or motorcycles on school property may have their bike, scooter, moped, or motorcycle privileges suspended for a period of time to be determined by the Principal. This policy is in effect at all times. Further, the Brownsburg Community School Corporation Police Officers are encouraged to stop vehicles in which students are not wearing seat belts and direct them to use their seat belts. Further, it is strongly encouraged that parents require their children to wear helmets at all times that they are on bicycles, scooters, mopeds, and motorcycles and to use seat belts when in a car.

SECLUSION AND RESTRAINT

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

THE PLEDGE OF ALLEGIANCE

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

STUDENTS EXPERIENCING HOMELESSNESS

Students experiencing homelessness will be provided with 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 Brownsburg Community School Corporation Homelessness 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 both phone and in person transactions that occur via the school.

SAFETY DRILLS

BCSC uses the Standard Response Protocol (SRP) to provide consistent, clear, shared language and actions for all hazards. Brownsburg High School complies with all fire safety laws and will conduct fire drills in accordance with state law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

Shelter drills, including severe weather drills, will be conducted during the tornado season using the procedures prescribed by the State of Indiana. The alarm system for severe weather is different from the alarm system for fires; students will be informed of the difference.

Additional safety drills such as lockdown drills, bus evacuation drills, and earthquake drills will be conducted in accordance with state guidelines. Teachers will provide specific instruction on the appropriate procedure to follow in situations where students must be secured in their building rather than evacuated. These situations can include a 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 student is succeeding in school and will be provided with information on a regular basis and as needed, when concerns arise. Many times, it will be the responsibility of the student to deliver that information. If necessary, the U.S. Mail or hand delivery

may be used to ensure contact. Parents are encouraged to establish constructive communication channels with their student's teachers and support staff and to inform the staff of suggestions or concerns that may help their student better accomplish his/her educational goals.

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

STUDENT IDS

All BCSC students are expected to wear a lanyard and ID badge during the school day. The IDs are used for meal purchases, library book check-out, and student safety identification at the elementary level. Students will be issued a short-term temporary ID and lanyard if it is forgotten or misplaced. When students lose these items, parents will be expected to replace them. Replacement costs are \$2.00 for a lanyard, \$2.00 for a new ID, and \$1.00 for a sleeve.

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

COUNSELING/THERAPY

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

Section II – Health Services

SCHOOL CLINIC

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

The nurse may exclude from school a student who is believed to have a communicable disease that is transmissible through normal school contacts and poses a threat to the health and safety of the school community. The general guidelines for sending ill students home are: temperature above 100 degrees, vomiting, diarrhea, and/or serious injury or extreme pain. A student must be fever-free without the use of fever-reducing medication for 24 hours in order to return to school. A student must also be free of vomiting and diarrhea for 24 hours in order to return to school. Parents will be contacted whenever the student's injury or illness is such that continued attendance at school is not possible. All students leaving school during the day due to illness must do so through the school clinic. The nurse will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission. Students may not contact parents and ask to be picked up without the nurse's permission. If the student does contact his or her parent and asks to be picked up without the nurse's approval, the absence would be unexcused. If a parent cannot be reached, the school nurse or office personnel will call the persons listed as emergency contacts and request that they pick up the 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 with 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 Principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the school's nurse. Each student shall provide documentation of immunizations that 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 Principal's office and school nurse for 24-hour follow-up of the injury. Parents will be notified of these injuries. A written electronic report is made, and 24-hour follow-up is made by the nurse in the building. An electronic copy of the report is sent to the building administrator and designee at Central Office.

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

PRESCRIPTION MEDICATION POLICY

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

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

All medicine must be in its original container. There will be no exception to this policy. Students may not have medication in their pockets, lunch boxes, lockers, etc. All medication brought to school must be turned into the school nurse. This policy includes all field trips and extracurricular activities. Students who possess or use prescription medications at school independently from the school nurse will be subject to disciplinary action and possible expulsion from school.

According to Indiana Code 20-33-8-13, a student with an acute or chronic disease or medical condition is allowed to possess and self-administer medication that must be administered on an emergency basis while the student is on school grounds or off school grounds at a school activity, function, or event. In order for the student to self-administer the medication, parents must file an

annual authorization. A Hold Harmless form must be completed which includes a written statement from the student's physician authorizing the student to self-administer the medication.

