

BROWNSTOWN CENTRAL HIGH SCHOOL

Promoting
Responsible
Individual
Development,
through
Education

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Brownstown, IN 47220
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BROWNSTOWN CENTRAL HIGH SCHOOL ADMINISTRATION

Mr. Tim Taylor Superintendent
Mr. Joseph T. Sheffer, Principal
Mr. Mark A. DeHart, .. Assistant Principal & Athletic Director

BROWNSTOWN CENTRAL HIGH SCHOOL

VISION STATEMENT

B.C.H.S.

Brownstown Central High School concludes that *Boosting* students' abilities while fostering their *Character* is key to life-long learning. Our school *Helps* students with their strengths to ensure *Success* for the challenges of tomorrow.

MISSION STATEMENT

P.R.I.D.E.

Brownstown Central High School creates an environment which Promotes active student learning with teachers as Responsible facilitators of knowledge. The combined efforts of all Individuals, including teachers, staff, students, family, and the cohesive community, stimulate academic pursuit, personal Development, and social growth through challenging and progressive Educational learning processes.

CIVIL RIGHTS ASSURANCE OF EQUAL OPPORTUNITY AND NON-DISCRIMINATION POLICY

In accordance with Title IX and Section 504, Brownstown Central Community School Corporation is committed to equal opportunity and does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of its operations. No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational program or student activity.

GRIEVANCE PROCEDURE

If you have experienced discrimination in such educational programs or activities, written inquiries about procedures that are available and for consideration of complaints alleging discrimination should be directed to your teachers, counselors, building principal, or one of the following:

Title IX Coordinator	Section 504 Coordinator
Superintendent of Schools	Jill Miller
608 W. Commerce St.	612 S. Base Rd.
Brownstown, IN 47220	Brownstown, IN 47220

WELCOME

The faculty, staff, and administration welcome you to Brownstown Central High School. It is our sincere hope that you will find this year challenging, exciting, and rewarding. Your success in school will depend upon the development of effective study habits, regular attendance, and self-discipline.

The goal of BCHS is for each student to achieve his/her greatest potential. To reach this goal, there must exist a cooperative effort on the part of students, teachers, administrators, parents, and the community. We urge your cooperation in this venture.

We encourage you to become involved in the wide variety of activities that will occur this year. Participation in school activities generates a sense of loyalty and pride. This is your school! Plan to attend extracurricular events (both academic and athletic) and show your school spirit.

YOUR STUDENT HANDBOOK

The purpose of this handbook is to help you become aware of your privileges, opportunities, and responsibilities as a citizen of the BCHS school community. ***Each student should read this handbook and be knowledgeable of its contents.*** If you or your parents have questions or concerns, please contact a teacher, counselor, or administrator for an explanation.

SCHOOL DAY

The official day begins at 8:15 a.m. and ends at 3:27 p.m. Students may leave at 3:05 if they drive or have a ride. Buses begin arriving at 7:55 a.m., and students must stay in the immediate area of the school building upon arrival. Brownstown Central High School is a "closed campus." **Students may not leave the school building area after arrival at any time during the school day without approval from the principal.**

Students are expected to be quiet and orderly in the halls. Moderate conversation is permitted. Noisiness is discouraged.

At 7:55 a.m. the bell will ring informing students that the academic wing is open. At 8:10 a.m. a warning bell rings, and students shall collect their books to go to their first period class. STU-

DENTS ARE TARDY AT 8:15 A.M.! Excessive tardiness is not tolerated.

Between 8:15 a.m. and 8:20 a.m. attendance is taken. Groups or students wishing announcements made should have them written on paper to be approved by the principal before 8:00 a.m. All announcements must first be approved by the class or group sponsor. Students shall be quiet and pay attention during the announcements both as a practice of courtesy and so that the announcements may be heard.

The school day is divided into five periods, 70 minutes in length with 5 minutes passing time between classes. Instructional Resource Time (IRT) is from 3:05 – 3:27 p.m. Remediation and extra help are available during IRT. Students riding a bus report to the cafeteria at 3:05 p.m. Students may be assigned to a resource room.

Students who leave at 3:27 & do not ride a bus are to stay on the sidewalk until the buses have left & they have been waived clear by a staff member.

Students are not allowed to have food or beverages in the academic wing (hallways & classrooms) with the exception of water in clear containers.

Students are to keep their books in their locker or book-bag, **NOT** on the hallway floor. Book-bags are to be taken home each day so that cleaning personnel can clean the hallways.

Students are not permitted to broadcast music with phones, portable speakers, jam boxes, etc. on buses or school grounds. Earbuds or headphones must be used.

Students who must use the rest room during class time or go to the library must have a 'HALL PASS' signed by the teacher. Rest room use during class time should be for emergencies only. Time is allowed between classes for rest room use.

Lunchtime is from 10:45 a.m. to 12:30 p.m. and divided into three 30-minute shifts. Students will go to lunch when their 3rd period teacher goes to lunch.

School is dismissed at 3:27 p.m., and the buses leave at 3:30 p.m. Students in the building after this time **MUST HAVE A FACULTY SPONSOR WITH THEM.**

If school will not be in session because of any emergency, the Seymour radio stations WZZB (1390 AM) or WQKC (93.7 FM) will broadcast the information starting at 6:30 a.m.

CLASS SCHEDULE

7:55	Academic wing opens
8:10	1st Bell
8:15	Tardy Bell
8:15 - 9:25	period 1
9:30 - 10:40	period 2
10:45 - 12:30	period 3
lunch period 1	10:45-11:15
lunch period 2	11:15-11:45
lunch period 3	12:00-12:30
12:35 - 1:45	period 4
1:50 - 3:00	period 5
3:05 - 3:27	IRT period

IRT CAFETERIA RULES

- Students are to be seated unless buying candy or drinks.
- Students are not permitted to move from table to table.
- Students are not allowed to go to their lockers during IRT.

- Students must put trash in the proper place or machines will be turned off.
- Students are permitted to use the restroom after receiving permission from the IRT supervisor.
- Students are permitted to use cell phones and other electronic devices while in cafeteria IRT.
- Students are not permitted to play music out loud on phones or portable speakers.
- Spills are to be cleaned by the student. Ask IRT supervisor for supplies.
- Students will be excused from their seats at the end of IRT. Do not stand until you are dismissed.

DROP/ADD POLICY

Students may drop a class and add another class within the first 5 days of a new trimester. Students are encouraged to make any schedule changes before the beginning of the trimester.

Within the first 15 days of a new trimester, students may drop a class and take a study hall in its place. No grade will be given for the dropped class.

After the first 15 days of a new trimester, students must submit a request to the building principal in order to drop a class. If the request is approved, it may result in an F for the class.

GRADING SCALE

The grading scale at Brownstown Central High School will be as follows:

Percent	Grade	*AP Weighted Value	*Non-Weighted Value
99-100	A+	5.01	4.0
94-98	A	5.01	4.0
92-93	A-	4.76	3.75
90-91	B+	4.51	3.5
82-89	B	4.01	3.0
80-81	B-	3.76	2.75
78-79	C+	3.51	2.5
72-77	C	3.01	2.0
70-71	C-	2.76	1.75
68-69	D+	2.51	1.5
62-67	D	2.01	1.0
60-61	D-	1.76	0.75
Below 59	F	0.00	0.00

GPA & CLASS RANK

GPA is calculated by dividing a student's total credit points by the total number of attempted credits in the eligible courses. When subjects failed are repeated, both marks are used. Students taking AP courses will receive 1.01 additional points toward calculating GPA.

AP courses include: AP Biology, AP Calculus, AP Chemistry, AP English, AP U.S. History, and AP World History.

In order to earn the highest GPA possible, a student should earn 51 credits, take all available AP classes, take 2 study halls per year in grades 9, 10, 11, and 3 study halls in the 12th grade for a total of 9 study halls over four years. Taking study halls as suggested in the previous sentence is the maximum allowed in a student's high school career. In addition, 8th grade Algebra credit(s) will be included on the high school transcript if a student does not choose to take Algebra as a freshman. Alternative P.E. will count as a credit, but will not be calculated into a student's GPA – begin-

ning with the class of 2018.

Students completing all 6 AP classes and earning an A (A- does not count) in every class taken throughout high school will be ranked number 1 in the class (despite number of credits or overall GPA).

Marks or grades received represent the teacher's evaluation of the student's achievement in the course taken. A trimester grade is the average of the total trimester work. The trimester grade is placed on the student's transcript. Rank in class is computed from marks earned in all regular classes of grades 9, 10, 11, and 12.

Grade cards are distributed by the teachers at the end of each trimester. Students will take these home for parents to see. If there are questions about the grade, we encourage the parents to call the school for a conference with the teacher. To be placed on the Honor Roll, the student must have a grade average of 3.4 or better; High Honor Roll is attained by having a 4.0 or better.

COMMENCEMENT SPEAKERS

Students achieving the top three weighted GPA's at the end of 12 full trimesters will be recognized as the commencement speakers for their graduating class. The senior class president will lead the tassel ceremony during commencement.