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

OVER-THE-COUNTER ("OTC") MEDICATION

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

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 enzyme (e.g. Lactaid). Medications that are not FDA approved will require a physician's order and are subject to approval by the school medical director. Aspirin will also not be administered in the school clinics without permission from a physician. In accordance with the American Academy of Pediatrics, The Centers for Disease Control and Prevention, and the Food and Drug Administration, it is recommended that aspirin should not be given to children under 19 years of age to decrease the risk for Reye's syndrome.

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

TRANSPORTING MEDICATIONS

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

Students will not be permitted to transport medications home during the school year or at the end of the school year unless it is indicated on the hold harmless form in accordance with Indiana Code (IC) 20-33-8-13. Students will not be allowed, 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 the tests performed are only screening tools.

PEDICULOSIS (HEAD LICE) POLICY

The Brownsburg Community School Corporation, in accordance with the Indiana Department of Public Health, recommends the following procedure requiring any student found to have head lice to be excluded from school until the following steps have been taken:

1. Students identified with live lice will be excluded immediately from school to be treated. The school nurse will be responsible for all lice identification.
2. The parent/guardian will be notified by telephone. If the parent/guardian is unavailable, the emergency contacts will be notified.
3. All checks for head lice will be done in a confidential manner, to respect the student's right to privacy and to avoid embarrassment.
4. An informational check list will be given to parents/guardians of students identified with live head lice. Educational information on treatment and prevention will also be distributed.
5. The student will not be allowed to ride the bus either home or to school until cleared by the school nurse. The school nurse will contact transportation when the child is cleared to return to school.
6. Lost time in the classroom interferes with student learning, thus, classroom checks will not be conducted. The associates of students at the elementary, middle school, and high school levels will be checked at the nurse's discretion.
7. All siblings of the infested child will be checked if they are enrolled in the Brownsburg Community School Corporation. The school nurse of the sibling(s) school will be notified, and either the school nurse or her designee will check the sibling(s) of the infested student.
8. The parent/guardian should transport the student to school once the student has been treated after exclusion. The parent/guardian shall remain with the student until the school nurse has checked the students' hair and the student is readmitted to the classroom. Once the student is readmitted to the classroom, he/she may return to riding the bus. If live lice are identified, the student will be sent home again with the parent. Students with nits only will not be excluded from the classroom.
9. Upon re-admittance to the classroom, the student will be required to return to the nurses' office first thing every Monday morning for a month (4 weeks). If live lice are present at any time, the student will be excluded from school again. It will be at the school nurse's discretion to check a student more frequently or to send him/her home for further nit removal if felt warranted.

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.

GRADES AND GRADING

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

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

If your student's grade performance becomes a concern after checking PowerSchool or receiving a report card, it would be an excellent time to call your student's teacher to request a conference to discuss the problem. If a student receives an "I" on his/her report card, it indicates an "Incomplete". It is the student's responsibility to see his/her teachers for make-up work.

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

Eligibility for extracurricular activities will be determined by the established eligibility dates listed under the heading of Extracurricular General Conduct Expectations in this handbook.

Brownsburg Community School Corporation has established the following scales.
The special area subjects include: art, music, physical education, media, and technology.

<u>Subject Achievement Scale</u>				<u>Special Area Grading Codes</u>	<u>Value</u>
A+	98-100%	C+	78-79%	E = Exemplary	95
A	93-97%	C	73-77%	S = Satisfactory	85
A-	90-92%	C-	70-72%	P = Progressing	75
B+	88-89%	D+	68-69%	U = Unsatisfactory	65
B	83-87%	D	63-67%		
		F	59% & Below		
		I	Not mastered or completed		
		NA	Excused from Science or Social Studies for RtI		

Grade 1 Letter grades of A, B, C, D, and F are given in reading and math, E, S, P and U for social studies, science, English and special area subjects.

Grade 2 Letter grades of A, B, C, D, and F are given in reading, English, and math, E, S, P, and U for all other areas.

Grades 3-5 Letter grades of A, B, C, D, and F are given in reading, English, math, social studies, and science, E, S, P and U for all other areas.

Students in High Ability classes, in grades 2-5, will receive letter grades in each content area, but still will receive the grades of E, S, P or U in the special areas.

A grade of **I** (Incomplete) may be assigned for a student who has not completed required work for a subject and has been given a time extension by a teacher. A grade of **I** will be changed to a letter grade at the next grading period depending on the student's performance of the required work.

Any modification in grades will be noted in the comment field.

The Kindergarten report card follows a different format. Grades for physical education, art, and music will be reported at the end of the second 9-week and fourth 9-week grading periods.

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 parents/guardians 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 school Principal, and/or Assistant Principal, 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 interventional 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.