GRADUATION QUALIFYING POLICY

Students, who earn all necessary 42 credits and demonstrate competency in the academic standards to the satisfaction of the Board of School Trustees of Brownstown Central Community Schools, shall graduate from Brownstown Central High School. Competency in the academic standards may be demonstrated in one of the following ways:

- I. Meet the Indiana Department of Education standard on ISTEP+ End of Course Assessment (ECA) in English 10 and Algebra I.

OR

- II. Complete the following ECA Evidence-based waiver:
 - a. Maintain a 95% attendance rate each year in grades 9 – 12.
 - b. Take advantage of remediation opportunities offered by the school at least once a year.
 - c. Maintain a 1.75 GPA average in the 34 credits required for an Indiana high school diploma.
 1. The required courses are:

Language Arts	8 credits
Social Studies	4 credits
Mathematics	4 credits
Science	4 credits
Health & Safety	1 credit
Physical Education	2 credits
Career Academic Sequence	6 credits
Flex Credits	5 credits
 2. The courses must be from the list of approved course titles for high school credit or those courses that have been approved as non-standard.
 3. C minus and C plus counts as a C for this purpose.
 - d. Take the ECA at least one time each year (for special education students, as often as is determined by case conference committee: this determination must be made at least annually).

- e. A teacher in each subject area in which the student has not achieved a passing ECA score must provide a verification signature. (In the case of special education students, the teacher of record along with the case conference committee may determine that the student is eligible to graduate if the following criteria are met).

The verification signature must:

1. Be agreed to by the principal and
2. Be supported by documentation that the student has attained 9th grade academic standards in language arts and math based upon:
 - a. Test other than the End of Course Assessment (ECA) or
 - b. Classroom work.

OR

- III. Complete the requirements of the ECA Work-readiness waiver
 - A. Completes all requirements under II. Except E.
 - B. Completes a workforce readiness assessment; and, at least one career exploration internship, cooperative education, or workforce credential recommended by your school.

DIPLOMA POLICY

Brownstown Central Community Schools will issue four types of diplomas to students enrolled in Brownstown Central High School. Students must qualify by completing the requirements set by the Indiana Department of Education* and Brownstown Central Community Schools. The four diplomas are:

1. General
2. Core 40
3. Core 40 with Academic Honors
4. Core 40 with Technical Honors

Brownstown Central Community Schools will issue two types of certificates to students enrolled at Brownstown Central High School.

1. High School Certificate of Course Completion
 - a. The Certificate of Course Completion will be awarded to a student who completes the required 42 credits, but does not meet the End of Course Assessments.
 - b. The student must attend 4 years of high school.
2. High School Certificate of Completion
 - a. The Certificate of Completion will be awarded to a special education student who is not capable of earning a diploma, but who completes the educational program prescribed by the student's IEP.
 - b. The student must attend 4 years of high school.
 - c. The student must have 90% attendance for the 4 years of high school.
 - d. The high school principal may waive the 90% attendance rate for special circumstances.

A student graduates from high school upon accumulating required credits and fulfilling the school and state requirements. A student with an IEP may only need 40 credits to receive a high school diploma. Graduation ceremonies are Awards Day and Commencement.

A permanent record of the courses taken by each student, the grades received, the attendance record, scores on special tests, and a list of activities is kept in the guidance office. The office will send a transcript (a copy) of this record upon written request of the student or parent. The school

record is available for inspection by any student upon reaching 18 years of age or any parent until that time. Transcripts will be sent to Educational Institutions upon request from the institution.

*The IDOE requirements are always subject to change.

ACADEMIC INTEGRITY POLICY

Brownstown Central High School expects all students to abide by ethical academic standards. Academic dishonesty—including plagiarism, cheating or copying the work of another, using technology for illicit purposes, or any unauthorized communication between students for the purpose of gaining advantage during an examination—is strictly prohibited. Brownstown Central's Academic Integrity Policy covers all school-related tests, quizzes, reports, class assignments, and projects, both in and out of class. The determination that a student has engaged in academic dishonesty shall be based on specific evidence provided by the classroom teacher or other supervising professional employee, taking into consideration written materials, observation, or information from others. Disciplinary actions (including accomplices) will be:

1st offense – Zero on assignment, detention, and parent contacted

2nd offense – “F” and removal from class* & parent contacted

*Student is no longer eligible for dual credit in that class and ineligible or removed for National Honor Society.

ATTENDANCE & HONOR ROLL REWARD PROGRAMS

1. Perfect attendance incentive program
 - a. Pizza Party.
 - b. Movie in auditorium.
2. Honor Roll incentive program
 - a. Big Cookie.
 - b. Academic Awards Program - Students earn awards (certificate, t-shirt, academic letter, plaque) for achieving the trimester Honor Roll.

The high school academic awards program has three goals: 1) To place academic achievement in a position of prestige; 2) To recognize student academic achievement; and 3) To provide students with incentives for academic achievement.

Qualifications are: Maintains a 3.4 average in credited courses taken in a trimester. (Incompletes will make the student ineligible for the trimester.)

Awards given will be:

1st time trimester honor roll - Certificate

4th time trimester honor roll – T-shirt

7th time trimester honor roll - Chenille academic letter

10th time trimester honor roll/NHS graduate - Plaque

ACADEMIC TEAMS

Academic team participation is a valuable experience for high school students. Any student grades 9-12 who is willing to study and attend meetings may be on the academic team. The Academic Spell Bowl is held in October of each year and practices begin at the start of the school year. The Academic Super Bowl is held in April of each school year and practices begin at the discretion of each subject coach. Subject areas include English, fine arts, math, science, social studies, and interdisciplinary.

In order to qualify for Academic Team awards, team members must attend at least ten of the required meetings and participate in the invitational and area competitions.

1st year team member – Certificate

2nd year team member – Academic Team Letter

3rd year team member – Academic Gold Bar

4th year team member – Academic Pin

3 years on one team or a combination of 5 teams - Jacket

MIDTERM GRADUATION

A student may graduate after he/she has fulfilled the school and state requirements and attained the required credits. Student must notify Guidance of their wishes to graduate at midterm. They may participate in graduation ceremonies after the 12th trimester. Students graduating in 12 trimesters will participate in graduation ceremonies established the last part of May.

GUIDANCE AND COUNSELING

Guidance and counseling services are available to all students in the school. Students and parents are encouraged to discuss with the guidance counselor problems or concerns, whether they be educational, social, occupational, or of any other nature.

Besides having access to a guidance counselor, all students and parents may arrange for individual conferences with any teacher any day during the teacher's preparation period or with the principal.

Group guidance activities become an integral part of the school curriculum when the subject for discussion seems suitable for the entire class.

ONLINE GRADES

Parents will be able to view their student's grades online through a program called Harmony. Teachers will update the grades at least every three weeks. To find out how to use the program and to obtain a password, please call the high school office at 358-3453.

MID-TERM REPORTS

Midterms will be issued every six weeks. Students who receive a "D" or "F" must return the progress report or mid-term signed by a parent by the following Wednesday or they will be assigned an after-school detention by his or her teacher.

ATTENDANCE POLICY

ATTENDANCE PHONE: 812-358-3453

A parent or guardian must contact the attendance office to report an absence (note, e-mail, or phone call) **EACH** and **EVERY** day a student is absent. If an absence has not been verified by a parent or guardian by 8:15 am on the following day, **it is considered unexcused**. A message may be left for the attendance office 24 hours a day.

ATTENDANCE LETTER

An attendance letter will be sent to the parent upon the fifth absence in any class.

A remind e-mail and text message will be sent to parents via Harmony every day around 10:00 am for students that are marked unexcused because a parent or guardian did not contact the school. It is the parent's responsibility to contact the school or send a note when his/her child is not at school to ensure that one's child does not receive an unexcused absence.

We believe that the school, the parents, and the community all have an obligation to help students develop good attendance habits. In the work world, regular attendance is frequently a condition of continued employment and/or advancement, and we believe that high school graduates should be prepared for the attendance standards common to business, industry, and society in general. Accordingly, the excused/unexcused policies and procedures described below are designed to reinforce the idea that good attendance is a necessary part of the "job" and a condition of advancement.

Students are expected to be in school each day that school is in session. However, we recognize that events occur which interfere with school attendance, and we recognize the role and authority of parents in attendance decisions. In addition, we will work with parents to meet individual students' needs and will support efforts to provide alternative methods of instruction and study when serious injury or illness requires extensive periods of time out of school.

ABSENCE FROM CLASS

Class periods are normally 70 minutes in length. A student who misses more than twenty minutes of a class shall be considered absent for that class period. When classes are shortened, the equivalent % will be used. (Example: 40 min. class, miss 12 min. = absent) Attendance will be taken period by period, and the teacher's record will be the official documentation. No FREE absence days exist at Brownstown Central High School.

TARDY

All tardies to school or first period will be processed by the office. Teachers will process tardies to all other periods. Students arriving to school between 8:15 and 8:35 a.m. will be counted as tardy. Students may be counted tardy if they are not in their seats by the end of the passing time between class periods.