SCREENINGS

Developmental Preschool

A preschool program for children with developmental delays serves students who are age 3 to Kindergarten. Parents/guardians who want to refer a child for an evaluation for the Developmental Program should contact Educational Services (317)852-1020.

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's required screenings, please notify the student's school in writing.

Title I

Brownsburg Community School Corporation believes that every student must have the opportunity and the appropriate support to succeed in school. Students who participate in the Title I Program are provided with intensified instructions based on 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

Title III – English as a New Language

Children identified as Limited English Proficient (“LEP”) and in need of placement in a language instruction educational program will be assessed for English proficiency using the **Language Assessment System** and scored on the level system according to Indiana’s New English Language Proficiency Levels:

- Level 1** Students performing at this level of English language proficiency begin to demonstrate receptive or productive English skills. They are able to respond to some simple communication tasks.
- Level 2** Students performing at this level of English language proficiency respond with increasing ease to more varied communication tasks.
- Level 3** Students performing at this level of English language proficiency tailor the English language skills they have been taught to meet their immediate communication and learning needs. They are able to understand and be understood in many basic social situations (while exhibiting many errors of convention) and need support in academic language.
- Level 4** Students performing at this level of English language proficiency combine the elements of the English language in complex, cognitively demanding situations and are able to use English as a means for learning in other academic areas, although some minor errors of conventions are still evident.
- Level 5** Students performing at this level of English language proficiency communicate effectively with various audiences on a wide range of familiar and new topics to meet social and academic demands. Students speak, understand, write, and comprehend English without difficulty and display academic achievement comparable to native English-speaking peers. To attain the English proficiency level of their native English-speaking peers, further linguistic enhancement and refinement are necessary.

The English as a New Language (“ENL”) program increases a child’s English proficiency using small group instruction and modifications to classroom assignments. A child may participate in this program until he/she is reclassified as Level 5 or Fluent English Proficient (“FEP”) according to the State’s exiting guidelines and it is determined that a language instruction educational program is no longer needed. This process may take several years. A parent/guardian has the right to remove his/her child from this program or decline his/her participation. However, if recommended, it is felt that the child’s participation in this program will most effectively increase his/her English proficiency and knowledge of the academic content.

High Ability Education Program

Brownsburg’s High-Ability Education Program will meet the needs of ALL students. Kindergarten through 5th grade students whose cognitive and academic abilities have been identified as being significantly more advanced, comparatively rare, or have developed considerably earlier than those of their peers may participate in the programs outlined below:

Multi-Grade Program

Students in grades K through 5 who have advanced cognitive skills and academic needs, typically two or more years above grade level, may participate in a multi-grade high ability classroom for grades 2/3 or grades 4/5 in their home school.

RESPONSE TO INTERVENTION SERVICES (RTI)

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

STUDENT ASSESSMENT

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

ILEARN

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

ASSESSMENTS

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives. In addition, standardized formative assessments will be used to assess student proficiency. If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, ENL testing (WIDA), and other special testing services are available to students needing these services.

Section IV – Student Activities

ELIGIBILITY FOR EXTRACURRICULAR ACTIVITY PARTICIPATION

The program being conducted at the K-5 level is in large part curricular. Most activities are connected to the curriculum either academically or in the development of social or physical skills. Thus, it is important to the child's total development that he/she participates in these offered activities. To establish a grade requirement at this level to allow participation would be counterproductive to the goal of exposing children of this age to as many opportunities as possible in their formative years. If in the rare instance a child presents a discipline problem or disrupts an activity to the detriment of other students, it is the Principal's responsibility with input from the teacher and parent to deny that student the opportunity to participate in certain school activities.

Section V – 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.

Make up work Procedure: Upon return from absence, students will have time equal to the length of their absence to complete missed work. If a student is absent a day prior to the test, it is an expectation that the student will take the test on the next day they return to school. For projects in which the due date has been announced well in advance, it is expected that this project be submitted upon the students' return to school. If a student is absent prior to a Break, it is also expected that the student completes any missing tests and turn in homework assignments missed during the absence, immediately upon their return. If requesting homework during an illness,

requests should be made by 10:00 a.m. Parents/guardians may call the grade level office to request homework and pick up books and materials at the end of the day.

STUDENT BEHAVIOR STANDARDS: BCSC RULES

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 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 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:
 - b. That the student has an acute or chronic disease or medical condition for which the physician has prescribed medication.