Consequences will be as follows:

3rd tardy = 1 after-school detention

4th tardy = 1 day Saturday School

5th tardy = 1 day Out-of-school suspension

6th tardy = 1 day Out-of-school suspension

EXEMPT ABSENCES

Classes missed because of school related activities are NOT counted as an absence from school. School exempt absences include:

- Serving as a page or honoree of the General Assembly (IC 20-33-2-14).
- Serving on the precinct election board or as a helper to a political candidate or party on the day of a municipal, primary or general election (IC 20-33-2-15).
- Subpoenaed to testify in court (IC 20-33-2-16).
- Serving with the National Guard for no more than 10 days (IC 20-33-2-17).
- Serving with the Civil Air Patrol for up to 5 days (IC 20-33-2-17.2).
- Approved Educationally Related Non-Classroom Activity (IC 20-33-2-17.5).
- The student or a member of the student's household exhibits or participates in the Indiana State Fair for educational purposes (IC 20-33-2-17.7).
- Administrative/Guidance actions such as investigations or scheduling that cause a student to miss classes.
- School-sponsored field trips.

Students are responsible for obtaining all assignments in advance for exempt absences; assignments will be due the following day when the student returns to school.

Field Trip Eligibility Guidelines: In order for a student to be eligible to attend school field trips, he/she must not have missed six or more excused or unexcused days or have any failures from the previous trimester (no exceptions). A student not eligible for a field trip will report to study hall.

EXCUSED ABSENCES

To qualify as an excused absence, a parent or guardian must contact the attendance office to report an absence (note, e-mail, or phone call) **EACH** and **EVERY** day a student is absent. If an absence has been verified by a parent or guardian by 8:15 am on the following day, **it is considered excused**. **A student will be allowed one day to complete make-up work for each day of an excused absence.** It is the student's responsibility to arrange for making up work. Parents may call the school to request assignments. Students/Parents have access to assignments on their Harmony account.

- Illness verified by note, e-mail, or phone call from parent/guardian.
- Illness verified by note from physician.
- Family Funeral/Bereavement.
- School Nurse visit or nurse requests that parent pick up student.
- Weather related.
- Prearranged absences approved by the administration (including college visits).
- Religious observance.
- Other reasons not specifically listed in statute under the exempt category.

Parents are requested to support the importance of good attendance by scheduling appointments after school as much as possible and by rotating appointments after school or during study hall as much as possible so that the student does not repeatedly miss the same class period.

UNEXCUSED ABSENCE

A parent or guardian must contact the attendance office to report an absence (note, e-mail, or phone call) **EACH** and **EVERY** day a student is absent. If an absence has not been verified by a parent or guardian by 8:15 am on the following day, **it is considered unexcused**. A parent notification of an absence after 8:15 am upon the students return will not enable a student to make up work. Students will not receive credit for any work missed during an unexcused absence, although teachers may require (and student may request) make-up for subsequent learning.

***Assignments missed due to an unexcused absence cannot be made up for credit (except major projects, tests, and final exams).**

OTHER ABSENCES

- Family Trip/Vacations – Students may be excused from school to accompany a parent on a vacation or trip. When this occurs, a parent must contact the principal at least two days in advance of the trip. The principal will notify the teachers that student will be gone. At that time, the student is expected to request any make-up assignments that will need to be done. These assignments must be completed on the date identified by the teacher in order to receive proper grade points.
- If medical documentation verifies that the student will be absent for 20 or more days, the school is required to provide homebound instruction to the student on the days that the student is out due to injury or temporary, or chronic illness (511 IAC 7-42-12). If homebound instruction is provided by a licensed teacher, then the student is counted as present.
- Out of School Suspension/Expulsion – the student is not reported as present or absent. The student should be reported on the Suspension/Expulsion data collection.

***Assignments missed due to out-of-school suspension cannot be made up for credit (except major projects, tests, and final exams).**

TRUANCY

If a student is absent from school, he/she will not be able to attend work or participate in any athletic, extra-curricular or social events the same day, except on special prior approval from the administration. Absences on Friday will not affect activities that occur on a Saturday.

Absences from school or a class without the **prior knowledge and consent** of a parent are classified as truancy. It includes leaving school without permission, cutting class, and failing to attend

vocational class or ICE assignment. Attending an after-school activity on the day of an absence without administrative permission is considered a truancy.

***Assignments missed due to truancy cannot be made up for credit (except major projects, tests, and final exams).**

1st truancy = Saturday school.

2nd truancy = at any time in his/her high school career will result in a three-day out-of-school suspension and loss of driver's license.

3rd truancy = at any time in his/her high school career will result in an expulsion from school.

HABITUAL TRUANCY

IC 20-20-8-8 defines habitual truancy to include students absent ten (10) days or more from school within a school year without being excused or without being absent under a parental request filed with the school.

- 10 Unexcused days during a school year will result in expulsion from school or placement in an alternative education program.

SUMMER SCHOOL

A student can only have two absences during a summer school session. On the third absence, the student will be removed from the summer school roster and placed in the class during the regular school year. When the student is absent for more than 15 minutes, they are counted absent for the whole day. There will be no half days counted.

PERFECT ATTENDANCE

To qualify for perfect attendance, a student must be enrolled for the full trimester/year and not record any absences, tardies or suspensions during the trimester/year.

WORK PERMITS

Students under 18 years of age must obtain a work permit in order to be employed. A work permit is only issued if the student has located a job and the employer agrees to fill out the intent to employ section of the permit. The employer must complete the intent to employ card and a parent or guardian must sign the intent to employ card before the work permit card can be issued.

Students who do not pass four classes will have their work permit denied or revoked for that trimester.

PHONE

Office phones are NOT to be used except in emergencies. Students are requested to remind parents that they should not call the student at school except in emergencies. Students will not be called out of class or given messages except in emergency cases.

CELL PHONE & ELECTRONIC DEVICE POLICY

Students must keep cell phones & other electronic devices (including, but not limited to: MP3 players, cameras, etc.) turned off and out-of-sight (stored in lockers, backpacks, purses, pockets, etc.) at all times between 8:15 AM & 3:00 PM on Monday, Tuesday, Thursday, & Friday, and 8:15 AM & 3:27 PM on Wednesdays. Smart watches must be removed during testing. This same policy applies during after-school detention, remediation, or Saturday School. Contents of confiscated cell phones can be searched by administrators if they have reasonable suspicion that it contains information concerning violation of a school rule or policy. Violators of this policy will be punished as follows:

1st offense – Saturday School & item confiscated until picked up by a custodial parent

2nd offense – 1 day OSS & item confiscated until picked up by a custodial parent
3rd offense – 3 days OSS & item confiscated until picked up by a custodial parent
Repeated offenses – results in additional OSS & ultimately expulsion.

Sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or other electronic device may be considered as grounds for suspension or expulsion.

ACTIVITIES AVAILABLE

Convocations are held in the auditorium. These programs bring the entire student body together for observing special holidays, to hear programs, and to view presentations of awards, etc. While every attempt is made to plan interesting programs, they are not to be considered entertainment only. Students are assigned seats and will occupy them during convocations. During convocations, students should be courteous and respectful. Talking to friends is discourteous. Applause by clapping is the only proper way of showing appreciation at various programs. **BOOING IS NOT DONE AT ANY SCHOOL ACTIVITY.** The way a student conducts himself/herself during a convocation is a reflection upon his/her own character and a reflection upon the school body.

Students will act like ladies and gentlemen at athletic events. Students will stay in their seats to support their team while the game is being played. Passes to leave the game are not given to students.

There are many social events planned by clubs and organizations during the school year. All dates for social events must be approved by the principal at least 2 weeks before. After approval, it is placed on the master calendar in the office. All school social events are held on school property unless an exception is granted by the principal.

Weekend social dances may be held from 8:00 p.m. to 11:30 p.m. Hours for other events should be arranged with the principal. After ball game dances are open to Brownstown Central High School students only. No one will be allowed to leave the dance and re-enter. Chaperones are a necessity at social functions, and a chaperone is a faculty obligation; parents shall be asked as needed as extra chaperones. A police officer is to be at all dances.

Brownstown Central High School offers a wide variety of activities outside the regular classroom for student participation. They include athletics, musical groups, school publications, clubs, and others. When pursued in moderation with an honest, well-balanced course of study, activities play a part in helping the student get a better social and academic background.

JUNIOR/SENIOR PROM

1. One of the highlights of the school year is the annual junior-senior prom held each spring. The prom is held from 9:00 p.m. to 12:00 a.m.
2. All juniors and seniors and their guests are eligible to attend. Each BCHS junior or senior may bring only one guest. Guests must be at least a freshman in high school and under the age of 21 in order to attend. Guests must arrive and enter prom with the BCHS Junior/Senior they signed up with, or guests will not be permitted to enter.
3. Students must be signed up by the end of school, the day prior to prom (Thursday), in order to attend.
4. All school conduct rules are in effect. BCHS students are responsible for the conduct of their guests. A police officer will be at the prom to monitor for illegal activity.
5. Students must be in attendance at school until 12:30 P.M. to be eligible to attend the prom.

RANDOM DRUG TESTING POLICY

It is mandatory that each student who participates in extracurricular or co-curricular activities, as well as those who drive to or from school activities or park on school grounds, sign and return the

“Consent Form” prior to participation in any extracurricular or co-curricular activity, or driving to or from school. Failure to comply will result in non-participation. Board Policy 5683 – Student Random Drug Testing and administrative guidelines and procedures are available at the high school, middle school, and their respective websites.

CLUB ACTIVITIES

1st Wednesday:

B.A.D. (Braves Against Drugs). Encourages positive lifestyle choices.

Chess. Open to all students.

DECA. A marketing association for students currently or previously enrolled in business courses.

FCCLA. (Family, Career, and Community Leaders of America). Must be enrolled in Home Economics.

National Honor Society. Open to students who have maintained a 3.4 average for 5 consecutive trimesters.

SLAB. (Student Library Advisory Board - Students promote the library and reading throughout BCHS.)

21st Century Scholars. Students signed up to be a 21st Scholar during their 7th or 8th grade year.

2nd Wednesday:

Booster. Promotes school-interscholastic activities.

Card Club. Open to all students

Christian Club. Open to all students.

Robotics. Students currently or previously enrolled in PLTW classes.

Student Council. Open to all students.

Tee Pee Times. (School paper) Staff chosen from volunteers.

3rd Wednesday:

BC Letterman. Open to any student who has earned a varsity letter in any sport.

Drama. Open to all students interested in viewing and promoting theatrical productions.

FFA. (Future Farmers of America). Must be in agriculture class.

German. Enrolled in German.

Science. Completed two years of a lab science.

Spanish. Enrolled in Spanish.

Clubs that meet outside school time:

FCA. Fellowship of Christian Athletes

4th Wednesday:

Freshman, Sophomore, Junior, and Senior class meetings will be held.

Students who are members of any organizations are expected to participate regularly and, if the groups make public appearances, to attend such activities. Students accept this commitment when they join.

A student may hold office in 2 groups (including class).

The Sophomore, Junior, and Senior Class Officers are elected in the spring to take office the following year. The following officers are elected by the members of each class: President, Vice President, Secretary, Treasurer, and 5 Student Council Representatives.

Every school organization must be approved by the principal and it must be under the supervision of a faculty sponsor. The principal reserves the right to veto any decision made by any school organization.

ATHLETIC

The Brownstown Central athletic program is provided as a supplemental learning opportunity for students. It provides educational opportunity for discipline of mind, body, and character. It also provides opportunities for comradeship, personal enjoyment, fitness, pride, and achievement in competition.

The student fans and athletes **WORK IN SUPPORTING BROWNSTOWN CENTRAL AT ATHLETIC CONTESTS!** This cooperative effort can bring experiences that will be remembered for a lifetime. Students eagerly await the contests, and pep sessions.

Brownstown Central takes pride in its reputation of good sportsmanship. We should always show a spirit of concern and good will for our opponents. We strive to treat our opponents as we ourselves like to be treated. Clothing or apparel that is offensive or derogatory toward our opponents will not be allowed at school or events.

Brownstown Central is a member of the Mid-Southern Athletic Conference, which includes the following schools: Austin, Brownstown Central, Charlestown, Clarksville, Corydon Central, Eastern (Pekin), North Harrison, Salem, Silver Creek, and Scottsburg.

The basic requirements for participation on an athletic team are:

1. Signature pages for **ALL** of the following must be completed and submitted to the athletic department prior to participation: Code of the Braves athletic handbook, random drug testing consent form, IHSAA pre-participation athletic physical form, and concussion/sudden cardiac arrest forms.
2. Grades - A student must be passing in four credit subjects per trimester.
3. Medical Coverage - Personal insurance, or a waiver signed by parents stating that the student is adequately insured must be on file at school.

Athletes are responsible for equipment issued to them. This equipment is to be used only while they are practicing or competing in that specific sport. Additional information is found in the Code of the Braves Handbook.

The following criteria will be used to determine eligibility for the athletic recognition banners in the gymnasium:

Before class sports	- Final Four
After class sports	- State Champ or Runner-up
Individual	- State Champ

CALENDAR

The master calendar for the school year is in the office. The date, time, and place of all school functions are listed on this calendar. This calendar should be consulted before any dates are decided upon or any area of the school requested for any school function. The principal must approve all requests.

CUSTOMS

The school colors: **Red, Black, and White**

The school's athletic emblem: the "**Brave**"

by Mr. Wharton Reynolds.

SCHOOL SONG

Brownstown Central ever onward

Fight on for our fame

Standing together cheering our team

We'll help to win this game

Let's do our best for B.C.S.

Then we'll raise our victory cry,

RAH! RAH!

And win or lose we're proud to choose

Our Brownstown Central High!

by Mr. Keith Skelton

MEDIA CENTER

The high school media center is a place for everyone: students, teachers, and staff.

- Destiny Library Program allows for students to search for library resources and create lists to aid with research and Accelerated Reader. Students can log on (using network username and password) from school or home by going to the media center website at hs.btownccs.k12.in.us.
- Every student entering the library must sign in and out unless coming in with a class/teacher. Each student must have his or her passbook signed with a library pass. Restroom, hall, and locker passes will not be issued from the library.
- Library passes from study hall will be allowed for the entire period as long as students are working. Class passes are for 10 minutes unless teacher specifically designates a longer time for a project, computer use, etc.
- Checking out materials: Students use student number to check out materials. Students will be responsible for all materials checked out. Students are allowed to have five items checked out. Students with overdue items and/or fees will be allowed only one checked-out material until their record is completely cleared. Items turned in past the due date will result in a fine.
- Book checkout: Books are checked out for two weeks and can be renewed if the item is not reserved by another patron. Students must have the item in order to renew. Students may also renew items via Destiny Library Program, provided items are not overdue or a fine exists.
- Movie checkout: Students may check out two movies from the Student Video Collection. Movies are checked out for 2 days. A \$1.00 fine per day per item will be assessed for late returns.
- Games and Puzzles: Students may checkout one game or puzzle on Friday. The game or puzzle is due on Monday morning. A \$1.00 fine per day per item will be assessed for late returns.
- Lost materials: Students will need to pay the replacement cost of the items.
- Damaged material: Damaged materials should be brought to the attention of the library staff as soon as possible. Students may be charged a fee or replacement cost if materials are returned in a damaged or unusable condition.
- Library computers are for school-related use only.

CAFETERIA

ALL STUDENTS WILL EAT LUNCH IN THE SCHOOL CAFETERIA. All eating is confined to this area. Students going to lunch will walk in an orderly manner to the cafeteria. STUDENTS MUST STAY IN THE CAFETERIA AND REMAIN SEATED during lunch unless returning tray or going to the restroom. Students are not allowed to bring in food or drink to be shared with others. The cafeteria provides a variety of food choices. The state department has ruled that high school age children must be offered the 5 items making up a balanced meal. Students may take only some of the 5 items if they choose (one item must be a fruit or vegetable) or may have all 5 items.

Items count as follows to form the meal:

Meat/meat alternative	1 item
Fruit	1 item
Vegetable	1 item
Bread/grain	1 item
Milk/1% or skim	1 item

Students have their choice of meat, fruit, salad, or vegetables. Students are expected to be courteous and neat in the cafeteria. The throwing of food or leaving trash on tables will result disciplinary actions. Dirty trays and paper will be taken to the dishwasher and trash cans.

The Brownstown Central High School Cafeteria utilizes a pre-payment debit system that provides each student with a personalized lunch account. Student ID numbers are used as their personal identification number (or PIN) for lunch purposes. Students should never give their pin number to another student. Students enter their PIN into a keypad after making their food selections. The cashier then accesses their account and verifies the identity of the student prior to completing the transaction.

Because our debit system operates on a pre-pay basis, students must deposit funds in advance of use. Deposits can be made in the morning during our breakfast program from 7:40-8:10. Deposits are made by putting the money in an envelope and handing it to the breakfast cashier. The envelope must have the student's name, PIN number, and correct amount listed. Checks rather than cash deposits are encouraged (there will be a charge for checks written and returned with insufficient funds). These funds are then used for purchases of lunches, milk and ala Cart (or extra) items intended to supplement a nutritious lunch.

Students and parents are encouraged to keep track of account balances. Parents can access lunch balances online at any time using our Harmony parent access system. Students can access their lunch balance before 8:10 am in the cafeteria or during their lunch period. Upon request, account history information will be provided.

Students qualifying for meal assistance in the form of free or reduced price lunches will utilize their lunch account in the same manner as other students, thereby eliminating overt identification.

School breakfast provides a healthy meal to children who do not have the time or household income to eat before school. Breakfast is served daily in the BCHS Cafeteria from 7:40-8:10. The cost is \$1.25 for paying students and no charge for students who qualify for Free or Reduced meals. Breakfast will be served from 9:40-10:10 when there is a 2-hour delay.