- c. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
 - d. The student has been instructed in how to self-administer the prescribed medication.
 - e. 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 a device will be returned to the parent.
30. Any student conduct rules the school building principal establishes and gives notice of to students and parents.

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 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 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 bullying.
13. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying. Parents 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 in meaningful discussions about the negative aspects of bullying. 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 contain 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 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.



B • A • R • K

BE RESPECTFUL ACT RESPONSIBLY REMEMBER SAFETY KINDNESS MATTERS

CAFETERIA	Voice Level 2 Follow Directions Use Personal Space	Get Food Supplies Leave a Clean Table, Chair, and Floor	Walk to Your Destination Sit with Feet Under the Table Eat Your Own Food	Use Table Manners Use Kind Conversation
PLAYGROUND	Respect School Property Take Turns Play by the Rules	Line Up When Whistle Blows Use Kelso's Wheel Clean Up Equipment	Body to Yourself Use Equipment Correctly Stay on the Playground	Show Sportsmanship Include Everyone Use Kind Words
HALLWAY	Voice Level 0 Follow Directions	Walk Directly to Destination Stay in Your Line	Body to Yourself Face Forward When Walking Use Personal Space	Keep Hallway Clean
BATHROOM	Voice Level 0 Respect Privacy	Use the Restroom Wash Your Hands Keep Restroom Clean	Wait Your Turn	Use Your Manners
CLASSROOM	Follow Directions Use Materials Correctly Active Listening (whole body or SLANT)	Stay on Task Complete Work	Body to Yourself Safe Actions	Accept Others' Opinions Include Everyone Use Kind Words
BUS	Voice Level 1 Follow the Bus Rules Listen to the Bus Driver	Keep Belongings in Backpack	Body to Yourself Stay in Your Seat	Use Kind Words Use Your Manners

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

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

Student Dress Code: The school administration maintains broad discretion in the interpretation and enforcement of the student dress code to ensure that the educational environment remains safe, orderly, and conducive to learning. While the dress code outlines specific expectations and examples, it is not intended to be an exhaustive list of all prohibited or acceptable attire.

Accordingly, any clothing, accessories, or appearance that are not explicitly addressed in the written policy may still be subject to administrative review and determination. The administration reserves the right to make decisions on a case-by-case basis regarding whether such attire is appropriate within the school setting.

This discretionary authority is exercised in alignment with the school's responsibility to uphold standards of decency, prevent disruption, promote inclusivity, and support the overall educational

mission. Students and families should understand that the absence of a specific item or style from the dress code does not imply automatic approval, and administrative judgment will be applied when questions of appropriateness arise.

- Any apparel showing suggestive or profane pictures or wording; showing alcohol, tobacco, or drug-related sayings or pictures; promoting sex, violence or self-destructive behavior; or any item that defames the nation, state, community, or an individual will not be permitted.
- Clothing should be so constructed and worn in a manner that is not unduly revealing. For example, undergarments should not be visible.
- Clothing with group markings or accessories symbolizing gang membership will not be tolerated.
- Proper footwear must be worn at all times in the school buildings.
 - Attire or footwear that may damage school property or cause personal injury shall not be worn.
- Coats and jackets are permitted to be worn at school and placed in cubby upon arrival.
- Sunglasses are not to be worn in the building.
- Hats with bills or brims, bonnets and hoods are not to be worn in the building and are to be put away at all times during the school day. Head coverings (unless for religious or medical reasons) must allow the face to be visible and not interfere with the line of sight or identification.
- Clothing that is suggestive, has a double meaning or innuendo, or suggests an inappropriate idea is unacceptable.
- Any new "fads" in clothing or anything not specifically covered in the above guidelines, which is considered inappropriate dress shall be dealt with at the discretion of an administrator/designee.

If there are any questions regarding the appropriateness of any type of clothing, the school should be contacted in advance. In the event that inappropriate clothing is worn or displayed, it is the responsibility of the student to make arrangements to immediately remedy the situation. Students will be sent to their respective Team office to be addressed by an administrator or designee. Repeated violations of the dress code will result in further disciplinary action.