POLICY REGARDING "CHARGED" LUNCHES:

1. No ala Cart items may be purchased with a negative balance: including snacks and extras.
2. Should a student reach negative \$5, parents will begin receiving email notifications until the balance is paid in full.

All negative lunch balances must be paid in full the last week of school. A student will not be allowed to purchase a lunch with a negative balance the last week of school. All lunch balances will be carried forward to the next school year. Seniors who have a positive lunch balance will receive a refund. Upon withdrawal of a student or separation from the school for any reason, all lunch account holders will have 1 year to claim a refund of a positive balance in their account. Any unclaimed balances will automatically be applied to a needy student's account.

HARMONY ONLINE PAYMENTS

Parents who wish may deposit money into their child(s) lunch account and/or pay for textbook rental and fees via credit card through our Harmony system. You will log in to your Harmony account. There is a blue [make a payment](#) link under the on-line payment section. This will open a new screen where you will fill out your payment information. For more information or to get started using Harmony, go to the Brownstown Central Community School Corporation web-

site <http://www.btownccs.k12.in.us/> and click on the Harmony 3 Family Access Login link.

DRILLS

(fire, tornado, disaster, lockdown)

Fire drills are held occasionally, and every room has a specific pattern of evacuation. All students and teachers should be familiar with the pattern for any room they occupy.

The ringing of the fire alarm should indicate a complete evacuation of the building in an orderly manner. All alarms will be followed, unless the office informs otherwise, by the intercom.

Tornado drills will be held during the school year. Instructions from the principal are the signal to prepare. Students will follow the teacher's instructions, be calm, attentive, and ready to respond.

Lockdown drills will be held during the school year. Instructions from the principal are the signal to prepare. Students will follow the teacher's instructions, be calm, attentive, and ready to respond.

NURSE

School Health Services:

The school nurse coordinates health services that are designed to prevent health problems, promote health, assess health status, provide emergency care, ensure access to health care, and identify and manage barriers to students' learning. Referrals to the school nurse can be made by school staff, parents or by the students. A pass from the teacher is required to see the school nurse during class time.

Medication Policy:

Only those medications necessary to maintain the student in school will be given during school hours. No medication shall be given without written permission of the physician and parent/guardian. The pharmacy label may serve as the written order of the physician. All medications should be kept in the original container with the student's name on it. Medications will be kept in a locked cabinet in the nurse's office. A parent/guardian or designated adult may bring over the counter medication to school and give it to their student without written consent of the physician. A student with a chronic disease or medical condition may possess and self-administer medication with a written statement from the physician and parent/guardian. Questions concerning medication should be directed to the school nurse.

PHOTOGRAPHS

Photos of all students in grades 9-12 will be taken in the fall of each year. Pictures will be in color. This is a prepay program, but quality is guaranteed by the photography company. Retakes are taken at a later announced date. Seniors must submit a picture by the given deadline in order to have their picture included in the yearbook or newspaper publications.

VISITORS

Adult visitors are welcome but should identify themselves to the principal upon entering the building. Student visitors or friends are not allowed unless approved by the principal.

BUS RULES

1. The bus driver may assign seats.
2. Be courteous.
3. No profanity.
4. Do not eat or drink on the bus; keep the bus clean.
5. Violence is forbidden.

6. If equipped, students are to wear seatbelts at all times while on the bus.
7. No smoking.
8. Keep your hands and head inside the bus.
9. For your own safety, do not distract the driver through misbehavior.

Misbehavior on Bus:

Penalty at discretion of principal depending on circumstances (may include removal from bus for 1 to 10 days or permanent removal.) Serious misbehavior on the bus may also lead to punishment including suspension or expulsion from school.

STUDENT DRESS

The board recognizes that responsibility for the dress and appearance of students rests with individual students and their parent(s)/guardian(s). School personnel need and ask for the support of parents/guardians to ensure that students come to school in attire that is modest, does not pose health or safety hazards, and is not disruptive or distracting to the school environment.

Students are encouraged to use sound judgment and reflect respect for themselves and others in dress and grooming. In keeping with the goals of the school unit to provide a safe, healthy and nondiscriminatory environment for educating students for maximum academic and social development, the following restrictions on dress shall be enforced:

- A. No student shall be permitted to wear clothing or articles of clothing with inappropriate pictures, language, slogans, or symbols or those that promote or advertise alcohol, beer, drugs, tobacco brands, or organizations that promote inappropriate activities. Clothing with suggestive double meanings is prohibited.
- B. No apparel should be worn that draws undue attention from other students or faculty members. If there is any doubt in the appropriateness of a garment, IT SHOULD NOT BE WORN!!! Guidelines for apparel are as follows:
 - Shirts should be long enough to tuck in and cover the entire shoulder area. Shirts designed to show the belly, shoulders, or cleavage are not allowed. Halter tops, bare midriffs, sleeveless shirts, tank tops, low-cut fronts, clothing too sheer, too short, or too tight are inappropriate.
 - Students may not wear clothing in such a fashion that undergarments are displayed. All pants must be worn above the hips. There shall be no holes in the "boxer short" area of pants.
 - Shorts and skirts should be at least mid-thigh in length (fingertip length). Note: The highest point of shorts, skirts, and dresses must extend below the fingertips with arms resting at one's side.
 - Clothing that is designed to be worn skin-tight (spandex, leggings, tights, yoga pants, etc.) will not be permitted unless they are worn under another school appropriate garment.
 - Headgear, such as hats, caps, beanies, headbands, bandanas and all other head covers, are not to be worn inside the school. Headbands are permitted only if they are worn above the forehead as part of a hairstyle.
 - Shoes with soles are to be worn at all times. House slippers are not permitted.
 - Jewelry and body piercings that are sharp, bullet-like, etc. are not allowed for safety reasons.
 - Sunglasses are not to be worn inside the building.
 - Clothing that is destructive to school property (cleats, pants with metal inserts, etc.) is not permitted.
 - Clothing, footwear, insignia or accessories that are intended to identify the wearer as a member of a particular gang are prohibited.

- Pajamas and blankets are inappropriate for school.
- C. School administrators or teachers may require special clothing for health and safety reasons for students participating in physical education, certain extracurricular activities, work with or around machines or other activities. However, no particular brand may be required.

Disciplinary policy for dress code violations:

1st offense – Level 1 Warning, parent contact, and change of inappropriate attire.

2nd offense – 1 after-school detention, parent contact, and change of inappropriate attire

3rd offense – 1 Saturday School, parent/student conference with Asst. Principal, and change of inappropriate attire

Repeated offenses will result in out-of-school suspension.

BEHAVIOR

Students are asked to be ladies and gentlemen in school as well as outside school. Be courteous, say "Please" and "Thank You." Be considerate, don't congregate in halls and block traffic, don't push in a cafeteria line, and don't talk in convocations when a program is presented. A "Good Morning" and a smile are a pleasant habit to acquire to begin the day.

Under no circumstances are students to bring to school such dangerous items as guns, knives, chains, or razor blades. Any devices for squirting liquids are not permitted at school. Such items will be confiscated and **NOT RETURNED**.

Valuable and personal property non-essential for classroom work shall be left at home. Students should keep their purses or billfolds with them always, and students should never handle a purse or billfold belonging to another student or person. During P.E. classes students should turn in their valuables to the teacher so they can be locked up. The school does not accept blame for the loss of these things.

Care of school property reflects the pride a person takes in himself and in his school. Students should keep their desks, rental books, and other school property clean and unmarred. Waste paper is to be put in the waste baskets supplied.

Using tobacco/nicotine products is dangerous to personal health and cannot be condoned by the school. **Possession, use, distribution, or being under the influence of any substance which contains or represents a nicotine based product** is forbidden by students anywhere on school ground, in cars, driving on or off school grounds, or within sight of the school building. This includes all products containing tobacco and/or nicotine (gum, drinks, e-cigarettes, etc.). Tobacco violations will lead to suspension from school. A third tobacco offense will lead to expulsion.

DISPLAY OF AFFECTION POLICY

Students should not, under any circumstances, while on school grounds, at school functions, or while riding a school bus, show affection to one another in a manner which creates a scene and/or draws undue attention to them. Public displays of affection should be limited to holding hands and there should be "space" between the individuals. Disciplinary actions will be:

1st offense – Level 1 warning & parent contacted

2nd offense – Saturday School & parent contacted

Repeated offenses – OSS

DRIVING

Students are given the privilege of driving their cars to and from school. Students driving must accept the obligation for being punctual, parking properly in their assigned parking spot, and following the rules of safe driving around school. To help provide safety for students and vehicles, the students must obey the following driving regulations:

1. BCHS student drivers shall have an application on file in the office, purchase a parking tag from the office, and shall display the student driving tag on the rearview mirror. Cars not displaying this tag shall be considered "unauthorized" vehicles on school property and may be cause for disciplinary action, loss of driving privileges or the car to be towed at the owner's expense. Students may purchase parking tags on designated days on a first come, first serve basis.
2. Drive slowly and safely: speed limit 15 MPH.
3. Vehicles must be parked immediately upon arrival, and students will come into the building immediately. No loitering in the lots.
4. Vehicles in the east lot may not leave the parking lot at the dismissal of school until all buses have left the driveway.
5. Student vehicles are not permitted to park on surrounding streets, in driveways, or approaches to parking lots. Failure to follow these directives will constitute insubordination.

Violators of the driving regulations will have their vehicle subject to being towed away at their expense and/or suspension of their driving privilege. Upon the **third violation** of driving regulations, the student will be denied permission to drive to school. Reckless driving may result in police notification. Any motor vehicle driven to school shall be subject to entry and search while on school property by the principal or his designee.

LOCKERS

All lockers made available for student use on the school premises are the property of the school corporation. These lockers are made available for student use in storing school supplies and personal items necessary for use at school, but the lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules.

The student's use of the locker does not diminish the school corporation's ownership or control of the locker. The school corporation retains the right to inspect the locker and its contents to insure that the locker is being used in accordance with its intended purpose, and to eliminate fire or other hazards, maintain sanitary conditions, try to find lost or stolen material, and to prevent use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs, or alcohol. To implement the school corporation's policy about student lockers, the school board adopts the following rules and regulations:

1. **LOCKS.** The school corporation will retain access to student lockers by keeping a master list of combinations and retaining a master key. Students may not use their own locks to prevent access to lockers by school officials, and any unauthorized locks may be removed without notice and destroyed.
2. **USE OF LOCKERS.** Lockers shall be used to store school supplies and personal items necessary for use at school. Lockers shall not be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules. Students will be expected to keep their lockers in a clean and orderly manner free from tape, stickers, signs, etc.
3. **AUTHORITY TO INSPECT.** The school corporation retains the right to inspect lockers to insure they are being maintained in accordance with conditions of Rule No. 2. All inspections of student lockers shall be done by the principal or a member of the administrative staff designated in writing by the principal. The principal may give the following staff members authority to inspect lockers: vice-principal, guidance counselor, physical education instructor, etc.
4. **INSPECTION OF INDIVIDUAL STUDENT'S LOCKERS.** A. The inspection of a particular student's locker will not be conducted unless the principal or his designee has a reasonable suspicion to believe that the locker to be inspected contains items which cause, or can rea-

sonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules. B. Before a particular student's locker is inspected, the student (or students, if more than one has been assigned to a locker), if present on the school premises, shall, where possible, be contacted and given the opportunity to be present during the conduct of the inspection unless circumstances require that the inspection be conducted without delay in order to protect the health and safety of others present on school premises. Whenever an individual student's locker has been inspected under this rule without the student's presence, the principal or his designee shall notify the student of such inspection as soon as practicable thereafter.

5. INSPECTION OF ALL LOCKERS. A. An inspection of all lockers in the school, or all lockers in a particular area of the school, may be conducted if the Principal, Superintendent, or Assistant Principal reasonably believes that such an inspection is necessary to prevent, impede, or substantially reduce the risk of (1) an interference with school purposes or an educational function (2) a physical injury or illness to any person (3) damage to personal or school property, or (4) a violation of state law or school rules. B. If a general inspection of a number of lockers is necessary, then ALL lockers in the defined inspection area will be examined. Students will not necessarily be given the opportunity to be present while a general inspection is being conducted.
6. STUDENT MATERIAL. When conducting an inspection pursuant to these rules, the inspector shall take care to avoid unduly disrupting the contents of the locker or intruding unnecessarily into any student's written material located in the locker. In addition, as to written material, the inspection will be kept to the minimum level necessary to determine that such material is not in itself, or being used to conceal contraband.
7. DISPOSAL OF CONFISCATED CONTRABAND. All contraband confiscated from lockers may be disposed of by the principal or his designee as he or she deems appropriate, including (a) return to the proper owner or place; (b) use as evidence in a student discipline proceeding if possession of the contraband constitutes a ground for suspension or expulsion under IC 20-8.1-5-4; (c) delivery to the appropriate law enforcement officials for prosecution purposes if possession of the contraband constitutes evidence of a crime; or (d) destruction.
8. INVOLVEMENT OF LAW ENFORCEMENT OFFICIALS. A. If the Principal, Superintendent, or Assistant Principal has a reasonable suspicion that a locker or lockers contain illegal drugs, illegal drug paraphernalia, weapons, a bomb, explosive chemicals, or stolen property, he may request law enforcement assistance in making an inspection of a locker or lockers. B. If a law enforcement official requests to inspect a student's locker or its contents, the principal shall require the production of a search warrant before allowing officials to inspect. C. If a law enforcement official requests the principal to make an inspection of a locker or its contents on behalf of or in the place of such official, the request shall be denied. D. The principal may cause a locker inspection to be performed for school purposes when information supplied by law enforcement officials gives rise to a reasonable suspicion that a locker (or lockers) contains contraband.
9. LOCKER CLEANING. Nothing in these rules shall affect members of the custodial staff who, at the direction of the principal, clean out (a) lockers from time to time in accordance with a general housekeeping schedule or (b) the locker of a student no longer enrolled in the school. Further, the custodial staff may open a student's locker during any vacation period if they have reason to believe such locker contains rotting, spoiling, or mildewing items such as food, wet clothes, etc.

CONDUCT

SUSPENSION FROM SCHOOL PRINCIPAL: A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period **up to 10 school days**.

EXPULSION: A student may be expelled from school for a period no longer than the **remainder of the current trimester plus the following trimester**, with the exception of a violation of rules 29 and 30 listed under the grounds for Suspension and Expulsion in this policy.

Any student at least sixteen years old wishing to re-enroll after an expulsion must obtain permission from the principal. The principal may require the student to attend one (1) of the following:

1. alternative school or program;
2. evening classes;
3. classes established for students who are at least sixteen years of age.

The following types of student conduct are grounds for expulsion or suspension subject to the procedural provisions of law: pursuant to Indiana Code IC 20-33-8: 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;
- 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
 1. Use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance or other comparable conduct, constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is illustrative of but not limited to the type of conduct prohibited by this subparagraph:
 - 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 corridor or room therein with intent to deprive others of lawful access to or from, or use of, the building or corridor or room;
 - c. Setting fire to or substantially damaging any school building or property;
 - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or of any lawful meeting or assembly on school property;
 - e. Continuously and intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.
 2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable conduct.
 3. Engaging in violence and/or threat against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
 4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
 5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
 6. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person.
 7. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.
 8. Threatening (whether specific or general in nature) damage or injury to persons or 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 presented 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.
 - 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 filled 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:
 - i. That student has an acute or chronic disease or medical condition for which the physician had prescribed medication.
 - ii. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
 - iii. The student has been instructed in how to self-administer the prescribed medication.
 - iv. The student is authorized to possess and self-administer the prescribe 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 products (or nicotine devices) of any kind or in any form.
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 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, 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 or displaying pictures (digital or otherwise) without the consent of the student or staff member in a situation not related to a school purpose or educational function.
23. Engaging in pranks that could result in harm to another person.
24. Use or possession of gunpowder, ammunition, or an inflammable substance.

25. Violating any 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, or is plainly offensive to school purposes. 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
26. Possessing or using on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device in a situation not related to a school purpose or educational function.
27. Any student conduct rule the school building principal establishes and gives publication of it to all students and parents in the principal's school building.
28. Bullying by a student or groups of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student through overt repeated acts or gestures, including verbal or written communications transmitted, and/or physical acts committed, or any other similar behavior is prohibited.
29. Possessing A Firearm or Destructive Device
 - a. No student shall possess, handle, or transmit any firearm or a destructive device on school property.
 - b. The following devices are considered to be a firearm under this rule:
 - i. Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
 - ii. The frame or receiver of any weapon described above
 - iii. Any firearm muffler or firearm silencer
 - iv. Any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device.
 - v. Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter.
 - vi. Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.
 - vii. An antique firearm.
 - viii. A rifle or a shotgun that the owner intends to use solely for sporting, recreational, or cultural purposes.
 - c. For purposes of this rule, a destructive device is:
 - i. 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,

- ii. 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
- iii. 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.
- d. 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.
- e. The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

30. Possessing a Deadly Weapon

- a. No student shall possess, handle or transmit any deadly weapon on school property.
- b. The following devices are considered to be deadly weapons as defined in I.C. 35-41-1-8:
 - i. 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.
 - ii. An animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.
- c. 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.
- d. The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

31. Unlawful Activity

- a. A student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or 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.

32. Legal Settlement

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

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, any computer system, or any computer network 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 reasonable 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 investigation 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 bully and the targeted student(s) shall be notified on a regular, periodic basis of the progress and the findings of the investigation and of any remedial action that has been taken.
 6. 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.
 7. 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.
 8. A violation of this rule prohibiting bullying may result in any appropriate disciplinary action or sanction, including suspension and/or expulsion.
 9. 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.
 10. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the bullying.
 11. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
 12. All schools in the corporation are encouraged to engage students, staff, and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.
 13. The superintendent or designee will be responsible for developing detailed administrative

procedures consistent with the Indiana Department of Education guideline for the implementation of the provisions of this rule.