BCSC Academic Integrity Policy

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

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

Plagiarism: Plagiarism is defined as presenting another person's words or ideas as one's own by failing to accurately credit the original author. Plagiarism includes, but is not limited to, the following:

- presenting others' ideas (those NOT considered common knowledge) without properly citing the source of the material
- paraphrasing without crediting the source of the material
- using direct quotes with no quotation marks or textual citation of the source
- submitting material written by someone else or AI generated; this includes purchasing a term paper or essay or copying from documents on the Internet, using a translation tool, or utilizing AI in a way not authorized by the teacher
- submitting a paper or assignment so heavily influenced or aided by another person, source, and/or AI that the writing is different from your original work
- copying assignments previously submitted by another student, or by yourself, for a different class

Facilitating Academic Dishonesty: Students may not knowingly or negligently allow their academic work to be used by other students and presented as another's work. This act of aiding others is an academically dishonest act which violates the academic integrity policy. The students who are supplying the materials, even though not benefiting academically, are as guilty as the students who follow through on the act of dishonesty. Students may not use other students' work or materials not authorized by the instructor during tests and in completing assignments. Examples of academic dishonesty are: presenting someone else's work as one's own in order to obtain a grade or credit (peer, professional, artificial intelligence, etc.), copying homework, stealing tests, selling or passing tests, copying or sharing answers between classes (this includes text messages/e-mails), using "cheat sheets" or other materials not authorized by the instructor.

If school staff concludes that academic dishonesty has taken place, the parents and Team will be notified. Depending on the severity of offense and academic impact, progressive academic and/or behavioral consequences may be assigned. Repeated acts of academic dishonesty could result in denial of credit.

Student Cell Phone and Personal Device Policy (NEW)

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.

Responding To Student Behavior: Student discipline is designed to teach responsibility, provide safety, and support the learning environments. When a school rule is violated, administrators will consider multiple factors, including the age of the student, the nature of the behavior, and previous behaviors of concern. The school corporation uses a progressive system of discipline, which means that consequences may increase if inappropriate behavior continues or becomes more serious. Consequences are coupled with re-teaching expectations. Each school building has established a range of possible consequences for violations of school rules.

School administrators are authorized to use professional judgment to determine appropriate consequences based on the specific situation and may assign disciplinary actions not specifically

listed in this handbook when needed to maintain order and safety. Disciplinary actions will always be administered in a manner that is fair, reasonable, and consistent with Indiana law and School Board policy.

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.

Peer Mediation: Students will resolve student-to-student conflicts with the assistance of a trained student peer mediator.

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

Teacher-Assigned Detention: The location, time, and work to be completed will be determined by each teacher.

After-school Detention: Students may be detained in school for disciplinary or other reasons, under direct supervision of a teacher, for not more than one hour after the close of the school day, provided that satisfactory arrangements for transportation and supervision from school to home have been made by the parents. Before a student may be detained, the parents, and/or legal guardian, must be notified as to the reason for such detention, the place, the date, and the time of the detention.

Lunch Detention: Lunch detentions may be held throughout the lunch periods. Lunch detentions may be assigned for misconduct occurring in the corridors and cafeteria. A student assigned to lunch detention would report to the office after getting his/her lunch.

Monetary Reimbursement: In some cases, damage to school or personal property may result in, but may not be limited to, required monetary reimbursement.

Community Service to School: Under certain circumstances, restitution-based consequences may be more appropriate. The location, time, and work to be completed will be determined by an administrator.

IN-SCHOOL SUSPENSION (ISS)

In-School Suspension is a consequence issued in which students are isolated from other students during the entire school day. The student is considered "in attendance" for attendance purposes. The student will make up any work missed in the regular classroom while in the In-School Suspension room (ISS – Includes a school service hour – 6th period). Students may choose to purchase lunch or bring lunch from home. At the discretion of school personnel, students assigned to In School Suspension may be prohibited from participating in school activities on any day they are assigned In School Suspension. Failure to serve an ISS assignment due to non-compliance of the academic or behavioral expectations will result in being removed from school and issued an out of school suspension, for the time issued in ISS. Upon reinstatement to school, the student will report back to ISS for the initial number of days issued.

LOSS OF BUS SERVICE

Serious violations of bus conduct rules may result in loss of bus service for a prescribed length of time.

OUT OF SCHOOL SUSPENSION

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

Students who are suspended out of school (OSS) may NOT participate in any co-curricular activities including events or extra-curricular practices or contests/games during the day(s) they are suspended. In addition, students may be subjected to additional consequences as associated with their program-specific codes of conduct.

EXPULSION

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

REFERRAL TO POLICE

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

COURT CHARGES

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

SEARCH AND SEIZURE

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

SECLUSION AND RESTRAINT

Brownsburg Community School Corporation believes that maintaining an orderly and safe environment is conducive to a healthy environment and is an expectation of all students and employees within the school corporation. The Board recognizes that there are times when it becomes necessary for employees to use reasonable physical restraint and/or seclusion in cases where there is an imminent risk of injury to the student, other students, school employees, or visitors. In accordance with the law, BCSC has adopted a Seclusion/Restraint Policy (4410) to establish guidelines for the use of seclusion/restraint in our school.