CRIMINAL GANGS AND CRIMINAL GANG ACTIVITIES IN SCHOOLS

The Board of School Trustees of the Brownstown Central Community School Corporation prohibits gang activity and similar destructive or illegal group behavior on school property, on school buses, and/or at school-sponsored functions and prohibits reprisal or retaliation against individuals who report gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or other people with reliable information about an act of gang activity and similar illegal group behavior.

For more information regarding this board policy (5275), contact the Brownstown Central Community School Corporation central office.

SUBSTANCE ABUSE POLICY

A student shall not use or consume, have in his/her possession, buy/sell or give away any controlled substance. Substances included in this policy are, but not limited to all forms of alcohol products, steroids, and drugs, except those taken under a doctor's direction and proper supervision. The following policy applies to all students while attending school, school-sponsored events, or under the supervision of the school. Due process will be followed regarding violations of this policy, and the proper authorities will be notified.

The following guidelines will be followed regarding the specific involvement of the student:

1. **DEALING:** is defined as selling or sharing alcohol or other unauthorized drugs, narcotics, or steroids. The disciplinary action to be taken for this offense is a ten (10) day suspension and recommended expulsion of the student.
2. **POSSESSION AND/OR CONSUMPTION:** The disciplinary action to be taken for this offense is a five (5)-day suspension and recommended expulsion. The expulsion may be waived contingent upon a signed agreement by the school, the student's parent (s), and the student which describes a detailed rehabilitation program. This program includes a professional drug assessment and recommendations for rehabilitation which must be followed by the student. All concerned parties understand that the student's re-admission to school is probationary and dependent on the student following the recommendations of the assessment agency.
3. **SHARING:** if the dealing offense is "sharing" unauthorized steroids, drugs, alcohol with peers, then school officials will have the discretion of following the same guidelines used for "possession and/or consumption."
4. **DRUG PARAPHERNALIA:** Possession of drug paraphernalia is prohibited at school, and on school grounds. Examples of things not to be possessed or provided to other students are: pipes, rolling papers, clips, etc. Disciplinary action will be OSS.

This policy shall also include any substance which is represented to be a controlled substance.

DISCIPLINARY POLICY

LEVEL I: WARNING

Misbehavior: Classroom disturbances, out-of-classroom disturbances, profanity, public display of affection, and out-of-school misbehavior which relates to school purpose and personnel.

Procedure: Notify parent of misbehavior, recommend parent counseling with student, offer parent/school conference. Truancy will require time missed from school to be made up.

LEVEL II: SATURDAY SCHOOL / OUT-OF-SCHOOL SUSPENSION

(1 DAY/ UP TO 2 DAYS)

Misbehavior: First truancy, continued classroom disturbance, continued out-of-classroom disturbance, continued profanity, continued public display of affection, first possession of tobacco, cell phone violation, propping an exterior door, at 4th, 5th and 6th tardy (late to school / late to class) and out-of-school misbehavior which relates to school purpose and personnel.

Procedure: Notify parent of misbehavior and suspension and request parent/school conference.

LEVEL III: OUT-OF-SCHOOL SUSPENSION (3 DAYS/ UP TO 10 DAYS)

Misbehavior: Second truancy, cell phone violation, fighting at school, first tobacco use, second possession of tobacco display of affection, chronic or serious out-of-classroom disturbance, chronic skipping/missing detentions assigned by a teacher or principal, and out-of-school misbehavior which relates to school purpose and personnel.

Procedure: Notify parent of misbehavior and suspension and request parent to bring student back to school for readmission at end of suspension (a professional assessment may be required).

LEVEL IV: OUT-OF-SCHOOL SUSPENSION (5 DAYS/OR UP TO 10 DAYS)

PENDING EXPULSION:

Misbehavior: Violation of drug policy, third truancy, cell phone violation, chronic or serious classroom disturbance, chronic or serious out-of-classroom disturbance, chronic or serious public display of affection, continued chronic tardies, and out-of-school misbehavior which relates to school purpose and personnel. Second fight. Third tobacco offense.

Procedure: Expulsion hearing (a professional assessment may be required).

Following Indiana State Law, Brownstown Central High School will notify the Indiana State Department of Motor Vehicles, with regard to invalidating a current operator's license, learners permit, temporary motorcycle learning permit, and motorcycle operator endorsement or license, **when** a Brownstown Central High School student under the age of 18 receives one or more of the following disciplinary actions at Brownstown Central High School.

1. second suspension from school
2. expulsion from school
3. defined as a habitual truant at Brownstown Central High School - an individual student committing 2 or more truancy offense during the student's high school career.)

SATURDAY SCHOOL POLICY

1. Start at 8:00 am. sharp – Break from 9:00-9:05 a.m. Dismiss at 10:00.
2. Students are to enter through the academic wing doors – Entry 16 to the high school. The doors will be open at 7:45 a.m. and will be locked at 8:00 a.m. Students arriving after 8:00 a.m. will not be admitted.
3. Students are to report to the study hall rooms immediately.
4. Students are to bring materials to work on, read, or study.
5. Students are to study/work quietly and remain on task for the entire two hours.
6. Students are not to talk, roam about, sleep, or do anything to disrupt the quiet environment.
7. If students do not bring materials to work with, they will be given assignments by the supervising teacher to be completed and turned in at the end of the session.
8. If students fail to comply with the above rules and/or are dismissed from the session for any

reason, they must meet with the assistant principal the following Monday for further disciplinary action.

9. All regular school rules are in effect. The Saturday School supervisor is in charge and failure to follow his or her directives will result in dismissal.
10. Failure to attend Saturday School will result in a two-day out-of-school suspension that will be assigned once the student returns to school the following Monday.
11. Saturday School may be rescheduled in case of emergencies at the discretion of administration. A Saturday School may only be rescheduled one time. Saturday School may not be rescheduled because of work.

AFTER-SCHOOL DETENTION POLICY

1. After-school detentions are held every Tuesday & Thursday in Room 134. Students must sign in by 3:30 and will be dismissed 30 minutes later. NO ONE will be admitted after 3:30.
2. Students assigned to detention have been given 24 hours notice of the detention and are responsible for their own transportation home and need to leave school grounds immediately after the detention.
3. Students are not allowed to leave school during IRT period before their assigned detention. If a student leaves school grounds they will not be permitted to serve their detention.
4. FAILURE to serve a detention on the assigned date will automatically result in the student receiving TWO detentions. SKIPPING A DETENTION FOR THE SECOND TIME WILL RESULT IN A SATURDAY SCHOOL OR ONE-DAY O.S.S.
5. Students assigned to detention will sign in and be in a seat assigned by the monitoring teacher by 3:30. Students must bring work to do; students will not be allowed to just "sit", sleep, or read a magazine. Those that do not report with work to do will not be allowed to serve detention. School day cell phone and electronic device policy is in effect during detention.
6. Students will not be allowed to go to the restroom during detention time. Students will not be allowed to talk or ask other students questions. Anyone not following these rules or who is insubordinate will be told to leave the detention room and further action will be taken the following day.

BROWNSTOWN CENTRAL COMMUNITY SCHOOL CORPORATION INFORMATION AND PROCEDURES

SEXUAL HARASSMENT

I. THE POLICY

- A. It is the policy of the Brownstown Central community School Corporation to maintain a learning and working environment that is free from sexual harassment.
- B. It shall be a violation of this policy for any employee of the Brownstown Central Community School Corporation to harass another employee or student through conduct or communications of a sexual nature as defined in Section II. It shall also be a violation of this policy for students to harass other students through conduct or communications of a sexual nature as defined in Section II. The use of the term "employee" also includes non-employees and volunteers who work subject to the control of school authorities.

II. DEFINITIONS OF SEXUAL HARASSMENT

- A. Types of Sexual Harassment. Sexual Harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by an employee to a student, when made by an any employee to another employee, or when made by any student to another student when:
 1. Submission to such conduct is made either explicitly or implicitly a term or condition of

an individual's employment or education;

2. Submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting that individual;
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or educational environment;
4. Denial of an employment or educational opportunity occurs directly because an employee or a student submits to unwelcome requests for sexual favors made by a supervisor or teacher which results favorably for that particular employee or student;
5. Such conduct is engaged in by volunteers and/or non-employees over which the school has some degree of control of their behavior while on school property.

B. Unwelcome Conduct of a Sexual Nature

1. Conduct of a sexual nature may include verbal or physical sexual advances and/or comments regarding physical or personality characteristics of a sexual nature.
2. Verbal or physical conduct of a sexual nature constitutes sexual harassment when the alleged harassed employee has indicated, by his or her conduct or verbal objection, that it is unwelcome.
3. An employee who has initially welcomed such conduct by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome.

C. Examples of Sexual Harassment

Sexual harassment, as set forth in Section II.A. may include but is not limited to the following:

1. Verbal harassment or abuse.
2. Repeated remarks to a person with sexual or demeaning implications
3. Unwelcome touching
4. Pressure for sexual activity
5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, promotion, and/or salary increase.

D. Specific Prohibitions

1. Administrators and Supervisors
 - a. It is sexual harassment for an administrator to use his or her authority to solicit sexual favors or attention from subordinates when the subordinate's failure to submit will result in adverse treatment, or when the subordinate's acquiescence will result in preferential treatment.
 - b. Administrators and supervisor who either engage in sexual harassment or tolerate such conduct by other employees shall be subject to disciplinary actions, as described below.

III. COMPLAINT PROCEDURES

Any person who alleges sexual harassment by any employee or student in the school corporation may use the complaint procedure or may complain directly to his or her immediate supervisor, building principal, or the Title IX complaint designee of the school corporation. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades, or work assignments.

IV. FALSE REPORTING

Any person who knowingly files false charges against an employee or a student in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to disciplinary action

consistent with the school policy and the Student Conduct Code.

V. NOTIFICATION OF THIS POLICY

Notice of the policy will be circulated to all schools and departments of the Brownstown Central Community School Corporation and incorporated in each employee and student handbook.

SUICIDE AWARENESS AND PREVENTION (BCCSC POLICY)

The purpose of this policy is to protect the health and well-being of all students by having procedures in place to prevent, assess the risk of, intervene in, and respond to suicide. The corporation recognizes that physical, behavioral, and emotional health is an integral component of a student's educational outcomes, and that suicide is a leading cause of death among young people. The corporation has a responsibility to take a proactive approach in preventing deaths by suicide and acknowledges the school's role in providing an environment which is sensitive to the factors that place youth at greater risk for suicide and helps to foster positive youth development.

This policy covers actions that take place in the school, on school property, at school-sponsored functions and activities, on school buses or vehicles, at bus stops, and at school-sponsored out-of-school events where school employees are present. This policy applies to the entire school community, including teachers, administrators, corporation staff, students, parents/guardians, and volunteers.

A complete copy of the BCCSC Suicide Awareness and Prevention policy, detailing: prevention, assessment and referral, crisis team, parental notification and involvement, postvention, in-school suicide attempts, and re-entry procedures, can be requested at the principal's office.

RELEASE OF STUDENT DIRECTORY INFORMATION

Notification of Rights under the Family Educational Rights and Privacy Act (FERPA)

FERPA affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the Brownstown Central Community School Corporation to amend a record that they believe is inaccurate or misleading. They should write the School principal clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School Corporation decides not to amend the record as requested by the parent or eligible student, the School Corporation will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School Corporation

as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School Corporation has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School Corporation discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School Corporation to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Directory Information

FERPA requires the Brownstown Central Community School Corporation, with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Brownstown Central Community School Corporation may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow Brownstown Central Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories—names, addresses and telephone listings—unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Brownstown Central Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by October 1. Brownstown Central Community School Corporation has designated the following information as directory information listed below:

- | | |
|--------------------------|---|
| -Student's name | -Grade level |
| -Address | -Participation in officially recognized activities and sports |
| -Telephone listing | -Weight and height of members of athletic teams |
| -Electronic mail address | -Degrees, honors, and awards received |
| -Photograph | -The most recent educational agency or |

institution attended

-Date and place of birth

-Student ID number, user ID, or other

unique personal identifier used to

-Major field of study

communicate in electronic systems that cannot be

used to access education,

-Dates of attendance

records without a PIN password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include rights to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-
 - (1) Political affiliations or beliefs of the student or student's parent;
 - (2) Mental or psychological problems of the student or student's family;
 - (3) Sex behavior or attitudes;
 - (4) Illegal, anti-social, self-incriminating, or demeaning behavior;
 - (5) Critical appraisals of others with whom respondents have close family relationships;
 - (6) Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 - (7) Religious practices, affiliations, or beliefs of the student or parents; or
 - (8) Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of—*
 - (1) Any other protected information survey, regardless of funding;
 - (2) Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 - (3) Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect*, upon request and before administration or use—
 - (1) Protected information surveys of students;
 - (2) Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 - (3) Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The Brownstown Central Community School Corporation has developed and adopted policies regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Brownstown Central Schools will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Brownstown Central Schools will also directly notify, such as through U.S. Mail or email, parent of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Brownstown Community Schools will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of

the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and will be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520

TECHNOLOGY ACCEPTABLE USE (BCCSC POLICY)

The Brownstown Central Community School Corporation (BCCSC) is committed to the effective use of technology to enhance both the quality of student learning and the efficiency of corporation operations. It also recognizes that safeguards must be established to ensure the protection of our students. Safeguards also protect the corporation's investment in hardware and software, ensure the benefits of technology and prevent negative side effects. This technology will help propel our schools through the communication age by allowing students to access and use resources from distant computers, communicate and collaborate with other individuals and groups around the world, and significantly expand their available information base.

The provisions of this policy and associated guidelines and agreements are subordinate to school, local, state and federal law. Brownstown Central Community Schools has the duty to investigate any suspected violations of this policy.

The Acceptable Use Policy sets the standards that ensure that all users benefit from the technology in place in our school system. The policy encourages use of technology appropriate for a school environment, discourages harmful practices, and sets penalties for those who choose to violate the policy. Students should remember that access to technology is a privilege, not a right.

Technology resources are defined as any electronic tool, device, program, or system that aids the educational environment, provides entertainment, used for communication and data processing, or supports the network.

Personally owned devices are included in this Acceptable Use Policy when on school property or connected to the school infrastructure.

The following uses of school-provided technology are prohibited:

- a. to use technology hardware, software, information, and/or services or that of another individual without permission from your teacher
- b. to use technology to harass, bully, or threaten another individual
- c. to access, upload, download, create, distribute, use, or transmit pornographic, obscene, sexually explicit, abusive, slanderous, libelous, prejudicial, or otherwise inappropriate language or material
- d. to vandalize, damage, alter, or disable any other organization, another individual or school property.
- e. plagiarizing, violating copyright, or using intellectual property without proper documenta-

tion

- f. to introduce unauthorized information, computer viruses, or harmful programs into the computer system in public-private files, or messages
- g. to install, download software, games, entertainment software, or copyrighted material unless part of the course curriculum and directed by the teacher
- h. to send or respond to unsolicited e-mails or participate on chat lines unless there is a curricular tie approved by the teacher
- i. to participate in online financial transactions or give personal information, such as name, address, telephone number, etc.
- j. to utilize the school corporation technology for commercial purposes or financial gain without prior approval by the administration.
- k. to install or use encryption software on any computer
- l. to violate any local, state, or federal statute.
- m. to access, change, read or use another individual's material, information, or files or modify operating system files or computer equipment including using another's user name and password.

Inappropriate use of technology from outside the school corporation may result in disciplinary action if there is a connection back to school and either of the following occurs:

- a. The student's actions violate a legitimate school policy or law.
- b. The school can show a substantial disruption or legitimate safety concern.

Important Notice: The Brownstown Central Community School Corporation will take measures to filter and monitor resources and information accessed through its information and data systems. Although a conscious effort will be made to deter access to materials that are inappropriate for the educational setting, no safe guard is foolproof. The user is responsible for not seeking or initiating access to inappropriate material and reporting incidents should they occur. Brownstown Central Schools will not be responsible for unauthorized financial obligations resulting from school provided access to the Internet. Outside of school, families bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media.

Any violation of the corporation policy and rules may result in the loss of privileges to use corporation-provided technology including the Internet. Additional disciplinary action may be determined at the building level in keeping with the procedures and practices regarding inappropriate language or behavior as outlined in the Student Handbook. When applicable, law enforcement agencies may be involved.

Networks- Internet/Local and Wide Area

The school does not guarantee the reliability of the data connection and does not verify the accuracy of information found on the Internet. Internet filters are not a substitute for educators diligently monitoring students' computer and Internet usage. The school corporation will run filtering software as required by CIPA (Childhood Internet Protection Act). The staff is responsible for supervision of students on the network. The parent agrees not to hold the school corporation or school personnel responsible for any material the student mistakenly or intentionally accesses or transmits via the school's computer system.

Hardware/Software

Brownstown Central Schools have the right to regulate hardware/software technologies that are on its network or used within the school environment. This includes personally owned devices and/or media used on BCCSC property or with BCCSC technological infrastructure.

Documents/Files

The BCCSC has final editorial authority over students creating websites that are stored on BCCSC equipment or whenever students are given school credit for designing, editing, or updating the school websites. File-sharing by students is not allowed unless specifically requested for a class by the teacher.

No Expectation Of Privacy

All information/documents/files that are created, sent or received from a school computer including e-mail messages are school corporation property, should not be considered confidential, and may be accessed by school personnel at any time. Electronic messages and files stored on school based computers may be treated like school lockers.

NOTE: A complete copy of the BCCSC Responsible Use of Technology policy (4975), can be requested at the principal's office.