BEHAVIOR THREAT ASSESSMENT

Brownsburg Community School Corporation is deeply committed to maintaining a safe and secure learning environment for every student. To ensure this, we have established clear safety rules and procedures. We actively monitor our campus, reinforce positive behavior expectations, and respond promptly to any concerns that could impact student well-being. We expect all students and families to help us maintain a culture of safety by communicating concerns, following school procedures, and treating others with respect.

When any type of threatening behavior occurs, in any form (verbal, physical, written, digital, etc.), administrators will complete the Behavior Threat Assessment process to assess the level of safety risk. The results from this assessment will determine the next steps to mitigate the risk and ensure the safety and security of our schools. These next steps may include, but are not limited to, law enforcement involvement, parent meetings, and safety plans, etc. The Behavior Threat Assessment is not a discipline process; however, the discipline process may still occur.

SOCIAL MEDIA POLICY AND GUIDELINES FOR STUDENTS

Social media shall be defined as internet-based applications that turn communication into interactive dialogue between users. Students use technology to connect, collaborate, and communicate with each other and the Brownsburg Community School Corporation (BCSC) believes that online forms of expression are as important to student development as traditional oral and written expression. Expectations of the appropriate use of social media for school-related purposes are covered in the Technology Acceptable Use Policy (AUP), which is Policy 4340.

Be aware of what you post online. Social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, or a future employer to see. In short, ***be respectful, careful, responsible, and 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 cyber stalking are all examples of cyberbullying. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime.

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

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

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

Section VI – Transportation

TRANSPORTATION CHANGES AND BUS PASSES

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

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

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 VII – 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 invitations or gift bags at school even if it includes 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.

CLASSROOM PARTIES

Each elementary classroom is allowed to have one party each year. Teachers may work with parent support groups to plan fall, winter or spring parties. The building Principal must approve of all other parties. Older and younger siblings may not attend parties.

Snacks for classroom parties will be obtained through Brownsburg Nutrition Services. Outside donations are limited to fresh whole fruit and bottled water.

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 student 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 into the office. Students who have misplaced articles should check the lost and found to see if the articles are there. Unclaimed items are donated each quarter.

LUNCHROOM

We do not allow carbonated or caffeinated drinks or fast food carry out in the school lunchroom. Please do not send these to school with your student or bring them in at lunchtime.

MEDIA CENTER

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

PHYSICAL EDUCATION

Physical Education classes have special dress requirements. Student dress for physical education classes will allow modest and safe performance of all physical education activities. All elementary students should have athletic shoes suitable for all physical activities in physical education class. Shoes should surround and support the entire foot. A portion of the student's grade is dependent on appropriate dress. A doctor's statement will be required for a third consecutive absence from physical education class in one grading period. A parent note will excuse a single week's absence from participation in physical education class.

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 building Principal 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 10 degrees, recess will be indoors.

The elementary school 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. Missing outside recess on a consistent basis requires a doctor's excuse.

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

SOCIAL HEALTH PROGRAM / BODY AND PERSONAL SAFETY PROGRAM

A Social Health Program is offered for 4th and 5th grade students. Students are shown appropriate films for their group followed by a question-and-answer period. Parent/Guardian previews of all films are held before the films are shown to students. Any parent/guardian who does not wish his/her student to participate in this program may contact the elementary school office and appropriate arrangements can be made.

The Body and Personal Safety program is a comprehensive Kindergarten through 5th grade program that will help our students develop the ability to judge between appropriate and inappropriate touch, learn assertive self-protection skills and know whom they can ask for help.

STUDENT COUNCIL

Each school may have a student council. Its purposes are to provide service to the school, to increase school spirit, to promote better relationships and understanding between administration, faculty, and students, to introduce new ideas for policies and activities with the school and to discuss problems arising within the school community.

Student Council members represent their classes by bringing ideas, suggestions, comments, and questions to the council and taking information, ideas, and plans back to their classmates. The Student Council represents the student body as a whole by presenting ideas, suggestions, and comments to the school faculty and administration.

SUPERVISION OF STUDENTS

Students are supervised by teachers throughout the day. Students are to exit the building by 3:40 p.m. unless they are under the direct supervision of a staff member. Students staying after school for an extracurricular activity must be under the sponsor's supervision at all times.

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 building Principal.

Section VIII: 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